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
  - If you cannot be at a meeting, contact Kathy in advance
  - 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
  - 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
  - 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