SELECTED ACCOUNTING TOPICS
SPRING 2018

Instructor: Kathy Hurley
Office: MEBB 3121
Office hours: Monday 9-10:30 am, 12:30 – 1:30 pm; Thursday 1:30 – 3:00 pm or by appointment.
Office Phone: 208-426-1271

Requirements to earn an A:

☑ 95% participation and attendance in officer meetings and weekly meetings
   o If you cannot be at a meeting, contact Kathy in advance
   o Absence not approved in advance will result in a lower grade
☐ Professional behavior and dress
☐ Perform officer duties in a timely and professional manner
☐ Demonstrate and apply knowledge of BAP policies and procedures
☐ Actions reflect high ethical standards
☐ Recognize your limitations and ask for assistance when appropriate
☐ Communicates well and effectively with officers and faculty advisor in a timely manner
☐ Be a team player at all times with a positive attitude towards members and our professional partners

Requirements to earn a B:

☐ 80% (miss more than 2 meetings) attendance
   o Absence(s) without prior notification for anything less than an emergency will affect your grade
☐ Professional behavior and dress
☐ Adherence to ethical standards
☐ Demonstrate a lack of understanding of BAP policies and procedures
☐ Consistent communication with officers and faculty advisor
☐ Failure to complete responsibilities on time

Actions that could result in a grade lower than a B:

☐ Attendance at fewer than 12 meetings or consistently late
   o Frequent absences without prior notification
☐ Inconsistent adherence to BAP policies and procedures (need to be reminded by a fellow officers or advisor) and ethical standards
☐ Consistent failure to complete responsibilities and tasks

Actions that could result in dismissal and a failing grade:

☐ Do not adhere to BAP policies and procedures
☐ Failure to complete responsibilities and tasks
☐ Unethical behavior or standards
☐ Unexcused attendance below 50% of required meetings