

Course Syllabus
ACCT2122 Principles of Accounting II
Spring 2021

Section 005 (T 8:30 AM – 9:45 AM) Cameron Hall 101 & online R
Section 013 (R 8:30 AM – 9:45 AM) Cameron Hall 101 & online T
Section 006 (T 10:00 AM – 11:15 AM) Cameron Hall 101 & online R
Section 014 (R 10:00 AM – 11:15 AM) Cameron Hall 101 & online T
Section 008 (T 1:00 PM – 2:15 PM) Friday 137 & online R
Section 015 (R 1:00 PM – 2:15 PM) Friday 137 & online T
Section 007 (T 2:30 PM – 3:45 PM) Friday 137 & online R
Section 016 (R 2:30 PM – 3:45 PM) Friday 137 & online T

Instructor: Dr. Linwood Kearney, CPA, PHD
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 Office: 253C Friday Building
 Phone: (704) 687-5950 office (limited time on campus this semester)
 (316) 644-2345 emergency
 Office Hours: 1:00-3:00 PM Wednesday, 4:00-6:00 PM Thursday (when classes meet on campus) & by appointment. Contact me to schedule a Zoom meeting by appointment.

Welcome to ACCT 2122, *Principles of Accounting II* at UNC-Charlotte! I look forward to getting to know each of you this term and helping you succeed in this course, at the University, and in your career.

Keep in mind your primary goal in this course should be to develop skills to be successful in your professional career. The course methodology is developed, in great part, to help you develop skills you will need to get a job and have a successful career. See Appendix 2 for skills you need to develop to get a professional job.

Accounting is a subject that is vital to any career in business. It is a challenging curriculum, but also very rewarding if you stay on top of the materials and give the class the proper time and attention.

It is your responsibility to fully read and follow the requirements outlined in this syllabus. To that end, not following the class requirements will negatively impact your grade.

Course Description in the University Catalog

ACCT 2122. Principles of Accounting II. (3) Prerequisite: ACCT 2121 with a grade of C or above and sophomore standing or permission of Department. An introduction to managerial accounting with an emphasis on using accounting information to make decisions. (Fall, Spring, Summer) (Evenings)

Course Objectives

The primary objective of the first year of accounting (Principles of Accounting I and II) is for students to learn about accounting as an information development and communication function that support decision making by investors, loan officers, managers, government agencies and any party that bases its decisions on accounting information. Upon completion of the first year of accounting, students will

1. have a better understanding of basic business activities in the service sector, merchandising sector and manufacturing sector,
2. understand the purpose of accounting and the uses and limitations of accounting information in making investment as well as business decisions,
3. help students gain a better understanding of the interrelationships among the various units within an organization,
4. enhance students' ability to analyze a business situation so that proper decisions can be made,
5. possess enhanced analytical, communication, inter-personal, and critical-thinking skills for success in the world of business,
6. increase the awareness of the importance of information technology with regard to financial information and understand the global perspective of accounting and business.

Textbook & Course Resources

You are required to purchase:

1. The Textbook = Garrison, R.H., Noreen, E.W. & Brewer, P.C. 2018. *Managerial Accounting*. 16th edition. Boston, MA: McGraw-Hill Companies, Inc. (Custom edition with *Connect* for UNCC). ISBN: 9781307273977 UNCC bookstore - \$178.55. *(Note - You can choose to not purchase a hardcopy of the book and just use the e-book that comes with the Connect Plus (see #2 below).*
2. McGraw-Hill *Connect Plus* includes the electronic version of the textbook (e-book). Your *Connect Plus* account must be associated with ACCT2122 because you will use Connect™ to submit homework and take quizzes. The textbook, if purchased at the UNCC bookstore, comes with a registration code for Connect™. If you purchase the textbook from any other source, make sure it comes with a valid registration code for Connect™.

You can also buy Connect Plus by itself (and not the textbook bundle) if you only want to use the e-book that comes with Connect access. If this is the case, you will purchase a Connect registration code directly from the publisher whenever you go to Connect for the first time. The cost for the registration code is \$131.50.

McGraw Hill Connect Plus has an option of a free 14-day trial period. If you are waiting on financial aid, plan to use the free trial until your funds come through. *Extensions on homework deadlines will not be granted for delayed financial aid unless you can show that the delay was greater than the 14-day free trial.* Your trial period starts on the day you register, not the first day of class.

3. Calculator – A non-programmable calculator is needed for exams. Programmable calculators and cell phone calculators are NOT allowed.
4. Computer – Each student completes Connect assignments (homework, quizzes, videos), watches my lectures and discussion of homework exercises, and takes exams on a computer. A Chromebook will NOT WORK, although a MacBook should work. When the library opens, students can check-out a laptop from the library if needed.
5. Webcam – an internal or external webcam is needed for exams.
6. Broadband Internet – This is an online course. You need a good Internet connection to view lectures and take exams.

Course Canvas site

For the class assignments, syllabus, PowerPoint slides, recorded lectures, recorded homework exercises, grades, practice exams, study guides, etc., see Canvas at <https://canvas.uncc.edu>. The course is arranged in modules for each chapter. In each module, you will find the pages to read, Reading Notes, the PowerPoint slides, the narrated slides, my recorded lectures, the homework assignment, and the homework solutions.

Grading Policy

Each activity has possible points to earn. An exam, a homework assignment, and a quiz are worth 100 points each. The grade score for each activity will be determined as follows:

$$\text{Grade} = \left(\frac{\text{Pointsearned}}{\text{Pointsavailable}} \right)$$

A student's average for each activity will be calculated using the available scores for that activity. The final average for the course grade is calculated based on his/her accomplishment in the following activities:

<u>Activity</u>	<u>% of final average</u>
Exam 1 (Prologue, Chapter 1, Appendix 5A) ^A	15%
Exam 2 (Chapter 2, Chapter 5, Appendix 2A) ^A	15%
Exam 3 (Chapter 6, 8, 11) ^A	15%
Exam 4 (Chapters 9, 10) ^A	15%
Exam 5 (Chapters 12, 13) ^A	15%
Connect homework average ^B	15%
Chapter Quiz average ^A	10%
Total.....	<u>100%</u>

^AThis activity reflects your own effort.

^BThis activity may reflect a group effort.

The final average will convert to letter grade based upon the following grading scale:

<u>Numerical Grade</u>	<u>Letter Grade</u>
> 90%	A
80% < 90%	B
70% < 80%	C
60% < 70%	D
< 60%	F

The grading scale assumes that the student's class behavior is professional. The instructor may reduce the final grade if a student exhibits unprofessional behavior.

NOTE: It's your responsibility to keep track of your grades. Check Canvas often for your current average in the class. If there is a dispute with any grade, you have 7 days to contact me after the grade is posted or the grade stands as is.

For the University's policy and procedures relating to student appeals of final course grades, see the following: <https://legal.uncc.edu/policies/up-410>.

Examinations:

The midterm exams and final exam are given on the dates and times shown on Canvas. I reserve the right to modify exam dates, if needed. Be prepared to take all exams during regular class times. Exams will be monitored and generally be multiple-choice format. When the final exam times are known, I will share with the class.

It's your responsibility to take the course exams at the designated times. **Make-up examinations will be given only for documented exceptions.** There are only three acceptable excuses for missing an exam: **personal illness, death in the family, and required school functions.** An excused illness requires an official signed statement from a medical professional stating your illness on or shortly before the exam date. Students with a conflicting required school function must furnish documentation prior to the exam. Other excuses must be appropriately documented and presented to me in a timely manner, usually within 24 hours of the missed exam. **Note: Contact me within 24 hours of a missed exam or risk no available make-up exam.** An unexcused absence for an exam results in a grade of zero.

Make-up exams may be a different format than the regularly scheduled exams.

Please contact me via email if you have an emergency. If you know in advance that it is unavoidable for you to take your exam as scheduled, please let me know as soon as you become aware of the conflict so that alternate arrangements can be made. Since exams are scheduled far in advance, work conflicts are not considered valid excuses. Family vacations or other social activities will not be considered valid conflicts.

Exam retakes

Exam retakes are not allowed. Your exam grade is the grade you will receive.

Conduct during an examination

You are monitored during exams using Respondus Monitor (see Appendix 3). Before you start the exam, you will show your UNCC ID for validation purposes, calculator, and show your testing environment. During your exam, you can use your calculator, notes, textbook, pen/pencil, and paper. You cannot use your e-book or any other resources during exams. Using other resources is committing an academic integrity violation. If I observe that you used other resources, such as texting, help from others, Google, Chegg, etc., or do not show your testing environment, I will file an academic integrity violation against you, and you will receive a 0 on the exam. If you allow someone else to take your exam, you are committing an academic integrity violation, and you will receive an F in the course if found guilty.

Use of a calculator during exams

You can use a simple four-function calculator for exams. Cell phones are not permitted to be used as calculators. I urge you to purchase a reliable calculator.

Policy on retaining exams

Since exams are online, it's not feasible to show students past exams due to exam security. I will tell you the topics you missed on past exams if you send me an email, but viewing past exams is not guaranteed. The final exam is not cumulative so viewing previous exams is not necessary to prepare for the final exam.

On-line Homework (using Connect):

Homework is an integral part of the course. For most chapters, there is a **REQUIRED** homework assignment and an **OPTIONAL** homework assignment for those students that want extra practice

exercises. Completing the optional homework is **NOT** extra credit. Homework assignments are found in the modules in Canvas. **Important:** In Canvas, click on the homework assignment link which takes you to the Connect website to complete the assignment. If done properly, your homework grade will flow to the Canvas gradebook. If your homework grade doesn't appear in Canvas after 24 hours of completing it, contact me via email. See Appendix 1 for more information regarding homework assignments.

There is a homework assignment for all chapters except the Prologue. Your final homework average is the average of your homework scores after I drop the lowest homework score. **In general, the homework assignments are due at 8:00 AM on Monday after I finish discussing the chapter's homework.** It is your responsibility to pay close attention to the due dates and times found in Connect for all assignments. After a homework assignment closes, it will NOT be reopened. Feel free to complete the online homework in groups. While you can only submit your final homework answer once, you are not limited on the times you may "check your answers".

Quizzes (mandatory)

In general, chapter quizzes are due at 8:00 AM on Monday after I finish discussing the chapter. Check your Canvas calendar for due dates. I drop your lowest quiz score when calculating your average.

Narrated slides (optional)

McGraw-Hill provides narrated slides, where a professional discusses the PowerPoint slides. The narrator reads quickly so I also post my own discussion of the slides.

Attendance (highly encouraged)

I will not take attendance on the daily Zoom meetings, but I encourage you to attend class or join the Zoom meetings on the days that your class meets.

Consistent class attendance is a strong predictor of academic success. If you earn an F or U grade, your last date of attendance will be reported. This may require you to pay back any financial aid money received for this course.

Zoom meetings (highly encouraged)

I will hold Zoom meetings (except on exam days) at our assigned class time. In Canvas, click on "Zoom" located on the left side. You must be in Canvas before joining a Zoom meeting so a password is not needed. During our Zoom meetings, I will discuss the main points in the chapters and how to work the homework exercises, as well as answer student questions. **IMPORTANT:** use your full name and UNCC email address when joining our Zoom meetings.

Recordings (highly encouraged)

I expect all students to listen to the recorded lectures and listen to my discussion of the homework exercises/problems. In Canvas, my recorded lectures and discussion of the homework exercises/problem are found in the module for each chapter, and in Media Gallery (located on the left side of the Canvas homepage).

Reading Notes (optional)

The reading notes contain the main points from each chapter. You can make changes to the reading notes and use them for study purposes.

Late submissions

Any items submitted late will receive NO credit. This includes, but not limited to, homework, quizzes, and exams. PAY ATTENTION TO ALL DUE DATES. Don't ask me to reopen closed assignments.

General expectations

Students are expected to read the chapters and be prepared. Send me any questions you have so I can answer them ASAP. Complete the Connect homework assignments, if any, by the due dates. Do not underestimate the difficulty of this course. It can be difficult if you fall behind or neglect the course material. You should plan on at least 2 hours per day to complete the requirements and prepare for exams. Some suggestions to help ensure success are:

1. **Study the material in advance** of class coverage. Class discussion should be used to reinforce what you have already learned and to seek further explanation from the instructor.
2. **Do homework in advance.** Struggling with the material is expected and is a natural part of the learning process in this course.
3. **Do not hesitate to ask questions and participate in class discussion.**
4. **Persist in your attempt to understand** the material and let me know immediately if you experience any difficulty.
5. **Practice, practice and more practice.** You cannot "read" accounting. The only way to learn accounting is to spend hours completing problems and exercises.

Online classroom conduct

You are on the path to becoming a professional. Appropriate etiquette and conduct are expected.

- Disruptive or disrespectful behavior is not allowed.
- Talking during a lecture is not allowed.
- Disrespectful and/or vulgar language is not allowed.

Email etiquette

Email is my preferred means of communication because it documents the content and time of the email. In all emails to any professor, use real words, proper capitalization, correct grammar and punctuation. Begin the email with a proper salutation, such as Professor Kearney or Dear Professor. Emails not following these requirements will not receive a response. Practice now how you will be expected to communicate when you have a professional job. It helps me if you put your section number in the subject line.

NOTE: I try to respond to emails daily. Emails asking about an issue that is stated on the syllabus or in an announcement will most likely not be answered. I expect you to read your email daily. I provide a study guide for all exams. Emails asking if a topic is going to be on an exam will be ignored.

Office consultations

This course is a hybrid online course. I will respond to emails ASAP. We might need a Zoom call to discuss your issue if I can't address the issue in an email. If you want help with a problem, have specific questions for me. On graded homework, I can only help you clarify the problem requirements and go over the concepts you do not understand. I cannot simply give you the answers.

Letter of recommendation

I do not require a presentation, a paper, or a group project due to the size of the classes. A good letter of recommendation requires an assessment of written and oral communication skills, presentation skills, leadership ability in groups, and the ability to work with others. In most cases, I cannot assess any of these traits based upon my observations. If you need a letter of recommendation, please consider my limitations.

Statement on Disability Accommodations

UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please provide a letter of accommodation early in the semester. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.

The Belk College Statement on Diversity

The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

Statement on Academic Integrity

A high level of ethical conduct is a critically important attribute of members of the accounting profession. The importance of ethical conduct extends into the academic arena, where the profession's future leaders are being prepared. Thus, all UNC Charlotte students are expected to conduct themselves in a manner that is above reproach in their academic work.

Students have the responsibility to know and observe the requirements of The UNCC Code of Student Academic Integrity. Copies of the Code of Student Academic Integrity can be found online at: <https://legal.uncc.edu/policies/up-407>. This code forbids cheating, fabrication or falsification of information, multiple submissions of academic work, plagiarism, abuse of academic materials, and complicity in academic dishonesty. Any special requirements or permission regarding academic integrity in this course will be stated by the professor and are binding on the students. Academic evaluations in this course include a judgment that the student's work is free from academic dishonesty of any type, and grades in this course, therefore, should be and will be adversely affected by academic dishonesty. The normal penalty for a first offense is zero credit on the work involving dishonesty and reported to the Dean of Students' Office. A second offense will result in a final semester grade of "F" in the course and the student could be expelled from the University. For more information, see the Student Conduct & Academic Integrity website (<https://scai.uncc.edu/academic-integrity>).

Students are expected to report cases of academic dishonesty to the course professor.

Adverse Weather

The University's Adverse Weather Policy states that, without exceptions, the University is open unless the Chancellor (or Chancellor's delegate) announces that the University is closed. Any changes to the University's operating schedule are posted on the school's website. The University's inclement weather number is 704-687-1900.

Sexual Harassment

All students are required to abide by the UNC Charlotte [Sexual Harassment Policy](#) and the Standard for Responsible Use (<https://oneit.uncc.edu/iso/standard-responsible-use>). Sexual harassment, as defined in the UNC Charlotte Sexual Harassment Policy, is prohibited, even when carried out through computers or other electronic communications systems, including course-based chat rooms or message boards.

Face coverings in class and on campus

It is the policy of UNC Charlotte for the Spring 2021 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the 49er community. Such behaviors specifically include the requirement that all students properly wear [CDC-compliant face](#)

[coverings](#) while in buildings including in classrooms and labs. Students are permitted to remove face coverings in classroom or lab settings only when I explicitly grant permission to do so (such as while asking a question, participating in class discussion, or giving a presentation) and while at an appropriate physical distance from others. Failure to comply with this policy in the classroom or lab may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Office of Student Conduct and Academic Integrity for charges under the [Code of Student Responsibility](#).

Absenteeism due to COVID-19

Students are expected to attend every class and remain in class for the duration of the session when it is safe to do so in accordance with university guidance regarding COVID-19. Failure to attend class or arriving late may impact your ability to achieve course objectives which could affect your course grade. An absence, excused or unexcused, does not relieve a student of any course requirement. Regular class attendance is a student's obligation, as is a responsibility for all the work of class meetings, including tests and written tasks. Any unexcused absence or excessive tardiness may result in a loss of participation points.

Students are encouraged to work directly with their instructors regarding their absence(s). For absences related to COVID-19, please adhere to the following:

- Do not come to class if you are sick. Please protect your health and the health of others by staying home. Contact your healthcare provider if you believe you are ill.
- If you are sick: If you test positive or are evaluated by a healthcare provider for [symptoms of COVID-19](#), [complete this form](#) to alert the University. Representatives from Emergency Management and/or the Student Health Center will follow up with you as necessary, and your instructors will be notified.
- If you have been exposed to COVID-19 positive individuals and/or have been notified to self-quarantine due to exposure, [complete this form](#) to alert the University. Representatives from Emergency Management and/or the Student Health Center will follow up with you as necessary, and your instructors will be notified.

To return to class after being absent due to a COVID-19 diagnosis or due to a period of self-quarantine, students should submit an [online request form](#) to Student Assistance and Support Services (SASS). Supporting documentation can be attached directly to the request form and should be from a student's health care provider or the Student Health Center, clearly indicating the dates of absences and the date the student is able to return to class. Instructors will be notified of such absences.

If you are absent from class as a result of a COVID-19 diagnosis or quarantine, as instructor I will grant extensions for missed assignments with proper documentation. The final decision for approval of all absences and missed work is determined by the instructor.

Food Insecurity

Food insecurity is defined by the USDA as "a lack of access to enough food for an active, healthy life." Food insecure categories include: reduced caloric intake, reduced food quality, lack of variety in diet, disrupted eating patterns, and hunger. Research shows that college students experience food insecurity at higher rates than the American household rate, and that food insecurity can negatively impact academic performance and persistence. In recognition of this problem, UNC Charlotte assists students facing food insecurity through an on-campus food pantry. The Jamil Niner Student Pantry (JNSP) is located on the east edge of campus at 1224 John Kirk Road. It has regular hours which may change from semester to semester; please see the website

at <https://ninerpantry.uncc.edu/> for schedule and details on its services, as well as resources about hunger and food insecurity among college students.

Religious Accommodations

UNC Charlotte provides reasonable accommodations, including a minimum of two excused absences each academic year, for religious observances required by a student's religious practice or belief. Such reasonable accommodations must be requested in accordance with the procedures in this Policy and include the opportunity for the student to make up any tests or other work missed due to an excused absence for a religious observance. Students wishing to request a religious accommodation may refer to the information found at <http://legal.uncc.edu/policies/up-409>. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to their instructor prior to the census date for enrollment for a given semester (February 2nd, 2021).

Suicide Prevention Lifeline

If you or someone you know has suicidal thoughts, please contact the Suicide Prevention Lifeline (1-800-273-8255 available 24 hours/7 days) or the Center for Counseling and Psychological Services (704-687-0311) at UNCC.

Changes to the Syllabus and Daily Schedule

The ACCT 2122 syllabus and daily schedule are intended to give a general plan for the course. Adjustments may be necessary as unanticipated situations might warrant. I reserve the right to make such changes as needed. Notice of any such changes will be by announcement in class and posted on Canvas.

Academic Calendar – Key Dates*

Date	Events
January 20	First day of classes
January 27	Last day to add, drop with no grade
January 27	Last day to change Grade Type (P/NC or Audit)
January 27	Last day to submit a Grade Replacement Request
February 2	Census Date
February 8-12	Spring Recess – No classes
February 19	Early alert of grades through UNCC Connect system (due at noon)
March 12	Midterm reporting of grades (due at noon)
March 25	Last day to withdraw from course(s); grade subject to withdrawal policy
April 30	Day of Remembrance – No classes
May 5	Last day of classes
May 6	Reading Day
May 7-13	Final examination (to be announced)

*Check Academic Calendar to confirm key dates.

ACCT2122

Tentative Class Schedule

TUESDAY on campus Sections 005, 006, 007, 008

THURSDAY on campus Sections 013, 014, 015, 016

Date	Day	Chapter		Date	Day	Chapter
Jan 21	R	Intro & Prologue (online)		Jan 21	R	Intro & Prologue (online)
26	T	Chapter 1 Lecture (online)		26	T	Chapter 1 Lecture (online)
28	R	Chapter 1 Homework (online)		28	R	Chapter 1 Homework (online)
Feb 2	T	Appendix 5A (online)		Feb 2	T	Appendix 5A (online)
4	R	Exam 1 Prologue, 1, 5A (online)		4	R	Exam 1 Prologue, 1, 5A (online)
9	T	Spring Recess – No classes		9	T	Spring Recess – No classes
11	R	Spring Recess – No classes		11	R	Spring Recess – No classes
16	T	Chapter 2 (online)		16	T	Chapter 2 (online)
18	R	Chapter 2 HW (online)		18	R	Chapter 2 HW (online)
19	F	Early Alert (noon)		19	F	Early Alert (noon)
		Chapter 5 Lecture				
		Appendix 2A Lecture				Appendix 2A Lecture (online)
23	T	Chapter 5 Homework		23	T	Chapter 5 Lecture (online)
25	R	Appendix 2A Homework (online)		25	R	Chapter 5/Appendix 2A Homework
Mar 2	T	Wrap-up and review		Mar 2	T	Wrap-up and review
4	R	Exam 2 Ch 2, 5, 2A (online)		4	R	Exam 2 Ch 2, 5, 2A (online)
9	T	Chapter 6		9	T	Chapter 6 (join Tuesday group)
						Chapter 8 Lecture (online)
11	R	Chapter 8 Lecture		11	R	Chapter 8 Homework
12	F	Unsatisfactory grades (noon)		12	F	Unsatisfactory grades (noon)
16	T	Chapter 8 Homework		16	T	Chapter 11 Lecture (online)
18	R	Chapter 11 Lecture (online)		18	R	Chapter 11 Homework
23	T	Chapter 11 Homework		23	T	Wrap-up and review
25	R	Exam 3 Ch 6, 8, 11 (online)		25	R	Exam 3 Ch 6, 8, 11 (online)
25	R	Last Day to Withdraw		25	R	Last Day to Withdraw
30	T	Chapter 9		30	T	Chapter 9 (join Tuesday group)
						Chapter 10 Lecture (online)
Apr 1	R	Chapter 10 Lecture (online)		Apr 1	R	Chapter 10 Homework
6	T	Chapter 10 Homework		6	T	Appendix 12A (online)
8	R	Appendix 12A (online)		8	R	Wrap-up and review
13	T	Wrap-up and review		13	T	Wrap-up and review
15	R	Exam 4 Ch 9, 10, 12A (online)		15	R	Exam 4 on 9, 10, 12A (online)
		Ch 12 Lecture				
20	T	Ch 12 Homework (online)		20	T	Ch 12 Lecture (online)
22	R	Ch 12 Homework (online)		22	R	Ch 12 Homework
		Ch 13 Lecture				Ch 12 Homework (online)
27	T	Ch 13 Homework		27	T	Ch 13 Lecture (online)
29	R	Ch 13 Homework		29	R	Ch 13 Homework
May 4	T	Wrap-up and review		May 4	T	Wrap-up and review
6	R	Reading Day		6	R	Reading Day
7?	F	Exam 5 on 12 & 13 (online)		7?	T	Exam 5 on 12 & 13 (online)

*T=Tuesday, R=Thursday, and F=Friday

Appendix 1 McGraw-Hill Connect Homework Pointers

Registering for Connect and accessing homework is done through links provided in Canvas. When you click on any link that takes you to the Connect website for the first time, you will be asked to enter your Access code, register for a free 14-day trial period, or purchase an Access code (I think the cost is around \$130).

Don't wait until the due date to start your Connect assignment in case you have connectivity or other technology issues. Also, if you have never used Connect before, it will take some time to get accustomed to this tool--plan accordingly.

Connect homework and quizzes should only be done on a computer. Personal devices, such as an iPad or iPhone, may not register a grade. No credit will be given for "lost" assignments.

For Connect homework assignments, don't forget to use the "Check my work" feature (at the top or bottom of the screen) to get feedback and improve your grade.

You can ONLY submit your homework problem once. Make certain you are done before you hit the "Submit" button.

If you start a problem and want to finish it later, use the "Save & Exit" button.

Finally, after you submit the assignment, Connect will show you your grade, but you will not get detailed feedback until after the due date. After the due date, homework and quizzes can be used as a study tool.

IMPORTANT: You should access the MH Connect assignments by using the links created in Canvas found in the modules in Canvas. If you do not use this link, your grades may not transfer from MH Connect into Canvas and you will NOT get credit.

If you have issues registering for Connect and/or using the Connect tool, contact Connect customer support at <http://mpss.mhhe.com/contact.php>.

Appendix 2 Skills that Recruiters are Seeking

This class methodology is developed in great part based upon input from recruiters and employers (see summary below) to help you develop skills to get a job when you graduate and have a successful career.

Time management. Deadlines are an important part of jobs. Managing your time well reduces the stress of the deadline and allows you to prioritize your work. Streamlining the recurring work and completing it early gives you more time to focus on new projects and innovations.

Organization. Managing your workload isn't easy when piles of papers have accumulated on your desk for the past three months. Organized employees have the most streamlined processes because they know where to find what they're looking for, whether it be paper or digital. Organize your digital filing system in a clear and consistent manner; make sure your files are properly backed up, and important schedules and documents are available to you. At UNCC, you can practice this by coming to class on time and coming prepared.

Comfort with technology. Basic Excel knowledge is a must. Recruiters are also looking for demonstrated abilities to quickly pick up other software programs/technology platforms.

Strong communication skills. The ability to talk and write in a clear and effective manner can set job candidates apart from others. Experience presenting in class and working on presentations and written reports will help you cultivate this skill set.

A diverse résumé. Firms desire job candidates with résumés that boast of a variety of activities outside of academics. Recruiters also like to see work experience, even if it's a lifeguard position or time spent waiting tables. It signals that an individual understands workplace expectations and arrives to work on time.

Being a team player. Collaborating with others is a key to success. To prepare for that role, students should have experience working in different settings with different types of people. Recruiters will look to see if they have work experience or have taken on extracurricular activities that offer those types of opportunities.

Being ready for a professional office culture. New hires will need to come across as professional in their demeanor and appearance from day one. Employers frequently meet and correspond with applicants during the hiring process and assess whether a person acts professional. Most students are not prepared to be professional.

No entitlement mentality. New hires also need to have reasonable expectations about their role within the larger company. Occasionally, an overconfident employee arrives thinking he or she deserves to quickly ascend the corporate ladder. It takes hard work, experience, and time to develop the necessary skills for advancement. Those without much time on the job need to be willing to learn from more-experienced colleagues.

Leadership. Leadership skills are important at every level of an organization. Taking charge/ownership of your work will demonstrate your promotability. A leader emerges when the group is presented with a challenge, and one person demonstrates the responsibility, commitment, and competence to make sure the team delivers.

Appendix 3: LockDown Browser + Webcam Requirement

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be the type that's built into your computer or one that plugs in with a USB cable.

Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Download Instructions

Download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=536515735>

Once Installed

- Start LockDown Browser
- Log into to Canvas
- Navigate to the quiz

Note: You won't be able to access a quiz that requires LockDown Browser with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

Guidelines

When taking an online quiz, follow these guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims
 - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
 - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
 - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Getting Help

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area.
- Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product.
- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.