INSTRUCTOR: Eric Gooden, Ph.D.
OFFICE NUMBER: MBEB 3107
EMAIL: ericgooden@boisestate.edu
OFFICE HOURS: Tuesday, 2:00 – 4:00 p.m.; and Friday, 1:00 – 3:00 p.m. or appointment
TIME & LOCATION: M W, 4:30 - 5:45 pm, MBEB 1208

COURSE OBJECTIVES:

After finishing the course, the successful student will be able to:

1. **Learning objective:** Describe the relationship between the auditor and types of risk, define and contrast the financial statement assertions made by management, and describe the differences between nonassurance and assurance services including the regulatory, certification, broad objectives, and types of audits and accounting professionals performing these services.

2. **Learning objective:** Describe the audit standard-setting environment including regulatory bodies, rules, enforcement, ethical requirements, as well as the application of generally accepted auditing standards and elements of firm quality control systems.

3. **Learning objective:** List the required pre-engagement activities and describe the various elements of engagement planning process including use of specialists, analytical procedures, audit plan, materiality, types of audit procedures, and audit documentation requirements.

4. **Learning objective:** Describe the risk assessment process for management and auditors and distinguish between the responsibilities of auditors and management regarding the financial statements including fraud and illegal acts and evaluate the impact of various scenarios on the audit risk model.

5. **Learning objective:** Describe the impact of internal controls on the audit process including auditor and management responsibilities, major components and limitations of internal controls, phases of assessment, external reporting requirements, and communications of control deficiencies with management and those charged with governance.

6. **Learning objective:** Describe the audit process for the cash and revenue, acquisition and expenditure, production, and finance and investing cycles including inherent risk considerations, internal controls, substantive tests of transactions, and substantive procedures.

7. **Learning objective:** Describe the steps of the audit completion process including completing procedures, attorney letters, written representations, going-concern assessments, adjusting entries, audit documentation review, procedures for subsequent events and subsequently discovered facts, and procedures following the audit report release date.

8. **Learning objective:** Describe the auditors' decision-making process and evaluate the impact of various client situations regarding the final audit report including opinion type, modified language, and additional language or reporting requirements.
COBE Core Curriculum Objectives Met by Course:

Students in this class will learn or practice the following COBE Core Curriculum concepts, methods, and skills:

1. Understand and apply analytical and disciplinary concepts and methods related to business and economics
   1. Accounting
   2. Business policy and strategy
   7. Legal environment of business
   10. Mathematics and statistics
2. Communicate effectively: Write messages and documents that are clear, concise, and compelling
3. Solve problems, including unstructured problems, related to business and economics
4. Use effective teamwork and collaboration skills
5. Resolve ethical issues related to business and economics

Text (Required):

REQUIRED
*Auditing and Assurance Services* – 7th edition
Louwers, Blay, Sinason, Strawser, and Thibodeau
Connect Access Card (2 year access)

There are two ISBN’s for this text depending on where (BSU bookstore or McGraw-Hill) you choose to buy the text, with slightly different prices (see approximate prices below), and both come with 2-year connect access.

BSU Bookstore:
ISBN: 9781260149326
Approximate Price: $218.31 (all digital option)

McGraw-Hill Website:
ISBN: 9781259731587
Price: $137.50 (digital text and Connect) + $60 (optional loose leaf text) = $197.50

Other versions such as earlier (1st-6th editions) or international versions are NOT acceptable. It is CRITICAL that you get your book as soon as possible, the multiple-choice homework for each chapter as well as the chapter quizzes are done via McGraw-Hill’s Connect platform.

Below is a step-by-step process to access the eBook.

   a. Log into Blackboard and select our course. It is very important you access Connect from Blackboard the first time you access, so your account will be properly linked to the course.
b. Click on the "McGraw-Hill Higher Education" link in blackboard. This tab can be found in the "Course Management" panel of blackboard under the "Course Tools" tab.

c. Once you have completed step 2, you should see a link "Go to My Connect Section". Click on that link and you should arrive at the Connect site for the course in which you are currently enrolled.

d. Next, you should see homework assignments for Modules A-H on the screen. Click on any of the links within this page. For example click "Homework Assignments", then "Module C Homework", then either of the links.
   Note: The homework cannot be completed yet, but the links will still take you into Connect where you can register and access the eBook.

e. Go through the registration process.
   You will have three options:
   (1) Enter a purchased code;
   (2) Buy access;
   (3) or start a two week trial.
   If you buy access directly here, your code will still last for 2 years.

f. You will then have access to the eBook. There will be a link in Connect to upgrade/purchase a loose-leaf version of the text if you are looking to have a paper version. Please note that the link will NOT be available if you are on the free trial (Option 3 above).

GRADING:

1. The weight assigned to each requirement is as follows:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus Quiz (1 @ 4 pts.)</td>
<td>4</td>
</tr>
<tr>
<td>Chapter Quizzes (12 @ 1 pts. each)</td>
<td>6*</td>
</tr>
<tr>
<td>Graded Homework (12 @ 2.5 pts. each)</td>
<td>30</td>
</tr>
<tr>
<td>Chapter Handouts (12 @ 5 pts. each)</td>
<td>60</td>
</tr>
<tr>
<td>Group Projects (4 @ 15 pts. each)</td>
<td>60</td>
</tr>
<tr>
<td>Midterm Examinations (2 @ 80 pts. each)</td>
<td>160</td>
</tr>
<tr>
<td>Cumulative Final Examination (1 @ 180 pts.)</td>
<td>180**</td>
</tr>
<tr>
<td>Less: Professional Classroom Conduct</td>
<td>(See below)</td>
</tr>
<tr>
<td><strong>Total Available</strong></td>
<td>500</td>
</tr>
</tbody>
</table>

*There will be 12 quizzes throughout the semester, one for each chapter, your quiz score will be calculated as the highest twelve scores, out of the twelve possible.

**The final exam is required and cumulative. Approximately 60 – 70 of the total 180 points are dedicated exclusively to content from chapters 9, 10, 11, and 12. The remaining points are approximately evenly distributed across all chapters.
2. Your course grade is determined based on the following percentages [points]¹:

\[
\begin{align*}
A+ &= (97-100.0\%) = [485-500]; \\
A &= (93-96.99\%) = [465-484.99]; \\
A- &= (90-92.99\%) = [450-464.99]; \\
B+ &= (87-89.99\%) = [435-449.99]; \\
B &= (83-86.99\%) = [415-434.99]; \\
B- &= (80-82.99\%) = [400-414.99]; \\
C+ &= (77-79.99\%) = [385-399.99]; \\
C &= (73-76.99\%) = [365-384.99]; \\
C- &= (70-72.99\%) = [350-364.99]; \\
D+ &= (67-69.99\%) = [335-349.99]; \\
D &= (63-66.99\%) = [315-334.99]; \\
D- &= (60-62.99\%) = [300-314.99]; \\
F &= (% < 60.0\%) = [pts. < 300.0]
\end{align*}
\]

3. Below is a list of all graded course activities (I-VI) as well as the total points (in parentheses) for each assessment:

**I. Syllabus quiz (4 points)**
At the beginning of the first week I’ll ask you to complete a syllabus quiz. The quiz is worth a total of 4 points. The quiz examines your understanding of the important points noted in the syllabus. The syllabus quiz is due on **Saturday** of the first week at **11 p.m. MDT**.

**II. Chapter Quizzes (6 points)**
There will be twelve chapter quizzes, and each quiz is worth 1 point. Quizzes are based entirely on the technical correctness of your answers. For each chapter, you will complete all quizzes on the Connect website using the blackboard course site. Because the Connect site is integrated into the Blackboard platform, Blackboard will immediately post all of the quiz grades upon submission. You can check your score by accessing **My Grades** in the Blackboard course menu.

Quizzes will require you to put the concepts you have learned into practice. You should not use calculators, cell phones, or any other type of electronic device during the quizzes or reference course materials as you take quizzes. The purpose of the quiz is to test your knowledge. Research suggests that intermittent testing of learning improves long-term retention. Using references, study materials, etc., necessarily attenuates or eliminates the positive impact of these testing effects. So while I cannot stop you from “cheating” on quizzes, in the end you will be cheating yourself. Moreover, it is difficult not to have an overall quiz grade that is higher than the total possible because total quiz points available 12, are much higher than the total points possible of 6.

**In other words, your quiz grade is based on your cumulative quiz grade total.** Note that total quiz grades are based on 6 out of 12 possible points. **Meaning, you would need to receive less than 50% cumulative quiz score in order to lower your quiz grade below 100% by the end of the semester.** Accordingly, students are encouraged to use the quizzes as real tests of their knowledge regarding the subject matter. Students are expected to take all of the chapter quizzes, however, **students cannot earn more than the 6 points devoted to quizzes.** Chapter quizzes **may only be attempted once** and are due no later than **Saturday** (of the appropriate week) at **11 p.m. MDT**.

**III. Graded Homework (30 points)**
There will be twelve graded homework assignments, and each homework assignment is worth 2.5 points. Graded homework is based entirely on the technical correctness of your answers. For each chapter, you will complete a graded homework assignment on the McGraw-Hill Connect course site. You will complete all graded homework on the McGraw-Hill Connect course site. **You have unlimited opportunities to answer the questions correctly.** Because the Connect site is integrated into the Blackboard platform, Blackboard will immediately post all of the graded homework upon submission. You can check your score by accessing **My Grades** in the Blackboard course menu. Graded Homework is due no later than **Monday** (of the appropriate week) at **11 p.m. MDT**.

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¹ Points presented in the above brackets are truncated for display purposes, actual grades are carried out five decimal places.
IV. Chapter Handouts (60 points)
There will be twelve chapter handout assignments, and each handout assignment is worth 5 points. For each chapter, you will complete a chapter handout assignment on blackboard. Note that for all handout assignments, there is both an individual portion and group portion of the assignment. You will complete the group portion of all chapter handout assignments during class. You cannot earn the 50% for group unless you are present for the duration of the class time devoted to chapter handouts.

Grading Criteria:
25% is for turning in your individual portion on-time.
25% is dedicated to the technical correctness of your answers. Also note that handout questions are broken into several parts per question, and students may receive partial credit for answers.
50% is for meeting and contributing to the productivity of your in-class group and providing the related feedback.

Chapter handouts via Blackboard under the Course Resources tab, in the Chapter Handouts folder. The handouts are organized by chapter (1-12). You will complete all chapter handout assignments on the Blackboard course site. Blackboard will immediately grade all of the graded homework upon submission. You can check your score by accessing My Grades in the Blackboard course menu.

The first step in this process is to complete the handout individually. You should complete the assignment and write down your answers prior to opening up the assignment in blackboard. This is due to the fact that you may only access the actual assignment once on blackboard. Accordingly, if you have an internet disruption or other issue you will not be able to re-access the assignment. To enter your answers for a grade you will go to Blackboard and within the appropriate module you will click on the “Chapter (1-12) Handout: Submit Initial Individual Answer” folder. The test link will say, “Handout #(1-12)-Individual”. At the bottom of that page there is a link that will take you directly to the blackboard assignment.

From there you will enter in your answers to the assignment. Each assignment has been created to minimize the amount of input that you must enter (please take advantage of that). Specifically, each question is broken into several parts. For example, a question may look like this:

Identify the service type, type of auditor, and certification for the following service:
1. An audit of the financial statements for a publicly traded company.

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Type of Auditor</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Audit</td>
<td>I. Financial</td>
<td>1. CPA</td>
</tr>
<tr>
<td>B. Attestation</td>
<td>II. Operational</td>
<td>2. CFE</td>
</tr>
<tr>
<td>C. Assurance</td>
<td>III. Forensic</td>
<td>3. CMA</td>
</tr>
</tbody>
</table>

When answering this question you would fill in 3 blanks as follows:
A
I
I

Note that there are no periods or text answers following the answer choice. For example, A. or A. Audit. The computer will count any answer as incorrect if it does not match the answer exactly. Individual assignments are due no later than Wednesday (of the applicable week) at 4:30 p.m. MDT.
V. Group Projects (60 points)
There will be four group projects worth 15 points each. Group projects must be turned in by a representative of each group by the assigned due date. For each project, you will complete the required materials and email them to the instructor. See course schedule and due dates below. Note that there is both an individual portion and group portion of the assignment. Group Project assignments are due no later than Saturday (of the appropriate week) at 11 p.m. MDT.

Grading Criteria:
25% of your score is earned for meeting and contributing to the productivity of your group and providing the related feedback and turning in your results on time
75% of your score is dedicated to the technical correctness of your group answers.

VI. Midterm Examinations (160 points) and Cumulative Final Examination (180 points)
There will be three exams in this course. Two midterms worth 80 points each for a total of 160 points; the final exam is worth 180 points, and has both a proctored and take-home component. Exam #1 will cover Chapters 1-4. Exam #2 will cover Chapters 5-8. The final exam is cumulative, but the exam is weighted toward material from Chapters 9-12. Midterms will consist of 50 questions and students will have 75 minutes to complete the exam. The proctored portion of the final exam is 70 questions (worth 2 points each; total of 140 points) and students will have 120 minutes to complete the exam. In addition, a portion of the final exam will be take-home, take-home exams must be completed individually. Students should adhere to appropriate ethical and integrity standards and complete any take-home exam on their own. The take-home exam is a research assignment, and written and video instructions will be emailed to students by the instructor two-weeks prior to the final exam due date. The take-home portion of the exam is worth 20 total points.

The exams for this class must be proctored. The following proctors are approved: the Boise State Testing Center, the CWI Testing center in Canyon County, or the CSI Testing Center in Twin Falls. Students outside of these areas will have the option of taking their exam through an online [web-based proctoring] service ProctorU (www.proctoru.com) for a fee. For additional information contact ecampus@boisestate.edu. You will take all tests on the Blackboard course site using, the exams are found in Modules E, J, and P. The link to the exam will only be valid from Sunday 12:00 a.m. until Sunday 11:59 p.m. MDT. Exams may ONLY BE ACCESSED ONE-TIME and must be completed in ONE SESSION. Exams will involve essay questions and will therefore be graded within one-week from the due date. You can check your score by accessing My Grades in the Blackboard course menu.

Exams will require you to put the concepts you have learned into practice. Midterm exams will usually consist of multiple choice questions, true/false, short answer, essay, etc. midterm exams are 60, questions each and each chapter is equally represented. Questions are equally weighted and partial credit is possible. Overall scores are based on your performance on the best 50 questions. That is you can miss up to 10 questions before your score is lowered. This is done to attenuate any biases for unfair, overly difficult, or poorly worded questions. Because this is a built-in curve there will be NO challenges available to students for exam questions. Similarly, there will be no curves in this course. Also note that students cannot get above 50 out of 50. For example, a student who correctly answers 54 of 60 questions earns 100%, not 108%.

You are not allowed to use your own calculators, cell phones, or any other type of electronic device during the exams. Use of any electronic device will result in the filing of academic dishonesty charges against you.

Exams are always “closed book”, “closed note”, and “closed neighbor”. You are not allowed to use your textbook or any other study aids during the exams. This includes audio recordings, videos, cell phone communications, or notes of any kind. Further, you are not allowed to give or receive aid of any kind during the exams, and communication with anyone other than me is strictly prohibited.

The final exam is cumulative and required. The final exam consists of 80 multiple-choice questions. The 80 questions are equally weighted, chapters are (approximately) equally represented, and partial credit is possible. The final exam may be used as a replacement score (% replacement) for a lower midterm examination score at the instructor’s discretion. For example, assume Qiana’s midterm exam scores were 50%, 77%, and 82%, for midterm exams 1, 2, and 3, respectively. If Qiana earned an 85% on the final exam, the 50% for midterm exam 1 would be replaced with an 85%. 

Examinations (160 points) and Cumulative Final Examination (180 points)
There will be three exams in this course. Two midterms worth 80 points each for a total of 160 points; the final exam is worth 180 points, and has both a proctored and take-home component. Exam #1 will cover Chapters 1-4. Exam #2 will cover Chapters 5-8. The final exam is cumulative, but the exam is weighted toward material from Chapters 9-12. Midterms will consist of 50 questions and students will have 75 minutes to complete the exam. The proctored portion of the final exam is 70 questions (worth 2 points each; total of 140 points) and students will have 120 minutes to complete the exam. In addition, a portion of the final exam will be take-home, take-home exams must be completed individually. Students should adhere to appropriate ethical and integrity standards and complete any take-home exam on their own. The take-home exam is a research assignment, and written and video instructions will be emailed to students by the instructor two-weeks prior to the final exam due date. The take-home portion of the exam is worth 20 total points.

The exams for this class must be proctored. The following proctors are approved: the Boise State Testing Center, the CWI Testing center in Canyon County, or the CSI Testing Center in Twin Falls. Students outside of these areas will have the option of taking their exam through an online [web-based proctoring] service ProctorU (www.proctoru.com) for a fee. For additional information contact ecampus@boisestate.edu. You will take all tests on the Blackboard course site using, the exams are found in Modules E, J, and P. The link to the exam will only be valid from Sunday 12:00 a.m. until Sunday 11:59 p.m. MDT. Exams may ONLY BE ACCESSED ONE-TIME and must be completed in ONE SESSION. Exams will involve essay questions and will therefore be graded within one-week from the due date. You can check your score by accessing My Grades in the Blackboard course menu.

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PROFESSIONAL CLASSROOM CONDUCT:

Success in the business world requires many attributes; one of which is exercising appropriate conduct in various situations. This classroom is the equivalent to the professional meetings that occur every day in the real-world of business. In such situations, individuals are expected to come prepared, participate when appropriate, and not exhibit behavior that is disruptive or disrespectful of others. This includes, but is not limited to, excessive talking in class, passing notes to others, and creating other forms of distractions that are excessively disruptive in the classroom.

Students will be given one “free” warning. This warning will be given orally on the first day of class during the explanation of the syllabus. Absence during the first day of class is NOT a legitimate excuse for not understanding the professional classroom conduct policy. Professional conduct also extends to e-mail correspondence with the instructor. Students should approach e-mail correspondence with the instructor in a manner that is consistent with a respectful learning environment. The student’s final grade in the course will be lowered by an increasing scale of 20 points (i.e. 20, 40, 60, etc.) for each disruptive occurrence. Disruptive behavior may also result in the student(s) being assigned to other seating in the classroom and/or being required to leave the classroom. The University also provides for other actions that may be taken if the instructor deems appropriate. Cell-phones, pagers, PDA’s etc, must be turned off and stored out of sight during class, and may not be used as a calculator for exams. Checking phone or pager messages, or otherwise using cell-phones during class, is considered unprofessional behavior for the purposes of this policy.

PREPARATION FOR CLASS:

I expect you to read the chapters and watch the related chapter lecture online prior to attending class. I also expect you to work the “Multiple Choice Questions from CPA Examinations” at the end of each chapter as well as in the lecture handouts prior to in-class lecture on a given chapter. In depth reading for conceptual understanding is required. Since all material cannot be covered in class, you are responsible for ensuring your understanding of assigned topics by reading the material and asking questions in class. We will often work the “Multiple Choice Questions from CPA Examinations” in class to ensure that you have understood the concepts correctly and to facilitate classroom discussion. I recommend that you work as multiple-choice questions as possible. You should plan to spend a minimum of 4 hours studying outside of class for every 1 hour spent in class.

MISCELLANEOUS ITEMS:

Audio or video recordings of the lectures are strictly prohibited. Students are expected to be familiar with the University’s policies regarding the Honor Code and students with disabilities. Ask the instructor if you have questions about these policies. My expectation is that you will also attend all lectures. Exam review is limited to 1 week following each midterm examination. Moreover, students are limited to 10 minutes (timed) to review their exam and are not allowed to take notes, use cell phones, refer to notes, etc. The midterm exams are NOT study guides and any and all access to them will be restricted greatly at the instructor’s discretion. There will be no exceptions to this policy.
<table>
<thead>
<tr>
<th>Week</th>
<th>(Dates)</th>
<th>Agenda</th>
<th>Ungraded Homework Assignments</th>
<th>Due for Grade*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/21 &amp; 8/23</td>
<td>Introduction</td>
<td></td>
<td>Syllabus Quiz</td>
</tr>
<tr>
<td>2</td>
<td>8/28 &amp; 8/30</td>
<td>Chapter 1</td>
<td>1-56, -58, -62</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>9/6</td>
<td>Chapter 2</td>
<td>2-52, -59, -65, -66</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>9/11 &amp; 9/13</td>
<td>Chapter 3</td>
<td>3-53, -55, -58, -59</td>
<td>Group Project #1</td>
</tr>
<tr>
<td>5</td>
<td>9/18 &amp; 9/20</td>
<td>Chapter 4</td>
<td>4-57, -58, -60, -63, -64</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>9/25 &amp; 9/27</td>
<td><strong>Exam 1</strong>: Chapters 1-4</td>
<td>4:30-5:45 p.m.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>10/2 &amp; 10/4</td>
<td>Chapter 5</td>
<td>5-63, -65, -68</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>10/9 &amp; 10/11</td>
<td>Chapter 6</td>
<td>6-51, -53</td>
<td>Group Project #2</td>
</tr>
<tr>
<td>9</td>
<td>10/16 &amp; 10/18</td>
<td>Chapter 7</td>
<td>7-64, -65, -66, -67</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>10/23 &amp; 10/25</td>
<td>Chapter 8</td>
<td>8-48, -49, -50, -56, 8C-18</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>10/30 &amp; 11/01</td>
<td><strong>Exam 2</strong>: Chapters 5-8</td>
<td>4:30-5:45 p.m.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>11/6 &amp; 11/8</td>
<td>Chapter 9</td>
<td>9-48, -52, -56, -57</td>
<td>Group Project #3</td>
</tr>
<tr>
<td>13</td>
<td>11/13 &amp; 11/15</td>
<td>Chapter 10</td>
<td>10-52, -54, -57</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11/20 &amp; 11/22</td>
<td>NO CLASSES THANKSGIVING BREAK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>11/27 &amp; 11/29</td>
<td>Chapter 11</td>
<td>11-54, -55, -57, -59, -61</td>
<td>Group Project #4</td>
</tr>
<tr>
<td>15</td>
<td>12/04 &amp; 12/06</td>
<td>Chapter 12</td>
<td>12-45, -48, -52, -53</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>12/13/2017</td>
<td><strong>Final Exam</strong>: Chapters 1-12</td>
<td>3:00-5:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

*Note that each week there will be a graded homework assignments and quizzes for each chapter in the book. Similarly, the chapter handout assignments are also due on a weekly basis.

2 The syllabus and schedule is subject to change at any time.
LATE GRADING POLICY

In order for us to move through the material as a group, it is important that each of you complete your assignments on time. Late is defined as submitted any time after the published deadline. This means that if you procrastinate and turn in an assignment at 11:01 pm after an 11:00 pm deadline, it is late. Only group projects may be turned in late.

Late penalty schedule. In order to provide all of you with a fair, uniformed way of handling the inevitable late submissions that will occur, we will follow the following schedule:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Penalty</th>
<th>Percentage Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1 (1 second - 24 hours)</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Day 2 (24 - 48 hours)</td>
<td>20%</td>
<td>30%</td>
</tr>
<tr>
<td>Day 3 (48 - 72 hours)</td>
<td>10%</td>
<td>20%</td>
</tr>
<tr>
<td>Day 4 (72 - 96 hours)</td>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td>Day 5 (96 - 120 hours)</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>Day 6 (120 - 144 hours)</td>
<td>2.5%</td>
<td>2.5%</td>
</tr>
<tr>
<td>Day 7 (144 - 168 hours)</td>
<td>1.5%</td>
<td>1%</td>
</tr>
<tr>
<td>After 7 days</td>
<td>NOT ACCEPTED</td>
<td>0%</td>
</tr>
</tbody>
</table>

To avoid late penalty, turn your work in on time!
Do NOT tempt fate - technology is far from perfect, and generally, it only fails when you really need it to work. To compensate for this fact all homework, quizzes, and handouts can be turned in early. If you play with fire and wait until the very last second to submit your work via the assignment link, you may get burned. This means that emailing me at 11:05 pm is NOT a viable excuse for a late submission. This is an easy enough problem for us to avoid - you have a full week to complete your work, so do not wait until that last second to turn it in. Late is late.

Life happens, but not that often.
If you have a legitimate emergency arise during the semester that is going to hinder your ability to complete work on time, you should contact me to make arrangements immediately. However, these situations should constitute legitimate emergencies AND are the exception, not the rule. That is to say, if you are in the hospital, it is probably an emergency. If you are unable to find a babysitter the day an assignment is due, then you probably should have completed the assignment ahead of time. Similarly, getting sick the day an assignment is due is a foreseeable consequence of putting off your work until the day it is due and a doctor’s excuse is not acceptable. In general, exceptions for turning in ANY graded assessments are extremely rare, and requests are UNLIKELY to be granted by the instructor.

Why am I so picky?!?
Good question. Because I believe that college is not just about giving you a content-specific education, it is about teaching you to be a productive member of society...and in the real-world, and in particular the accounting world, deadlines matter! A client can sue you for missing important deadlines. Success in the business world requires many attributes; one of which is exercising appropriate conduct in various situations. This class is the equivalent to the professional meetings that occur every day in the real-world of business. In such situations, individuals are expected to come prepared, participate when appropriate, and not exhibit behavior that is disruptive or disrespectful of others. This includes, but is not limited to, being on-time for group meetings and assignment deadlines.

Lastly, consistent with professional standards related to integrity, any student caught cheating on ANY graded assignment, quiz, and/or test will receive an “F” in the course without regard to their actual standing (grade) in the course.