

Course Syllabus for ODL Acct 2101: Managerial Accounting

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Course: ACCT 2101 v4.0.(1): Introductory Managerial Accounting
Book: Course Syllabus for ODL Acct 2101: Managerial Accounting

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Description

This is the official syllabus for this course. Read over it carefully! Click on any of the chapters to jump to the section you want to read.

You may print this book by clicking on the link under the Table of Contents. This option is available at the bottom left of the screen, once you have selected a topic within the syllabus.

Table of contents

Welcome to the Course!

Assistance and Communication

Course Outcomes and Module Learning Objectives

Course Deliverables

Materials and Resources

Technical Information

Information about Tools in this Course

Grading Scale and Course Work

Grade Breakdown and Grading Scale

Working with Course Materials

Order of Materials

Reading Assignments

Study Guides

Adaptive Practice Exercises

WileyPlus Graded Assignments

Additional Resources

Exams

ProctorU

Guild Students - Exam Access

Transcript Request

Course Extension

Course Policies

Academic Integrity

Engagement and Participation

Accessibility

Netiquette

Diversity Statement

Welcome to the Course!

ODL Acct 2101: Managerial Accounting

This course covers the principles and methods of managerial accounting, which is primarily concerned with data gathering and presentation for purposes of internal management evaluation and decision making. Upon completion of this course, you will have a basic understanding of the kinds of information available to assist managers in their decision making.

About Your Instructor

Instructor: Liz Briggs

ebriggs@outreach.lsu.edu

Office hours: Email for a Zoom appointment

Assistance and Communication

Requests for support should be directed to the appropriate resources depending on the nature of the support requested. Please review the options below when requesting support while taking your course.

1. *Content or general course questions.* If you have questions about course content or about the course in general, use the following resource:
 - Q&A Forum at the bottom of each module within Moodle. This will email your instructor who will try to respond within 24-48 hours.
2. *Personal progress questions.* If you have questions regarding your course progress, grades or other issues of a personal nature, you should send an email to (ebriggs@outreach.lsu.edu). A Zoom meeting may be requested.
3. *Technical questions or issues.* If you have any technical problems or questions, email the ITS Help Desk at servicedesk@lsu.edu or call them at (225)578-3375. Be sure to include your name, course number and reference ODL in your contact.
4. *General Online Distance Learning questions or issues.* If you have questions regarding general ODL policies, email answers@outreach.lsu.edu. Be sure to include your name and course number (Acct 2101 4.0).

Course Outcomes and Module Learning Objectives

This course covers the following specific measurable outcomes and learning objectives. All assessments are aligned to these outcomes and objectives. Certain learning objectives not covered in this courses are noted below and within the module introductory information. Omitted learning objectives will not be included on the exams.

Course Outcomes

When you complete this course, you will be able to:

1. Master and apply basic managerial/cost accounting technology commonly used throughout the course and business entities (CO1)
2. Understand the concept of cost flow and the impact on financial statements within an organization (CO2)
3. See the relevance of cost information in the projection of planning, prices, sales volume and profits (CO3)
4. See the relevance of cost information on budgetary control and capital investment planning (CO4)
5. Utilize information to evaluate business performance (CO5)

Module Topics and Learning Objectives

The following is a breakdown of module topics and their associated learning objectives.

Module 1: CH 1 Managerial Accounting

1. Identify the features of managerial accounting and the functions of management (CO1)
2. Describe the classes of manufacturing costs and the differences between product and period costs (CO1)
3. Demonstrate how to compute cost of goods manufactured and prepare financial statements for a manufacturer (CO1,5)
4. Discuss trends in managerial accounting (CO5)

Module 2: CH 2 Job Order Costing

1. Describe cost systems and the flow of costs in a job order system(CO2)
2. Use a job cost sheet to assign costs to work in process (CO2)
3. Demonstrate how to determine and use the predetermined overhead rate (CO2)
4. Prepare entries for manufacturing and service jobs completed and sold (CO2)
5. Distinguish between under- and over-applied manufacturing overhead (CO2)

Module 3: CH 5 Cost-Volume-Profit

1. Explain variable, fixed, and mixed costs (CO3)
2. Apply the high-low method to determine the components of mixed costs (CO3)
3. Prepare a CVP income statement to determine contribution margin (CO3)
4. Compute the break-even point (CO5)
5. Determine the sales required to earn target net income and determine margin of safety (CO5)

Module 4: CH 6 Cost-Volume-Profit Additional Issues

1. Apply basic CVP concepts (CO3)
2. Explain the term sales mix and its effects on break-even sales (CO3)
3. *Learning objectives 3 and 4 included in the textbook are not covered in this course.*

Module 5: CH 9 Budgetary Planning

1. State the essentials of effective budgeting and the components of the master budget (CO1,4)
2. Prepare budgets for sales, production, and direct materials (CO4)
3. Prepare budgets for direct labor, manufacturing overhead and selling and administrative expenses, and a budgeting income statement (CO4)

4. *Learning objectives 4 and 5 included in the textbook are not covered in this course*

Module 6: CH 10 Budgetary Control and Responsibility Accounting

1. Describe budgetary control and static budget reports (CO1,4)
2. Prepare flexible budget reports (CO4)
3. *Learning objectives 3 and 4 included in the textbook are not covered in this course*

Module 7: CH 11 Standard Costs and Balanced Scorecards

1. Describe standard costs (CO1,5)
2. Determine direct materials variances (CO5)
3. Determine direct labor and total manufacturing overhead variances (CO5)
4. *Learning objective 4 included in the textbook is not covered in this course*

Module 8: CH 7 Incremental Analysis

1. Describe management's decision-making process and incremental analysis (CO1,3)
2. Analyze the relevant costs in accepting an order at a special price (CO3)
3. Analyze the relevant costs in a make-or-buy decision (CO3)
4. *Learning objectives 4 and 5 included in the textbook are not covered in this course. Learning Objective 6 is covered.*
5. Analyze the relevant costs in deciding whether to eliminate an unprofitable segment or product (CO3)

Module 9: CH 8 Pricing

1. Compute a target cost when the market determines a product price (CO3)
2. Compute a target selling price using cost-plus pricing (CO3)
3. *Learning objective 3 included in the textbook is not covered in this course*
4. Determine the transfer price used in negotiated, cost-based, and market-based approaches (CO3)

Module 10: Appendix A Time Value of Money

1. Compute interest and future values (CO4)
2. Compute present values (CO4)
3. *Learning objectives 3 and 4 included in the textbook are not covered in this course*

Module 11: CH 12 Planning for Capital Investments

1. Describe capital budgeting inputs and apply the cash payback technique (CO4)
2. Use the net present value method (CO4)
3. Identify capital budgeting challenges and refinements (CO4)
4. *Learning objectives 4 and 5 included in the textbook are not covered in this course*

Course Deliverables

Chapter	Study / Presentation (non-graded)	Graded Assignment
1 – Managerial Accounting	<ul style="list-style-type: none"> · Read Chapter · Review Ch 1 Study Guide · Watch WileyPLUS (WP) Tutorials · Complete Ch 1 Adaptive Practice (AP) 	Complete Ch 1 Graded Assignment (WileyPLUS) Submit assignment verification in Moodle
2 – Job Costing	<ul style="list-style-type: none"> · Read Chapter · Review Ch 2 Study Guide · Watch WileyPLUS (WP) Tutorial · Complete Ch 2 Adaptive Practice (AP) 	Complete Ch 2 Graded Assignment (WileyPLUS) Submit assignment verification in Moodle
5 – Cost-Volume-Profit	<ul style="list-style-type: none"> · Read Chapter · Review Ch 5 Study Guide · Watch WileyPLUS (WP) Tutorials · Complete Ch 5 Adaptive Practice (AP) 	Complete Ch 5 Graded Assignment (WileyPLUS) Submit assignment verification in Moodle
6 – Cost-Volume-Profit Analysis: Additional Issues	<ul style="list-style-type: none"> · Read Chapter (omit learning objectives not covered) · Review Ch 6 Study Guide · Watch WileyPLUS (WP) Tutorials · Complete Ch 6 Adaptive Practice (AP) 	Complete Ch 6 Graded Assignment (WileyPLUS) Submit assignment verification in Moodle
	Schedule Exam I with ProctorU	
Exam I	Covers ch 1, 2, 5 and 6 (omit learning objectives not covered)	
Ch 9 – Budgetary Planning	<ul style="list-style-type: none"> · Read Chapter (omit learning objectives not covered) · Review Ch 9 Study Guide · Watch WileyPLUS (WP) Tutorials · Complete Ch 9 Adaptive Practice (AP) 	Complete Ch 9 Graded Assignment (WileyPLUS) Submit assignment verification in Moodle
Ch 10 - Budgetary Control and Responsibility Accounting	<ul style="list-style-type: none"> · Read Chapter (omit learning objectives not covered) · Review Ch 10 Study Guide · Watch WileyPLUS (WP) Tutorials · Complete Ch 10 Adaptive Practice (AP) 	Complete Ch 10 Graded Assignment (WileyPLUS) Submit assignment verification in Moodle

Ch 11 - Standard Costs and Balanced Scorecard	<ul style="list-style-type: none"> · Read Chapter (omit learning objectives not covered) · Review Ch 11 Study Guide · Watch WileyPLUS (WP) Tutorials · Complete Ch 11 Adaptive Practice (AP) 	<p>Complete Ch 11 Graded Assignment (WileyPLUS)</p> <p>Submit assignment verification in Moodle</p>
	Schedule Exam II with ProctorU	
Exam II	Covers chs 9, 10, 11 (omit learning objectives not covered)	
Ch 7 – Incremental Analysis	<ul style="list-style-type: none"> · Read Chapter (omit learning objectives not covered) · Review Ch 7 Study Guide · Watch WileyPLUS (WP) Tutorials · Complete Ch 7 Adaptive Practice (AP) 	<p>Complete Ch 7 Graded Assignment (WileyPLUS)</p> <p>Submit assignment verification in Moodle</p>
Ch 8 – Pricing	<ul style="list-style-type: none"> · Read Chapter (omit learning objectives not covered) · Review Ch 8 Study Guide · Watch WileyPLUS (WP) Tutorials · Complete Ch 8 Adaptive Practice (AP) 	<p>Complete Ch 8 Graded Assignment (WileyPLUS)</p> <p>Submit assignment verification in Moodle</p>
Appendix A – Time Value of Money	<ul style="list-style-type: none"> · Read Chapter (omit learning objectives not covered) · Review App A Study Guide · Complete App A Adaptive Practice (AP) 	<p>Complete App A Graded Assignment (WileyPLUS)</p> <p>Submit assignment verification in Moodle</p>
Ch 12 – Planning for Capital Investments	<ul style="list-style-type: none"> · Read Chapter (omit learning objectives not covered) · Review Ch 12 Study Guide · Watch WileyPLUS (WP) Tutorials · Complete Ch 12 Adaptive Practice (AP) 	<p>Complete Ch 12 Graded Assignment (WileyPLUS)</p> <p>Submit assignment verification in Moodle</p>
	<p>Schedule Final Exam with ProctorU</p> <p><u>(ch 12 (module 11) graded assignment must be posted before the final exam will become available)</u></p>	
Final Exam	Covers chs 7, 8, App A, 12 (omit learning objectives not covered)	

Materials and Resources

Required Materials

The following online textbook supplement is required for this course:

Access Code to WileyPLUS Course Website

You may choose to use only the online version of the textbook which is automatically included with the WileyPLUS Access Code. You may gain access to WileyPLUS and our course via the following steps:

1. Begin by navigating to www.wileyplus.com
2. Log in to your WileyPLUS account. If you already have an account, enter your e-mail address and password and click the Log In button. If you do not, you will need to select Get Started. Select Learn How to Access your WileyPLUS course. **Our course code is B36795** and the course is titled **LSU ODL Acct 2101 4.0(1) Introductory Managerial Accounting**. There is a course flyer and getting started WileyPLUS video under the Start Here tab in Moodle.
3. Purchase access. You will be asked to provide information to create your account and to provide payment information. Follow the online instructions to complete your account creation and purchase. Three payment options are available 1) purchase, 2) enter pre-purchase code (received with hardcopy book) or 3) 14-day trial.
4. Be careful when selecting your course. Students often get confused with other on-campus courses with similar names taught by the same instructor.

Access to ProctorU (Exam Proctoring Service)

ProctorU is a live online proctoring service that you will use to take your exams from anywhere with internet access. A fee is charged for each exam.

Review your syllabus and then click the "Exams" button in Moodle to review the process and requirements for taking exams with ProctorU. Pay special attention to the technical specifications required and be sure to perform the test on your equipment from the computer you plan to use during testing.

Hardware Requirements

The following are required for completing remote testing:

- A webcam with a microphone (built in or external)
- Headphones or working speakers
- Stable internet connection
- Valid government ID

When you are ready, read and follow the [ProctorU Registration Directions](#) to register in ProctorU's system. If you go directly to the ProctorU internet site, be sure to register in the **Louisiana State University at Baton Rouge institution**.

Prior to taking your first exam, visit the Live+ Test Taker Resource Center to watch a video of the ProctorU exam start process, read ProctorU's system requirements, and learn helpful tips for taking your exam. Also, visit the Test It Out page to test your equipment. Be sure to test your equipment in the same location where you will be taking your exam. To ensure faster connection, avoid having other users streaming Netflix on your connection. It is always recommended to hardwire to the internet if possible.

Optional Material

If you would also like a hardcopy of the book or etextbook, WileyPLUS offers different purchase options at the initial login.

Hardcopy or Binder Ready Testbook (includes WileyPLUS code).

Kimmel, Paul D., Jerry J. Weygandt, and Jill E. Mitchell. *Financial Accounting: Tools for Business Decision Making*. 10th edition. Hoboken, NJ: John Wiley & Sons, Inc., 2022

Additional Materials

Approved Calculator

A simple 4-function calculator or a TI BA-35, TI BA-II or TI BA-II Plus financial calculator will be allowed for use during the exams and therefore should be the only calculators used to complete coursework.

No graphing, or multi-view calculators are allowed.

Technical Information

Moodle runs on Windows, Linux, iOS, Android, or any device with a web browser. For information on browsers, please visit the LSU [ITS Web Browser Recommendation](#) page.

Google Chrome and Firefox are the recommended browsers for Moodle 3 at LSU.

Hardware Requirements

The following are required for completing remote testing:

- A webcam with a microphone (built in or external)
- Headphones or working speakers
- Stable internet connection

Printing Your Course Material

Use one of the following methods to print module content:

- See [printing options using Firefox](#)
- Use the print commands in Moodle to print full books.
- Embedded PDFs contain printing functionality.
- Select Ctrl + P from your computer's keyboard.
- If you have added a print icon shortcut on your browser's toolbar, click the icon to print content.

Information about Tools in this Course

The following tools are used in your course and provide additional information regarding privacy and accessibility. Read this information carefully to find contact information and troubleshooting guides.

WileyPLUS

Please be aware that in using your WileyPLUS course materials, certain information may be collected and used in other locations. For details, see the [WileyPLUS privacy policy](#). If you have concerns about accessibility, contact [WileyPLUS support](#). You can read about WileyPLUS accessibility features on their [WileyPLUS Accessibility](#) and [Wiley Accessibility](#) pages.

Zoom

- [Zoom Accessibility](#)
- [Zoom Privacy Statement](#)

ProctorU -

- [ProctorU privacy policy](#)
- [ProctorU Accessibility](#)

Grading Scale and Course Work

Your grade in this course will be determined by the specific activities and assessments described in this syllabus. In the following subchapter, you will find details about each type of activity and assessment, as well as the grade breakdown and grading scale. Specific expectations for each graded item are included within these subchapters. Make sure you read all of the instructions! No extra credit or bonus work will be provided.

Grade Breakdown and Grading Scale

GRADING POLICIES

Note: In order to pass this course, you must have a passing average on the exams (180 points or better earned on the exams).

If you earn a passing average on the exams, your course grade will be calculated as follows:

Component	Total Points
Graded WileyPLUS Chapter Assignments (11 total; 10 points each, lowest one dropped)	100
Exam I	100
Exam II	100
Final Exam	100
Total	400

LSU GRADING SCALE

The following grading scale applies:

97%-100% = A+
93%-96% = A
90%-92% = A-
87%-89% = B+
83%-86% = B
80%-82% = B-
77%-79% = C+
73%-76% = C
70%-72% = C-
67%-69% = D+
63%-66% = D
60%-62% = D-
0%-59% = F

Working with Course Materials

Remember, this course covers an entire semester of work or the equivalent of a classroom course lasting 15 weeks. Do not expect to complete chapter assignments in a single study session. Multiple study sessions per week, will increase retention.

Each chapter module contains information, activities, and assignments organized under a consistent series of headings. Get familiar with how the chapter module is organized.

Each Moodle chapter is organized into the following sections:

1. Objectives by Chapter
2. Content /Activities (WileyPLUS and Moodle)
3. Study Guides (Solutions)

Moodle

Always begin by logging in to our Moodle course site. The course is divided into 11 chapter modules. Each module contains an introduction and descriptions of the elements you will need to use on the WileyPLUS site. It is important to read the Module Material located in the Module Introduction carefully in order to successfully complete your work. Once you complete your graded assignment on the WileyPLUS site and assignment verification entered, your instructor will import your grade into Moodle.

WileyPLUS

You will use WileyPLUS to: (1) access your WileyPLUS chapter introduction, (2) textbook reading, (3) view the recommended interactive tutorials for each learning objective, (3) review/complete the optional adaptive practice exercises and 4) complete the **graded** chapter assignment problems. Additional study aids are also available in WileyPLUS by chapter under the **Course Resource Tab**.

The course exams will also be administered in WileyPLUS through a third-party proctoring site (ProctorU). Please see the "Exams" section of this syllabus for more details on the exam procedures.

Order of Materials

Reading Assignments

There are two ways for you to access your reading assignment. You may use a hard copy textbook or you may read the online version of the etextbook on WileyPLUS. In **WileyPLUS (via the *Modules* tab)**, your reading assignments for each chapter are found within the chapter Module (listed by learning objective). Staying current on reading assignments will be especially important, as this is a self-study course and we do not have weekly classroom time.

Watch and Learn: WileyPLUS Interactive Tutorials

Interactive videos by learning objective, along with other study tools are located in **WileyPLUS**. They are located by chapter under the Modules tab. These resources are recommended for a homework study aid. They may be viewed unlimited times throughout the course and are non-graded. Additional "Walk Through" videos and resources are available under the **Course Resource tab** in WileyPlus. Don't miss them!

Study Guides

Study guides are available for each chapter (in Moodle). The study guides are meant to be reviewed as the chapters are read, which will allow you to have a set of notes in which to study. As you read, you can add in your own notes/comments.

Adaptive Practice Exercises

Adaptive practices exercises are available in WileyPLUS. The exercises are part of an adaptive learning system and consist of multiple choice questions that help students master the different topics within a chapter. These exercises are optional.

Chapter Assignment Problems (Graded): WileyPLUS

After studying each chapter, you are to complete the assigned problems (graded) for that chapter in WileyPLUS. Each chapter includes one graded homework assignment. Additional information about the WileyPLUS assignments is included under the WileyPLUS Assignment tab within the syllabus.

Suggested Study Techniques

1. Carefully review the chapter objectives to help you focus on the information that will be covered on the exams. Some chapter have learning objectives that have been eliminated (not covered on the exam). Make sure to note them before starting a chapter.
2. Concentrate on the reading assignments, study guides, and any additional resources provided. This review should include a detailed examination of any illustrative problems and examples.
3. Put yourself on a definite schedule. Set aside a certain block of hours per day or week for this course and work in a place where distractions are minimal.
4. Due to the short duration of this course, time management will be extremely important.
5. Regardless of how you complete your graded assignments, keep in mind that module completion should not be your sole preparation for your exams. As with any college course, you should study for your exams. To pass the course, you must receive a passing score (60%) on the graded exams.

Reading Assignments

There are two ways for you to access your reading assignment. You may use the hard copy text or you may read the online version of the etextbook on WileyPLUS. In WileyPLUS, your reading assignments for each chapter are located under the Modules tab by chapter. Staying current on reading assignments will be especially important, as this is a self-study course and we do not have weekly classroom time.

To do well in this course, it is essential that you read and study the course materials that precede the chapter Graded Assignment. Do not begin the graded assignments in WileyPLUS until you have done so.

Study Guides

Study Guides associated with each chapter are available in Moodle. These guides are completed as we review the material in my on-campus classes. The "filled in" version have been provided for this class. The notes are meant to be completed as the chapters are read, which will allow you to have a set of notes in which to study. These teaching points are not intended to be used as a substitute for the entire content of the text. They should also not be construed as encompassing the complete body of knowledge required for successful completion of the course. Add in your own thoughts and notes as you move through the documents.

Adaptive Practice Exercises

Adaptive Practice assignments are part of an adaptive learning system within WileyPLUS. The exercises start with a quick diagnostic for the chapter to determine your baseline proficiency on each topic in that chapter. Your individual diagnostic report can help you decide what to do next in studying or practice. The exercises include multiple choice questions. If you miss a question, you can select the solution option, to review the correct answer. These exercises are optional (not graded), but are a great study tool for exams.

WileyPlus Graded Assignments

Chapter Assignment Problems (Graded)

Each chapter includes a WileyPlus graded assignment. Work will be completed within WileyPLUS. The assignments are located under the Modules Tab. Each chapter assignment is worth 10 points. Partial credit is given for all correct parts within an exercise/problem.

After studying each chapter, you are to complete the assigned problems (graded) for that chapter in WileyPLUS. The assignment is labeled by chapter number under the Modules tab in WileyPLUS and marked as (graded). The assignments include a variety of exercises/problems from each chapter. You will have 3 attempts for each question. Your response to each should be well-researched and completed to the best of your ability. **After your submission (final attempt), you will see a link that will allow you to view the solution for the problem.**

Graded assignments may be completed in multiple sessions within WileyPLUS. On any exercise/problem in WileyPLUS, you may save your work without using an attempt. This is recommended if you spend considerable time on any exercise without submitting to avoid a timeout by the website.

Once you have completed the assignment and submitted the homework verification link in Moodle (see below), the instructor will import your grades into Moodle.



The screenshot shows a Moodle assignment card. At the top left, it says 'ASSIGNMENT' with a small information icon on the right. Below this is a document icon with an upward arrow, followed by the title 'Module 01 Assignment Verification' in purple. To the right of the title, it says '0 of 0 Submitted' in purple. At the bottom of the card, there are three icons: a right-pointing arrow, a pencil, and a vertical ellipsis.



Do not rely too heavily on your textbook or other resource material when preparing your assignments. If you do, you may not realize until exam time that the perfect response you prepared for an assignment was only possible because you referred to resource material without really learning or understanding the material and concepts. Therefore, you should attempt each assignment without referring to the resource material, and if you find it necessary to look up an answer, be sure you have actually learned the concept and material rather than merely reflecting it in the answer.

In determining your final course grade, the lowest chapter assignment score will be dropped.

Additional Resources

Working with the Textbook

Whether you are using the online version or hard copy of the textbook, it is a good idea to familiarize yourself with the setup of the textbook by looking through it and noting specific features designed to facilitate learning. You will find the following features particularly helpful with this course.

Do It!

These short exercises are included in the body of each chapter. They will prompt you to stop and review the key points you have just studied. Solutions are provided with each exercise.

End of Chapter Resources

At the end of each chapter, between the body of the text material and the homework materials, are several features useful for review.

- *Learning Objectives Review*—reviews the main points of the chapter.
- *Decision Tools Review*—Summary presents in one place the decision tools used throughout the chapter.
- *Glossary Review*—gives definitions with page references to the text.
- *Practice Problem*—gives students another opportunity to see a detailed solution to a representative problem after completing *Practice Multiple-Choice Questions*, *Practice Brief Exercises*, and *Practice Exercises*.

Power Point

Power point presentations are available for each chapter under the Course Resource tab in WileyPLUS.

Exams

This course includes three exams.

- **Exam 1: Covers modules 1-4 (chs 1, 2, 5, and 6). It includes 34 questions (multiple choice and problems) Total points = 100**
- **Exam 2: Covers modules 5-8 (ch 9, 10, and 11). It includes 33 questions (multiple choice and problems) Total points = 100**
- **Final Exam (Exam 3) - Covers modules 8-11 (ch 7, 8, 12, and Appendix A). It includes 33 questions (multiple choice and problems). Total points = 100.**

Three exams will be given during the course. The exams will contain multiple choice and problems, containing both conceptual and computational questions. Exams are "closed book." A great study source for multiple-choice questions is the adaptive practice exercises in WileyPLUS. The exam problems will be similar to the graded chapter assignments. Sufficient preparation should be made prior to each of the examinations.

You will have 3 hours to take each exam.

During the examination, you will be allowed to use

- ***a non-programmable calculator (see Materials and Resources).***
- ***a spreadsheet (Excel) or Word Processor (Word) as an electronic scratch paper, but you are not allowed to copy or save any information from the file.***
- ***a blank white board. To verify the white board is blank, you must show your white board to the proctor before you begin your exam. At the end of the exam, the proctor will instruct you to wipe clean the white board; the proctor must witness you wiping clean the white board***

Web-based word processors or spreadsheets and/or scratch paper are not allowed.

No textbooks, notes, or other study aids are allowed during exams.

Additional exam information is included under the Exam modules in Moodle. You should review before scheduling your exams.

Valid government ID is required to sign into your exam!

ProctorU

ProctorU is the online proctoring service used to administer the exams in this course.

When you are ready, read and follow the [ProctorU Registration Directions](#) to register in ProctorU's system. If you go directly to the ProctorU internet site, be sure to register in the Louisiana State University at Baton Rouge institution.

Prior to taking your first exam, visit the Live+ Test Taker Resource Center to watch a video of the ProctorU exam start process, read ProctorU's system requirements, and learn helpful tips for taking your exam. Also, visit the Test It Out page to test your equipment. Be sure to test your equipment in the same location where you will be taking your exam. To ensure faster connection, avoid having other users streaming Netflix on your connection. It is always recommended to hardwire to the internet if possible.

Exam appointments are reserved on a first-come, first-served basis. Schedule your exams as early as possible so that you can choose the times that are best for you and so you will have enough time to prepare. Please note that if you schedule your exam fewer than seventy-two hours before your chosen day and time, additional premium scheduling fees may be assessed. Refer to the [GROK article](#) for more information on how to schedule and links to the [ProctorU site](#) where you can read about scheduling and premium fees.

In addition, to take an exam using ProctorU, you will need access to a webcam with a microphone (built-in or external), working speakers, high-speed internet, and **a valid government-issued photo ID**. A complete list of technical requirements is available from the ProctorU website.

You should expect the start-up process with the proctor to take 15-20 minutes. This time will not affect your exam time. Please feel free to direct any questions to the test taker support team via the live chat within your account.

Two concerns related to ProctorU are:

1) loss of privacy - by allowing a third party to view your private residence during the exam. Students are not required to test in their private residential locations. Many public libraries have study room spaces that meet the proctor requirements: stable internet and quiet closed area without glass walls. Plan ahead, this should allow you to schedule a spot in an outside location.

2) third-party access to computer - If you have a spare or work computer, this may give you extra comfort. A link to ProctorU's privacy policy is located under the Privacy/Accessibility section of this syllabus.

Before moving forward with this course, please make sure you are comfortable using ProctorU.

Guild Students - Exam Access

Guild students: students taking the course through Guild are provided a code to cover testing fees. To obtain your access codes:

- Go to "Course Tools" within your course in Moodle
- Under "ProctorU Access Codes," select "Claim your access code," and then schedule your exam with ProctorU
- Once you have used an access code, return to the same page in your course to mark your code used and to obtain a new access code for your next testing session
- **Non-Guild students are required to pay a ProctorU exam fee**

Transcript Request

Upon completion of this course, you may request an updated transcript. A transcript request link is available under the Course Completion tab in Moodle.

Course Extension

A course extension of two-months may be requested. See the Course Extension tab in Moodle for additional details. Course extensions must be approved prior to a student's course deadline.

Course Policies

Policies

You are responsible for adhering with the ODL policies that apply to your course and enrollment. Use the link below to select topics for review.

ODL Policies

*All questions related to ODL Policies should be directed to Answers@outreach.lsu.edu.

As the course instructor, I have highlighted and included additional discussion on a few important ODL policies within my syllabus.

Academic Integrity

Academic Misconduct

Students in LSU ODL courses must comply with the LSU Code of Student Conduct. *Academic misconduct* includes but is not limited to cheating, plagiarism, collusion, falsifying academic records, and/or any act designed to give unfair academic advantage to the student. Preventing academic misconduct requires learners to take ownership of their individual work for individual assignments and assessments. Learners who violate the LSU Code of Student Conduct will be referred to Student Advocacy & Accountability. For undergraduate students, a first academic violation could result in a zero grade on the assignment or failing the class and disciplinary probation until graduation. For a second academic violation, the result could be suspension from LSU. For graduate students, the suspension is the appropriate outcome for the first offense.

To read more, please visit the [LSU Code of Student Conduct page](#).

Unauthorized Assistance

All work must be completed without assistance unless explicit permission for group or partner work is given by the faculty member. This is critical so that the professor can assess your performance on each assignment. Read the syllabus and assignment directions carefully. When in doubt, e-mail your instructors or ask in a discussion forum. Seeking clarification is your responsibility as a student. Assuming group or partner work is okay without permission constitutes a violation of the LSU Code of Student Conduct.

Engagement and Participation

Please check into your Moodle course periodically to keep track of your work. Make sure your assignment grades are correctly posted in the Moodle gradebook prior to completion of your final exam.

Communication is an e-learning best practice. Periodically check your LSU email and the News and Announcements Forum on the course front page to make sure you do not miss any communications from your instructor.

Accessibility

A learner with a disability is entitled by law to equal access to university programs. Two federal laws protect persons with disabilities in post-secondary education: the Rehabilitation Act of 1973 (Pub. L. No. 93-112, as amended), the 1990 Americans with Disabilities Act (Pub. L. No. 101-336) and the ADA Amendments Act (Pub. L. No.110-325). LSU A&M is committed to ensuring that its websites, online courses, and all online materials are accessible to people with disabilities.

If you have accessibility needs that we can help with, visit the [LSU Disability Services page](#) and register for accommodations before you begin your course work.

If you notice that your course contains material that is not accessible, please contact your instructor directly to discuss accommodations.

Netiquette

Communication in the online classroom comes across differently than the communication we are accustomed to through academic writing and face-to-face classroom discussion. Use online etiquette guidelines like the ones listed in the document below to craft your communication.

You can also read [The Core Rules of Netiquette](#) by Virginia Shea (1994) to understand the human aspect of online communication.



Online Etiquette Guide

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

SECURITY

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Do not share your password with anyone
- Change your password if you think someone else might know it
- Always log out when you are finished using the system

GENERAL GUIDELINES

When communicating online, you should always:

- Treat your instructor and classmates with respect in email or any other form of communication
- Always use your professors' proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
- Unless specifically invited, do not refer to your instructor by first name
- Use clear and concise language
- All college level communication should have correct spelling and grammar (this includes discussion boards)
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 10 or 12 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
- Avoid the use of emoticons like :) or ☺
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and that of another)
- Do not send confidential information via e-mail

EMAIL ETIQUETTE

When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line
- Be brief, but include necessary information
- Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text
- Sign your message with your name and return e-mail address
- Think before you send the e-mail to more than one person—does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when choosing to "reply all"
- Be sure the message author intended for the information to be shared before choosing to "forward" the message

MESSAGE BOARD ETIQUETTE AND GUIDELINES

When posting on the Discussion Board in your online class, you should:

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment

Diversity Statement

Diversity is fundamental to LSU's mission and the University is committed to creating and maintaining a living and learning environment that embraces individual difference. Cultural inclusion is of highest priority. LSU recognizes that achieving national prominence depends on the human spirit, participation, and dedicated work of the entire university community. Through its Commitment to Community, LSU strives to create an inclusive, respectful, intellectually challenging climate that embraces individual difference in race, ethnicity, national origin, gender, sexual orientation, gender identity/expression, age, spirituality, socioeconomic status, disability, family status, experiences, opinions, and ideas. LSU proactively cultivates and sustains a campus environment that values open dialogue, cooperation, shared responsibility, mutual respect, and cultural competence—the driving forces that enrich and enhance cutting-edge research, first-rate teaching, and engaging community outreach activities.