

# Accounting & Finance Foundations - Remote

95-719

Important Reminders	<p>Attendance in Zoom lectures with Cameras for the full session is required. Missing more than 1 session or attending less than the full session results in a grade reduction. Launching Zoom without your Camera on is considered a missed session.</p> <p>You must start all assessment within 5 minutes of the start time. When an assessment takes place in conjunction with a Zoom lecture, students must attend the entire Zoom lecture. If the lecture is not attended or an assessment is started after 5 minutes, no points will be awarded.</p> <p>Under NO circumstances are students permitted to copy, take pictures or screen captures of any assessment questions and/or answers. Refer to academic integrity in the syllabus.</p> <p>Talk to me, your advisor, Sean Beggs or Andy Wasser if you are having any difficulties with your studies. We will do our best to help you find a solution.</p>
Class Hours:	Fully attend your registered section and be punctual (see schedule). Watch Entire Video Lecture by Saturday at midnight
Office Hours:	Via Zoom Link Sunday 10am to 11am and selected Wednesdays - See Schedule
Instructor:	Lynne Pastor Office HBH 3011 (not on campus this semester) Email: <a href="mailto:lp23@andrew.cmu.edu">lp23@andrew.cmu.edu</a>
Course Information	Canvas
On-Line Lecture	Download and install Zoom. Register for Zoom Lecture and Office hours (links in Canvas) Use your Authenticated CMU Zoom Account
HW Exercise/Class Activity/ Exam Submission	Through Assignment Tab on Canvas Assignments and class activities are submitted using the Respondus Monitor Browser. No assignment or class activity is accepted late.
Required Respondus Lock-down Browser/ Monitor	Download and install Respondus prior to the first class session. Only exercises/exams submitted through the Respondus Monitor will be accepted. <a href="https://www.respondus.com/lockdown/download.php?id=959744705">https://www.respondus.com/lockdown/download.php?id=959744705</a>
<p><b>Students are responsible for knowing, understanding and following the policies stated in this syllabus. Students are also responsible for knowing, understanding and following University's policies including the University's policies on academic integrity. (<a href="https://www.cmu.edu/student-affairs/theword/academic/statement-on-academic-integrity.html">https://www.cmu.edu/student-affairs/theword/academic/statement-on-academic-integrity.html</a>)</b></p>	

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Refer to this syllabus whenever you have procedural questions about the course. Although it is not possible to address every issue, the syllabus is relatively comprehensive and will likely be referred to in addressing many of your questions.

## Course Description

The focus of this course is on the basics of reading and interpreting financial statements in for-profit companies and financial evaluation of projects.

Owners (shareholders) expect managers to operate their companies in a way that produces profit. As such, managers must know how their decisions affect the company's profits.

## Learning Objectives

This course endeavors to give students the skills to be effective managers. Upon completion of this course, the student will be able to:

1. Locate financial information to analyze companies
2. Classify accounts in the income statement, balance sheet and cash flow.
3. Analyze a company's financial health using ratio analysis.
4. Calculate and interpret Discount Rate
5. Calculate, interpret and apply Capital Budgeting techniques in determining the financial viability of a projects
6. Use time value of money techniques to make decisions

## Professional Conduct (from the Heinz College Handbook)

Students in the Heinz College's graduate programs are preparing for professional careers in positions of leadership. Consistent with the standards of our programs, such positions carry with them expectations for integrity, ethical bearing and behaviors that are acceptable in the workplace. Students, who undertake class projects, serve as interns or apprentices, or complete their work-study assignments in organizations outside the College must conduct themselves in a manner consistent with the standards of the professional workplace. Likewise, students are expected to exhibit professional conduct in the classroom and other University learning environments and to serve as productive, positive forces in our academic community. Students who engage in behaviors that are dishonest, unethical, abusive, violate University and workplace rules on the use of drugs and alcohol, or otherwise undermine classroom learning or the environment of their workplace assignment or the College will be subject to disciplinary action up to and including being dropped from your program

## Expectations

Students must attend all Zoom lectures in their entirety with cameras on. Launching Zoom without a camera is considered a missed session. Attending only part of the session is considered a missed session. Missing more than one session will result in a reduction of one or more letter grades. If you have any concerns about using your camera during a session, contact me in the first week of classes.

Students cannot be successful if they do not consistently attend class. However, simply attending class will not be adequate to be successful in this course. To earn a passing grade, students must earn adequate points on exams, Mastery Questions and In-class Homework Exercises. To do so, students will have to use their initiative to review their notes, complete homework questions, read supplemental materials, and view or review lecture videos as topics are discussed (do not wait until the weekend before the exam).

Students should plan on reviewing their notes, completing case questions and learning the material in an integrated way. Student cannot gain a working knowledge of the material by drilling practice

questions. A limited number of practice questions will be provided but students should not expect to rely on these as the primary means to study for exams.

An important aspect of the course is in creating an environment that simulates the workplace including meeting deadlines, following instructions, demonstrating personal responsibility and showing respect for others.

## Remote Lecture Requirements & Etiquette

Students must leave their cameras on during remote lectures and their microphones off. Make sure to find a quiet space to view the synchronous on-line lectures – your roommate vacuuming in the background will be a distraction to you and the rest of the class. When you have a question, just unmute your microphone and ask. When your question has been answered, please turn your mic back off.

Zoom backgrounds can be fun but be careful that they are not too distracting for other students or the instructor and carefully consider whether your background is appropriate. You can also choose a blank background.

Per Heinz policy, you are only permitted to attend the lecture for which you are registered. Lectures and deadlines for all assessments are based on Eastern Time. If you are in a different city or country, make sure you know the local time to attend your section. Assessments are only available to students with their registered section.

I highly recommend that students connect directly to their modem/router rather relying on wifi that can be spotty or inadequate to maintain a connection through a lecture or assessment.

## Add/Drop

Given the limited time in a mini and the scope of the topic, it is necessary to cover a substantial amount of material in each session even in the first week of classes. If you do not plan to remain in the class, please drop the course from your schedules as soon as possible so that students on the wait list can be accommodated.

Students adding the course after the first day of classes are responsible for missed material. Missed Homework In Class Exercises and Mastery Questions receive a score of zero (0). Keep in mind your lowest score for each are dropped in calculating your final grade.

## Prerequisites

The course is heavily dependent on technology not only for analytical purposes but also for communication. Students will use Zoom to attend lectures and the Internet to access data, and submit exams and complete homework exercises. Students are expected to have a reasonable level of competency in Excel and MSWord.

Exams and exercises are submitted through Canvas using the Respondus Monitor lockdown browser. Students are required to have downloaded and installed the Respondus lockdown browser before the first day of class. A “test” quiz is provided so you can check to make sure your Respondus Monitor is working.

## Non-Heinz Students

This is a Heinz College course and Heinz College Policies apply even if you are not enrolled in a Heinz College program. This includes but is not limited to the required Add/Drop date at the end of the first week of classes. Please be advised that you may not drop the course after this point even if your program permits drops beyond this date. If you do not complete the course, you will receive a failing grade.

## Students with Accommodations

Only students with a letter from Disability Services can receive accommodations. Students must make an appointment to speak with the Instructor in the first week of classes to discuss what accommodations are possible in the course.

Alternative testing arrangements will be made in coordination with Disability Services. Exams with accommodations must take place on the same date and begin at the same time as the exam for the rest of the class.

Students are required to initiate requests for support via Email well in advance of the need for specific services/accommodations. The instructor may ask for additional information, and consult Disability Services. Each request will be reviewed given the provisions of the accommodation letter and notify the student of the final decision and/or arrangements.

## Communication with Faculty and TA's

Students are expected to check Email and the course website each day for messages from the instructor or from teaching assistants. Students are responsible for information contained in the Email. In addition, information in the website is subject to change. Students are responsible for any changes made on the course website.

Remember that the TA's and instructor are not available 24 hours a day, 7 days a week. We will read Email periodically Monday through Friday from 9 am to 5pm EDT and hold regular office hours that students should plan to attend regularly to get all questions resolved. To avoid frustration, assume that Emails sent in the evening during the week will be answered the next morning, and emails sent over the weekend will be answered the next day.

## Class Session

Material will be delivered synchronously using Zoom and asynchronously using pre-recorded videos. Students must watch the on-line video – statistics are provided indicating who and when videos were viewed. Students must also “attend” the on-line Zoom lecture as if they are attending class.

### *Synchronous Zoom Lecture*

Students must attend Zoom lectures with their cameras on and microphone off. If you have a specific reason for not using your camera during the Zoom lecture, please contact me in the first week of class. Try to find a quiet location where you will not be disturbed. You may find it helpful to connect your computer to your router. There is currently no plans to post on-line synchronous lectures. You may use an appropriate virtual background if you wish.

Students must attend ONLY the section for which they are enrolled. Do not provide the link to the lecture or permit a colleague to view lectures from your technology. If you have an extenuating circumstance, please contact me prior to the on-line lecture to make alternative arrangements.

Many synchronous lecture sessions begin with an In-class Homework Exercise requiring use of the Respondus lockdown browser. Only students who attend the session can earn points related to the in-class Exercise.

Prior to each class, students are expected to check the course website. Students may download the lecture notes. Supplemental readings on the web may also be assigned. Class time will be used to discuss topics in the lecture notes and homework.

Students need to be focused on the material during the on-line lecture and should not use technology for any other purpose to avoid distraction.

### *Asynchronous Lecture Video*

Video lectures links will appear in each week's folder on Canvas. Do not watch videos out of order! Be sure to watch the video by Saturday at midnight. If you cannot access the video, Email me ASAP so I can work with the tech group to resolve any problems for you. Keep in mind that clearing the cache of your web browser and restarting the computer often resolves many tech problems.

### Textbook

There is no official textbook for this course. Students may be directed to websites and other readings to support the lecture topics. Why is there no textbook? This course is structured to provide students with practical applications to be successful in their careers. As such, students are more likely to have access to the Internet rather than a textbook after graduation.

The course scope and material has been customized to provide Heinz College students a specific set of skills in a very brief amount of time. Using outside sources can cause confusion as many are not vetted sources and others are designed for users with different goals. The website [www.investopedia.com](http://www.investopedia.com) is generally very helpful in clarifying terminology. The on-line accounting textbook at [www.principlesofaccounting.com](http://www.principlesofaccounting.com) could also be a good source of reference material. However, it is always better to contact me directly if you have questions.

### Lecture Notes & Videos

Lecture Notes, which are simply the PowerPoint slides, are provided on the website. Lecture Notes take the form of abbreviated talking points and not every slide in the presentation will be included. Lecture Notes are not useful as stand-alone documents and are not a substitute for class attendance. If you miss a class, be sure to follow up with a colleague for notes taken in class. Also contact the faculty member as soon as possible for suggestions on alternative resources to cover the material.

Some videos may be made available to review topics covered in the synchronous lecture delivery. These videos are from other courses so do not necessarily match the scope and depth and methods covered in our class. There are no lecture slide print outs for these videos. These are not to be used as a substitute to "attending" the synchronous on-line lecture. Remember, students are responsible for the material as covered in class.

### Intellectual Property Disclaimer

NO video or audio recording or taking photos of any kind is permitted of any course materials or presentations without express written permission by the instructor. If permitted, recordings are for the sole use of the student making the request and must be destroyed at the end of the term.

Any podcasts or v-casts that are posted on the course website are for the sole use of current students during the term in which they taking the class. Reproduction, transfer to any other individual or posting of any of the materials from the course website is expressly forbidden

No course materials in any form (doc, pdf, Excel) are to be shared with any other individual or posted to the internet.

### Time Commitment

Based on the number of units associated with this course, students are expected to spend 3 hours in class and on average 9 hours a week outside of class studying the concepts and doing homework – some weeks will be less and others a bit more.

Again, simply attending class will not be adequate to be successful in this course. To competently complete homework and earn a passing grade on exams, students will have to use their initiative to review their notes, complete outside reading, and work through assignments.

## Academic Integrity

Many academic integrity violations requires two people. If students ask you for unauthorized assistance, remind them that they are exercising very poor judgement. Let them know it is in both of your best interests to refuse their request and will be saving you both from an academic integrity violation. If they are struggling with material or assignments refer them back to faculty for help.

Students should review CMU's Academic Integrity Guidelines at <http://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>. Ignorance of the policies or "mistakes" will not be accepted as an excuse for any academic integrity infraction. Even the most innocent of mistakes have consequences.

All graded assessments are an individual effort – no collaboration or unauthorized assistance is permitted. Although assessments are taking place remotely, you should treat the assessment as if you are in the proctored environment of the classroom. There will be monitoring technology in place.

## Academic Integrity Infractions & Penalty

There is a "one-strike" policy in this course. Any academic integrity infraction results in failure of the course. If you have any questions at all, please contact the professor or TA.

Although not exhaustive, the following are considered academic integrity infractions:

### Appropriating Others' Work

On graded assessments, your work must be your own. If a submission is required, unless otherwise directed by the instructor, every assignment must start with a new Word or Excel file. Students may not copy and paste any information from the course or use any templates from class exercises, from the internet or any other source.

### Posting and Communicating Information

Do not post or communicate any material from the course including homework, notes, videos and recording or questions to any website, we-chat, Facebook, twitter, or other electronic platform. You should neither seek nor provide any course information from another student or other resource unless the faculty member has explicitly stated you may do so. This constitutes an academic integrity violation and results in failure of the course.

### Possession or Transfer of Course Materials

Students are not permitted to be in possession of or provide any notes, homework, exams or exercises from or to another student either from the current semester or from past semesters regardless of form: electronic or paper. Possession of or sharing such files constitutes an infraction of the academic integrity policies of this course.

### Communication during Any Graded Assessment

Communicating in anyway, including using communication technology, during exams and other assessments is prohibited. If students are caught communicating, sharing computer screens, providing notes, questions or answers about an assessment an academic integrity infraction will be assessed.

### Sharing Assessment Information

Students are not permitted to discuss exam and exercise questions with another current student or

a student who has taken the course in the past or will take the course in the future or post to any location on the Internet.

## Possession of Assessment Materials

Students are prohibited from taking pictures or screen captures of assessments or copying the text of questions and answers.

Students may have access to their homework and exam questions to review their performance. Most assessments that are graded are submitted electronically (on-line). Students may be given access to their answers for review and are permitted to take general notes on what they missed but may not take exam or assessment question verbatim from the review sessions. Students are not permitted to take pictures or screen captures of the test interface, test booklets or questions sheets. Taking test materials from the exam or exam review sessions is considered an academic integrity violation.

## Unauthorized Assistance

Students must treat assessments and exams the same as you would in a proctored environment. Do not access any materials during an assessment other than those explicitly permitted by the faculty member. Using phones, tablets, etc. while completing the Mastery Questions, In-class Homework Exercise or exam is prohibited. Students may not communicate with anyone during an assessment.

Students must use the techniques used in class to answer questions. If other techniques or tools are used, no credit will be given and students will be subject to an academic integrity infraction.

## Misrepresentation

Students are expressly forbidden from sitting in for, signing in for or impersonating another student for any reason or launching a Zoom session and not attending or having another person sit in for them. No student is permitted to attend any session unless they are registered for the course.

## Use of Lockdown Browser

Most homework exercises and exams are taken through the course canvas using the Respondus lockdown browser. Students must have a working Respondus program on their computers and the Zoom meeting app to participate in any exam or exercise. Students must close all other programs, browsers and applications during an exam or activity. Students are not permitted to leave the testing interface of the exam or exercise until they have submitted. Respondus Monitor will be used in addition to the Respondus Lockdown Browser, which notifies the instructor when a student stops focusing on the assessment or attempts to leave the test interface before submitting. Students risk an academic infraction when this happens. If you run into a technical issue, contact me as soon as possible by Email. DO NOT communicate with another student during the assessment.

## Passwords and Log-ins

If passwords are required, as soon as the password is provided, students must launch the Canvas exam or exercise through Respondus immediately and enter the password. Delay in launching the assessment interface in Canvas may result in loss of the points associated with the exam or exercise.

Students are expressly prohibited from sharing (providing or using) passwords with other students or logging other students into activities. If you did not hear the password, do not ask another student. Raise your hand and the instructor or proctor will provide the appropriate information. Do not provide a password to another student.

The use of passwords is to ensure that only students enrolled in a specific section can access the



assessment.

## Attendance and Decorum for On-line Synchronous Lecture

Students are required to attend all sessions and in the section for which they are registered to pass the course. Missed exercises cannot be made up. Viewing the video lecture by the date and time of the scheduled class period is equivalent to attending a class. Attending less than 80% of class sessions will result in failure of the course. This means no more than 3 sessions in a mini can be missed.

Unless given prior permission, students are expected to be logged into the Zoom meeting at the beginning of the session and remain until the end of the session with cameras on and microphones off so plan accordingly. Arriving more than 5 minutes late, leaving early or leaving cameras off is considered a missed session. Missing more than one session results in reduction in final grades.

Some assessments may be done prior to the beginning of the lecture session. Some assessment will take place throughout the Zoom lecture session. If you are not paying attention you may miss the assessment.

There are no make-up opportunities for class activities or exams. These are scheduled well in advance so make sure to schedule interviews, appointments etc., so they do not conflict. Check all exam dates for all classes in the first week of the mini to identify conflicts that need to be resolved well in advance.

## Class Discussion & Talking

All students start a Zoom session with their cameras on and their microphone muted. You may use the “raised hand icon” or the chat function, but generally it is fine to ask a question during the lecture without the formality of being called on. Although questions are encouraged, if the discussion will confuse other students or is tangential to the topic, student will be asked to contact the faculty directly to discuss further. If there are questions on grading, please contact the instructor directly. Individual performance will not be discussed in class.

## Grading Scheme

A+ by definition is “Exceptional” and therefore relative to the performance to the rest of the class. Students must consistently perform better than the rest of the class to be “exceptional”. My advice is to do your personal best and focus on learning the material.

Although we appreciate the time and effort students put in, grades are earned based on mastery of the material.

This course is not curved. The average score on any homework exercise or exam is irrelevant. I respect that grades are important to students but I hope I can convince you to focus not on your scores relative to others but on your own learning experience.

To determine your final grade, add the points earned on homework exercises and exams at the end of the semester, drop the lowest scores on the two types of assignments and look up the final grade in the syllabus. If you missed an assignment and received a score of 0, that would be your lowest score.

## Point Allocation

Mastery Questions – best 6 of 7 sets (25 pts each)	150
Homework In Class Exercises – best 4 of 5 exercises (20 pts each)	80
Exams (3 -60 min) (90 points each)	270
Total	500

\*No alternative assignments or exams will be provided to any student that are not available to the entire class.

## Heinz College Grading Policy

Average Grade for Core (non-project) classes: 3.33-3.42

The Heinz School Policy states that the mean grade in this course should be between an A- and B+. Some students who earn less than a B+ and some that earn higher than an A-.

Grading	Quality Points		LOWER BOUND Points	UPPERBOUND Points
A+	4.33	Exceptional	483.4	500.0
A	4.00	Excellent	466.7	483.3
A-	3.67	Very Good	450.0	466.6
B+	3.33	Average	433.4	449.9
B	3.00	Fair	416.7	433.3
B-	2.67	Marginal	400.0	416.6
C+	2.33	Poor	383.4	399.9
C	2.00	Very Poor	366.7	383.3
C-	1.67	Min Pass	350.0	366.6
R		Fail	Less than 350	

## Mastery Questions

On-line Mastery Questions test an understanding of the material covered in Zoom and video lectures. Mastery Questions are an INDIVIDUAL effort. No two students will have the same questions. While questions may look similar, the answers will be different. Do not be tempted to give or receive answers to/from another student. Academic integrity infraction will be assessed for a correct answer for a question in the database but that does not appear on your Questions.

Mastery Questions are timed. Once you answer a question you may not go back to it so only skip a question if you do not think you can answer it. You may use handwritten notes during the Mastery Questions but do not attempt the Mastery Questions until you have viewed the video and gone over your notes. You will be permitted to retake the Mastery Questions up to 3 times but do not expect to get the same questions. Your highest score will be recorded in the gradebook. You will see which questions you answered incorrectly at the end of the quiz (scroll down when you have submitted) but you will not be given the correct answer. Generally, there are 7 questions to answer in 15 minutes. You must submit the Mastery Questions before Sunday at midnight EDT.

There are 7 sets of Mastery Questions, the lowest score will be dropped when calculating the final grade.

## Homework In Class Exercises

Homework generally takes the form of a mini case and is intended to provide practice in identifying concepts, calculating values and give context for topics discussed in class. Although there may be many ways to solve the homework questions, students are expected to use the methods used in

class. Using alternative methods will result in point losses.

## Homework (Case) Questions

Homework is generally based on a mini case and takes the form of a set of homework questions to be completed outside class to prepare for the In-class Homework Exercise. The homework cases give students the opportunity to apply concepts from class to solve a problem that companies face in the real world. The answers to these questions are not turned in. The homework case questions may require building an Excel Model or performing calculation and answering 6 to 15 questions. Students may work alone or in a group of up to three in remote groups – do NOT post or communicate the solutions on the Internet for students outside your group to see – this would be an academic integrity violation. If you choose to work in a virtual group, do not simply divide the questions up and copy each other’s answers. You could work together virtually or each attempt the questions and come together in some way to see what the others did. As you would expect in a graduate program, step-by-step instructions are not given in the questions. Determining how to apply the material from class is part of the assignment.

## In-class Homework Exercise

The In-class Homework Exercise takes the form of a brief quiz at the beginning of a session. On the due date, prior to the lecture, students must use the Respondus Monitor to log into the Homework Exercise input screen on Canvas and answer up to five questions in the first 10 minutes of the class – the exercise is timed and must be started within 5 minutes of the beginning of class and submitted by the deadline. Homework Exercise questions will generally take the form of a numeric answer, brief fill in the blank (just a few words) or multiple choice (including true/false). Full points are given for the single best answer.

Homework In class Exercises are individual effort; no discussion is permitted during the exercise. Students may refer to handwritten notes from completing the Homework Questions. The In-class Homework Exercise questions will not be the same as the Homework Questions but will be based on the assigned questions. Students, who do not do and understand the homework questions, will not be able to answer the In-class Homework Exercise questions. Answers for the In-class Homework questions are provided after the Homework Exercise in the following session.

There is no “make-up” opportunity for any reason. Students are not permitted to share any passwords, log in for another student, or discuss questions with other students. Points for the exercise are awarded only to students who attend the Zoom lecture after the Exercise is submitted.

Only the answers submitted through the Canvas using the Repondus Lockdown browser will be graded. You are responsible for having a working version of Respondus on your computer. If the exercise does not load or submit properly, some or all points may be lost. You should restart your computer to clear any conflicts to launching Respondus. Irregularities flagged by the Respondus Monitor may invalidate the exercise and not points will be awarded. Students may be asked to hold calculations for individual questions up to the web cam before submitting the answer and moving on to the next question.

Students are permitted to use handwritten notes to answer questions. Questions asked in one section will not be asked in another session.

There are 5 sets of Homework In-Class Exercises. The lowest of your five scores will be dropped in calculating final grades.

## Exams

It is not possible to include questions to evaluate students’ understanding of all topics and

techniques covered in this class in In-class Homework Exercises and Mastery Questions. The exams will evaluate the student's ability to identify concepts, perform discrete calculations and interpret results.

There are three exams. The exams are typically are 30 question in 60 minutes. Exam questions are generally true/false, multiple choice or fill in the blank (often the result of a calculation). Questions evaluate the student's ability to properly use terms, identify concepts, perform discrete calculations and interpret results. Each exam is comprehensive.

The Respondus Monitor is required and only the calculator in the Respondus browser may be used. Students can use handwritten notes. A link to formulas will be provided. Students may be asked to hold calculations for individual questions up to the web cam before submitting the answer and moving on to the next question.

Make ups are rarely granted and only with documentation of an emergency. If a student is ill, an excuse from their doctor or the student health center that stating that the student too ill to take the exam on that date must be provided. Students are not be excused if they are well enough to take the exam but put off studying and were ill in the days leading up to the exam. If the exam is given in multiple sections, students are not permitted to switch sections to delay taking an exam. If excused from the exam, generally students receive an incomplete and will take the exam the next time it is offered in a future mini.

Part of the exam is to show ability to calculate and apply formulas that might be automated in other types of calculators. Students must use the formulas used in class and use the rounding conventions as prescribed in the exam instructions. Failure to use proper formulas and rounding conventions will result in the loss of all points for that answer.

Students may not communicate in any way with another individual other than the professor or TA about the specifics of the exam. Students may not discuss the content of the exam with another current, prior or future student. Students must focus only on their own exam.

Students are required to acknowledge and adhere to the honor code at the beginning of each exam. Below is an example of the Honor Code:

I understand it is my responsibility to be able to access the exam through the Respondus browser. I will not use any unauthorized materials or tools during the exam. I do not have a phone or smartwatch with me during the exam or any other device or program open on my computer that allows me to communicate with anyone or access any document, website or programs during the exam. I will not leave the Repondus interface during the exam and will submit my exam prior to leaving the proctored classroom.

I have not given or received, and will not give or receive any unauthorized assistance on this exam including exam questions, answers or passwords. I have not asked a proxy to take the exam for me.

I also understand that I am not permitted to leave the exam interface before submitting my exam. I will complete the exam in the proctored classroom. If I have a technical issue, I will not attempt to leave the test interface before alerting the instructor or proctor.

I will only use the calculator available in the Respondus browser, the formula sheet provided in the Exam Info tab of the course Canvas. I destroy all calculations or notes done during the exam upon submission of the exam.

I will not at any time retain or obtain a copy of the exam or any part of the exam before, during or after completing the exam.

I will not talk or communicate in any way with anyone other than the professor or proctor during the exam for any reason. I understand that I am not permitted to look at other students' computer or their notes or use a second on-line source of reference such as a phone, tablet or second computer.

It is my obligation to inform the professor if I am aware of anyone else who has violated any of the course policies.

I understand failure to follow the above instructions and other course policies constitutes an infraction of academic integrity and are subject to the policy on academic integrity violations per the course syllabus including failure of the course.

## Class Activities

Periodically there may be brief class activities (in addition to Homework Gate/In-Class Exercises) to reinforce concepts discussed in lecture. In some cases, these activities will provide students who participate in the activity a small number of extra credit points. Generally, class activities take place at the beginning of class. Students must be in the section for which they are registered to receive these points. Students who are late, miss the session or do not attend the session for which they are registered will not receive points for the activity. No more than one grade level can be gained through extra credit (ex: B to B+).

## Grading Review

If a student feels there has been an error in grading a Mastery Questions, Homework Exercise or Exam Question, contact the instructor as soon as possible for clarification.

Sometimes students misinterprets a question or does not understand why their answer is incorrect or why an alternative answer is the better answer. Students should come to office hours or make an appointment to meet with the instructor. The meeting is to make sure students understand the material but not to negotiate alternative grading.

## Study of Teaching & Learning Research

For this class, we may be conducting research on how students learn which is essentially applying concepts from class in brief in-class activities. You will not be asked to do anything beyond the normal learning activities and assignments that are part of this course. You are free not to participate in this research, and your participation will have no influence on your grade for this course or your academic career at CMU. Participants will not receive any compensation. The data collected as part of this research will include student grades. All analyses of data from participants' coursework will be conducted after the course is over and final grades are submitted. The Eberly Center may provide support on this research project regarding data analysis and interpretation. To minimize the risk of breach of confidentiality, the Eberly Center will never have access to data from this course containing your personal identifiers. All data will be analyzed in de-identified form and presented in aggregate, without any personal identifiers. Please contact us, or Chad Hershock at [hershock@cmu.edu](mailto:hershock@cmu.edu), if you have questions or concerns about your participation

## Exceptions

To be fair, very effort is made to treat all students as consistently as possible. Exceptions made by the instructor are rare and made on an individual basis. An exception for one student should not be interpreted as a change in course policy and will not constitute a justification for an exception for any other student.

## Take care of yourself

Do your best to maintain a healthy lifestyle this semester by eating well, exercising, avoiding drugs and alcohol, getting enough sleep and taking some time to relax. This will help you achieve your goals and cope with stress.

All of us benefit from support during times of struggle. You are not alone. There are many helpful resources available on campus and an important part of the college experience is learning how to ask for help. Asking for support sooner rather than later is often helpful.

If you or anyone you know experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support. Counseling and Psychological Services (CaPS) is here to help: call 412-268-2922 and visit their website at <http://www.cmu.edu/counseling/>. Consider reaching out to a friend, faculty or family member you trust for help in getting support that can help.

If you have questions about this or your coursework, please let me know.

### My advice:

- Get outside at least 20 minutes a day and soak up some sunshine (yes, those rays are behind the Pittsburgh clouds).
- You are not your GPA!
- Stay on top of your work; it is less stressful actually doing the work than worrying about getting the work done.
- Plan to go to every class on time! Missing class in one course to catch up in another puts you behind again and spirals out of control.
- Review/rewrite your notes within 24 hours of class and go to office hours to get clarification on anything you did not understand as soon as possible. Do not wait until you are study for an exam to ask questions.
- Get used to prioritizing and reprioritizing. – life involves trade off and no one can get an A in every class and participate in activities that are also important.
- Get some sleep; all-nighters are for undergrads.
- Some people are genius, some people inspire people who are genius, both are important.
- Do not compare yourself to others. Your goal is to get an education and then get the heck outta' here with a job you love or at least a gig that will eventually lead to a job you love.
- Be kind and respectful to each other and be kind and respectful to yourself – everyone struggles at some point, some are just better at hiding it.
- Know and follow the rules. [Mistakes](#) have consequences but can also lead to great discoveries. Embrace setbacks as learning experiences and avoid making them again.

Try  
Fail.  
Try Again.  
Fail Again.  
Try Harder.  
Succeed.

This may seem inefficient but it is the way we learn.

## Schedule and Topics are Subject to Change

Wk	Day	Date	Topic	Lecture Mode Zoom Attendance Required Video Lectures deadline Saturday	Required Synchronous Activities Zoom Lecture begins promptly after HW In Class Exercise. Exams begins promptly after Review	Optional Synchronous Activities *Only Review of In Class Exercises	Assignments Mastery Questions due Sunday at 11:55pm Work HW Case for In Class Exercise
Wk 1	Mon	26-Oct	Financial Statements	Zoom (synchronous)			
	Wed	28-Oct	Balance Sheet	Zoom (synchronous)			
	Sun	1-Nov				Office hours 10am to 11am Eastern Time	Mastery Questions 1 Intro to FS Work HW 1 Case & Questions (not submitted)
Wk 2	Mon	2-Nov	Balance Sheet	Zoom (synchronous)	HW 1 In Class Exercise Intro to FS Use Respondus Monitor - first 10 min of Session		
	Wed	4-Nov	Income Statements	Video (asynchronous)		HW1 In Class Exercise Review (20 min)* Office hours (60 min)	
	Sun	8-Nov				Office hours 10am to 11am Eastern Time	Mastery Questions 2 Balance Sheet & Income Statement Work HW 2 Case & Questions (not submitted)
Wk 3	Mon	9-Nov	Cash Flow & Ratio Analysis	Zoom (synchronous)	HW 2 In Class Exercise Balance Sheet & Income Statement Use Respondus Monitor - first 10 min of Session		
	Wed	11-Nov	Discount Rate & Incremental Cash Flow	Video (asynchronous)	Exam 1 thru Income Statement (60 min)## Use Respondus Monitor - last 60 min of Session	HW2 In Class Exercise Review and Reminders first 20 min of class	
	Sun	15-Nov				Office hours 10am to 11am Eastern Time	Mastery Questions 3 Cash Flow, Ratio analysis & Discount Rate, Incremental Cash Flow Due Work HW 3 Case & Questions (not submitted)
Wk 4	Mon	16-Nov	NPV & Real Options	Zoom (synchronous)	HW 3 In Class Exercise Cash Flow, Ratio Analysis & Discount Rate. Use Respondus Monitor - first 10 min of Session		
	Wed	18-Nov	Internal Rate of Return	Video (asynchronous)		HW3 In Class Exercise Review(20 min)* Exam 1 Review	
	Sun	22-Nov				Office hours 10am to 11am Eastern Time	Mastery Questions 4 Incremental Cash Flow, NPV, Real Options & IRR Due Work HW 4 Case & Questions (not submitted)
Wk 5	Mon	23-Nov	NPV Profile	Video (asynchronous)	Exam 2 thru IRR (60 min)## Use Respondus Monitor - last 60 min of Session	20 min. Reminders and Q&A	
	Wed	25-Nov	<b>Thanksgiving Break</b>	<b>No Class</b>			
	Sun	29-Nov				Office hours 10am to 11am Eastern Time	Mastery Questions 5 NPV, Real Options, IRR Due Work HW 5 Case & Questions (not submitted)
Wk 6	Mon	30-Nov	Equivalent Annual Annuity & Replacement Chain	Zoom (synchronous)	HW 4 In Class Exercise Project Evaluation with NPV & IRR Use Respondus Monitor - first 10 min of Session		
	Wed	2-Dec	Other Capital Budgeting Technique	Video (asynchronous)		HW4 In Class Exercise Review(20 min)* Exam 2 Review	
	Sun	6-Dec				Office hours 10am to 11am Eastern Time	Mastery Questions 6 NPV Profile, EAA, Replacement Chain Due Work HW 6 Case & Questions (not submitted)
Wk 7	Mon	7-Dec	Breakeven Analysis	Zoom (synchronous)	HW 5 In Class Exercise Choosing Between Project Use Respondus Monitor - first 10 min of Session		
	Wed	9-Dec	Wrap up & Review	Zoom (synchronous)		HW5 In Class Exercise Review (20 min)* Open Office Hours	
	Fri	11-Dec					Mastery Questions 7 Other Capital Budgeting Techniquess & Breakeven Analysis Due
Wk 8			Scheduled by Heinz College		Exam 3 thru Breakeven (60 mini) Scheduled by Heinz College	20 min. Reminders and Q&A	