

Basic Finance for Managers

BUSN-5200

S2 2022 Section 36 3 Credits 03/21/2022 to 05/20/2022 Modified 02/24/2022

Meeting Times

Monday 5:30PM to 9:30PM Mountain Daylight Time

STARTS MONDAY MARCH 21, 2022

Zoom ID 918-7744-0375

Contact Information

Instructor: Lee Trovas

Email: trovas@webster.edu

Phone: 719-660-8727 (Hard to get me by phone, but you can leave a message)

Email is the best way to reach me...

I try to respond to your email within 24 hours except on weekends and holidays.

Please email to me at trovas@webster.edu and NOT through Canvas. Thanks.

Office Hours

Between 4 and 5 PM MDT

By Email Only trovas@webster.edu

Description

Managers and human resources management professionals must be able to understand financial information contained in financial statements and reports. Line managers must be able to understand financial information contained in financial statements and reports in order to evaluate their unit's financial performance, to communicate clearly with other managers, and to apply financial information when making decisions. Human resources management professionals must understand financial statements and principles if they are to effectively assist line managers and be strategic partners with other business functions. This course will focus on the interpretation and use of basic financial information by non-financial managers, not on the production of financial statements and reports. (FINC 5000 cannot be substituted for BUSN 5200.)

Requisites

None

Objectives

See Outcomes. A personal objective is for you to come away with a better understanding of how private sectors using accounting and financial tools to improve business results.

Outcome	Expectation
Students have a basic familiarity with the field of finance and an understanding of the financial goal of a business, and they have an appreciation for the ethical considerations inherent in financial management.	Students can explain the broad structure of the financial field, how the finance department functions in a typical organization and they can define the financial goal of all business firms, differentiating between wealth and profit maximization. Also, students can give illustrations of the ethical issues that arise in connection with financial management and they can explain how the principles in this course apply to non-profit entities as well as profit seeking firms.
Students can explain basic accounting principles, are able to read and interpret the firm's basic financial statements, and can use financial ratios to assess a firm's health and performance.	Students can explain the fundamental principles upon which accounting is based, can interpret the various accounts on income statements, balance sheets, and cash flow statements, and can evaluate the health and performance of a firm using ratio analysis.
Students can prepare a budget and understand its use in financial decision making.	Students can prepare an operating budget for a typical department in a firm.
Students can explain the time value of money concept and how it is used in decision making.	Students can explain why the time value of money concept is important in business and can solve simple time value of money problems, including solving for a rate of return.
Students can evaluate business proposals using capital budgeting decision rules such as payback, break-even analysis, NPV, and IRR.	Students are able to calculate payback periods, read a break-even chart, and apply the NPV and IRR criteria to evaluate the merits of a project.

Required Textbook

Please Select a Textbook

Materials

You may purchase a TI Business Analyst for about \$23. or download one for about \$5. You may also use your laptop. This is necessary for online discussion or for completing your exams.

CFIN 6

Author: Besley/Brigham

Publisher: Cengage Learning

Edition: 2019

ISBN: 978133740735-9

Optional

ALTHOUGH OPTIONAL, YOU SHOULD OBTAIN THIS TEXTBOOK AS WE WILL USE IT THROUGHOUT THE COURSE. THERE SHOULD BE MANY USED EDITIONS AVAILABLE.

CFIN 6 IS THE CORRECT EDITION.

☰ Deliverables

Week 4 Midterm 45% I will email this on the night of Exam.. Complete and email back to ME.

Week 8 Research Paper 10% Submit through the World Classroom Portal

Week 9 Final 45% I will email this on the night of Exam. Complete and email back to ME.

Class Discussion: Business Finance effect on Stock Prices

- WEEK 1--COME WITH A SELECTION OF 5 NYSE OR NASDAQ STOCK. INVEST \$100,000 AMONG THE FIVE. **THERE IS A SPREADSHEET IN FILES THAT HAS ALL FORMULAS BUILT IN TO MAKE IT EASY. NO GRADE OR PORTAL FOR THIS.**
- WEEK 4--MIDTERM EXAM. OPEN BOOK
- WEEK 8--FINANCIAL ANALYSIS PAPER DUE. APA AND submit THROUGH PORTAL IN CANVAS
- WEEK 9--FINAL EXAM. OPEN BOOK

We will discuss some of the forces that influence stock prices, such as macro and microeconomic issues. It is NOT about the price of the stock, but about the government policy, market action, and management of the firm in terms of its operation, cost control, marketing and financial decisions which influence stock value. Testable discussion.

Come to the first evening's class with a selection of from 5 NYSE or NASDAQ stocks that represent different industries, and the closing market price for each that you begin the game with. You have \$100,000 to invest, to be spread among your choices. **Use the closing prices from the NIGHT BEFORE OUR CLASS to establish beginning prices, as well as weekly portfolio value.** Revalue with current prices each week the night before class. You will track this portfolio weekly and report loss or gain on each stock in an Excel spreadsheet, and briefly report how you are doing.

You may use the Excel spreadsheet available in the FILES section of Canva s. All formulas are embedded and this should make it easier. OR YOU CAN CREATE YOU OWN.

Repeat..This is not about playing the stock market, but about understanding the global macroeconomic and micro economic managerial issues that influence stock prices. In examining micro economic issues, we are talking about what the company does with regard to financial management as well as balance sheet and income statement matters.

Midterm Exam Week 4: Online exam taken during class time.

Exam will be emailed to you at 5:00 PM MDT at your Webster email address.

It is to be emailed back to me by 9:00 PM MDT that evening.

Slides and chapter discussions and chapters from week 1 to week 4 inclusive, plus all class discussion related to students weekly financial articles and discussion of various economic and financial matters.

Report--DUE WEEK 8. ENTER THROUGH CANVAS PORTAL: Financial Analysis Paper

Using an annual report **and/or** a 10-K from a company approved by the instructor, prepare a paper of **5 to 8** pages, double-spaced. You should assume yourself as one who is analyzing the company to determine if it is well managed from a financial perspective. and to the extent possible, how the company has managed during the COVID epidemic. Use Webster Library or Internet databases (not Wikipedia) and use APA formatting and citation protocol. Obtain APA information: <http://www.webster.edu/writingcenter> or <http://owl.english.purdue.edu> (<http://owl.english.purdue.edu>)

Obtain (1) a Value Line Report, through Webster Library for the Company as well as (2) an Industry Report of which the company is part (also through Value Line). The 10K can be downloaded from the company website or other sources. DO NOT PRINT IT ALL OUT. Read or print out the Management Discussion section only, which is about 10 to 20 pages.

The paper contains Four parts:

- (1) A review of the global economy as well as that of the US;
- (2) A review of the industry of which your company is a part;
- (3) A review of the company ratios and other financial information you learned in the course, or from various financial journals you may research; and the impact of COVID on their operation.
- (4) A conclusion which says whether you believe this company is well managed from a financial perspective.

All of this is available from Value Line Report and other Webster library sources. You should also use www.finance.yahoo.com or www.finance.google.com for additional information.

Final Exam Week 9

There is an online exam taken during week 9 class.

Covers library material per syllabus and book chapters starting in week 5 plus class discussions. It is important to note that you will make considerable use of the Time Value of money techniques from the earlier part of the course as they relate to capital budgeting.

✓ Evaluation

Criteria

Type	Weight	Topic	Notes
Midterm	45%		
Final	45%		
Research Paper	10%		

📅 Schedule

PRECLASS ASSIGNMENT...learn how to use (Canvas) World Class Room. It will help you a great deal.

Week 1:

- Discussion of the paper due in week 8.
- APA standards and how to use it properly without pain.
- Plagiarism discussion.
- My approach to grading.
- How to use Webster email (forwarding)
- How to use (Canvas) World Class Room and library files
- Power Point Slides for the entire course, including problem solutions are posted in FILES These will be helpful for you when you try to do the homework. Don't be intimidated by formulas etc. as I don't require you to use them or memorize them either.
- **Important that you read material in Canvas/Library files when assigned.**
- Chapter 1—Overview of ManagerialFinance Read Concepts at end of chapter.
- Chapter 2— Analysis of Financial Statements. Read Concepts. **PROBLEMS 7,8,9,10,11.**
- Discussion of how Ratio Analysis is a critical tool in helping companies remain solvent and help make operating changes bases

on the analysis. What Ratios can tell you.

- Periodic (as assigned) Financial Articles you bring to class
 - Request or download a 10K from a publicly held company, either NYSE or Nasdaq. Company website will usually be the place to get one. Try to get the 10-k but don't print it out as these are MANY pages. You only need read the Management Discussion portion of the 10-k, not the whole thing.
 - You report on starting prices of the stocks you selected and I give you the general format of stock game, including a template posted in FILES to use with all formulas embedded. Pick 5 stocks and be prepared to start the game tonight.
 - In class training on how to use financial calculator to solve a few of chapter 4 problems (next week's assignment)
 - The book discusses the use of the calculator and shows the keystrokes to solve all problems. You may choose to use a laptop but I will not be discussing that.
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Week 2:

- Chapter 3—Financial Environment. Read Concepts. Prob 3-9
 - Chapter 4—Time Value of Money. Read Concepts. **Problems 1,2,3,5,6,9,10,18,20**
 - See library/forms for kestroke solutions as well as answers to problems
 - Lots of time will be spent using the calculator in solving problems so you are comfortable with it.
 - Discuss your financial article, but it does not have to be handed in.
 - Report on your Portfolio Value this week.
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Week 3:

- Ch 5 Cost of Capital and read concepts;
 - Chapter 6 Bonds and concepts; **PROBLEM 4,5**
 - Chapter 7 Stock 123-126 Problem 7-17 Read Concepts.
 - Discuss Financial Articles
 - Report on Portfolio Value this week.
 - Library/forms Federal Reserve articles
 - Review study notes for midterm in Files: Chapters 1,2,3,4,5,6,7 and all class articles or class discussions
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Week 4:

- Discuss of Paper due in week 8 and review of source information, APA, and research tools to help you.
 - Midterm will be emailed to your Webster email address at 5:00 PM MDT, covers over all assigned chapters and assigned readings plus all class discussions to date. it is to be emailed back to me by 9:00PM MDT
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Week 5:

- Review exam results
 - Chapter 9--Capital Budgeting Read Concepts. **Problems 1,2,3,4,5,6,7,8:** .
 - Time spent in class using calculator for Capital Budgeting problems
 - Discuss Financial Articles
 - Report on Portfolio Value this week.
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Week 6:

- Chapter 10—Projected Cash Flows and Risk. Concepts

- Chapter 11—Cost of Capital. Concepts.
 - Bring a copy of Value Line for Northrop Grumman and Lockheed Martin to discuss in class. This will be good discussion preparatory to the paper due in Week 8. These should be available through Value Line
 - Discussion of the 10-k and what is found in them. Why it is important for your Week 8 paper. Learn about unfunded pension liability, debt, etc.
 - Report on Portfolio Value this week.
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Week 7:

- Chapter 14--- Working Capital Policy. Concepts
 - Chapter 15---Managing Short Term Assets. Concepts. **Problem 16, 17**
 - SCORE slide show discussion. What it takes to start, run and succeed in running your own business.
 - Read Improving Profitability articles (2) .
 - “Mary and Harry Start a Small Business” Exercise in class. library
 - What is a 401k vs a Defined Benefit Plan?
 - Determining the true cost of a salary package which includes benefits.
 - Read Benefit Calculator in files
 - Read Analyzing financial aspects of a contract in library
 - Read Building a Better Business Budget in library
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NOTE: Your 5-8 page paper must be submitted to (canvas) World Classroom by 4 PM local time before coming to class tonight to avoid late penalty of one letter grade.

Week 8:

- Chapter 16--Financial Planning and Control
 - Report on Portfolio Value this week.
 - Individuals discuss their Financial Analysis Paper briefly to share info with class. Nothing formal, just highlights.
 - Review Study Notes for final in Files
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Week 9:

Your Grades on the Research Paper will be posted in (CANVAS) World Class Room tomorrow.

Report on FINAL portfolio value. You started with \$100,000...how much is it worth now?

FINAL WILL BE EMAILED TO YOU AT 5:00PM MDT and must be sent back to me by 9:00 PM.

45% In Class Final for all assignment starting with week 5, plus class discussions , weekly Portfolio discussion, especially with regard to macro and microeconomic influences on business and stock prices. **Final will require you to recall Chapter 4 material on calculating Time Value of Money, especially with regard to Capital Budgeting.**

* Course Policies

There are four study components of the course:

- The Canvas/Library files (1) Power Point presentations that supplement each chapter as well as (2) chapter assigned problems and solutions; and (3) several other relevant readings.
- The text chapters as assigned
- The periodic discussions of the financial articles you bring as assigned.
- The weekly discussions of the impact of micro and macro-economic forces on the value of any company stock as reflected in the price each week.

There are three tools for evaluating your learning:

- 45% Midterm
- 10% Financial Analysis Paper
- 45% Final

Other:

- Power Point Slides and Solutions to each week's problems are posted in Canvas/Library files for your convenience. Great way to study! These supplement the text and form a major part of the course.
- There will be supplemental articles, problems and solutions in Canvas/Library files which we will discuss in class.
- Homework is not handed in unless you miss a class. Show it to me to demonstrate that you have tried to do it. Get notes from fellow classmates. **Many points covered in class lectures appear on the exams, so make sure you fill in those voids.**
- A late paper will be penalized one letter grade. Submit it through the (CANVAS)World Class Room.
- Financial Article. Bring in a short article (**ONLY on the nights indicated**), that relates to business finance especially as related to your discipline: e.g., labor negotiations, salaries and benefits, executive comp, training and development, IT costs, etc. Canvas/Library, the local newspaper, a financial newspaper, or the Internet are sources. We discuss these and they become testable material.

Institutional Policies

Academic Policies

Academic policies provide students with important rights and responsibilities. Students are expected to familiarize themselves with all academic policies that apply to them. Academic policies for undergraduate students can be found in the Undergraduate Studies Catalog; graduate students should review the Graduate Studies Catalog.

Undergraduate Studies Catalog

The Undergraduate Studies Catalog contains academic policies that apply to all undergraduate students. The *academic policies and information* section of the catalog contains important information related to **attendance, conduct, academic honesty, grades, and more**. If you are an undergraduate student, please review the catalog each academic year. The current Undergraduate Studies Catalog is at:

<http://www.webster.edu/catalog/current/undergraduate-catalog/> (<http://www.webster.edu/catalog/current/undergraduate-catalog/>)

Graduate Studies Catalog

The Graduate Studies Catalog contains academic policies that apply to all graduate students. The *academic policies* section of the catalog contains important information related to **conduct, academic honesty, grades, and more**. If you are a graduate student, please review the catalog each academic year. The current Graduate Studies Catalog is at:

<http://www.webster.edu/catalog/current/graduate-catalog/> (<http://www.webster.edu/catalog/current/graduate-catalog/>)

Grading

The Grades section of the academic catalog outlines the various grading systems courses may use, including the information about the final grade reported for this class.

Undergraduate

<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading>
(<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading>)

Graduate

<https://webster.edu/catalog/current/graduate-catalog/academic-policies.html#gradingsystem>
(<https://webster.edu/catalog/current/graduate-catalog/academic-policies.html#gradingsystem>)

Incomplete

There are important policies that govern grades of Incomplete (I), including the circumstances under which Incomplete grades are granted, deadlines for completion, and consequences should the remaining course work not be completed. It is the responsibility of a student who requests an Incomplete to ensure that they understand and follow the policies.

Grade Appeals

Instructors are responsible for assigning grades, and student should discuss grade issues with the instructor. Policies and procedures for appealing grades are available in the appropriate catalog.

Academic Honesty Policy

Webster University is committed to academic excellence. As part of our Statement of Ethics, we strive to preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty, including cheating, plagiarism and all other forms of academic dishonesty. Academic dishonesty is unacceptable and is subject to a disciplinary response. Students are encouraged to talk to instructors about any questions they may have regarding how to properly credit others' work, including paraphrasing, quoting, and citation formatting. The university reserves the right to utilize electronic databases, such as Turnitin.com, to assist faculty and students with their academic work.

The university's Academic Honesty Policy is published in academic catalogs:

Undergraduate

<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html>
(<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html>)

Graduate

<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html>
(<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html>)

As a part of the university commitment to academic excellence, the Reeg Academic Resource Center provides student resources to become better acquainted with academic honesty and the tools to prevent plagiarism in its many forms:

<https://websteru.sharepoint.com/sites/AcademicIntegrityAtWebster>
(<https://websteru.sharepoint.com/sites/AcademicIntegrityAtWebster>)

Statement of Ethics

Webster University strives to be a center of academic excellence. The university makes every effort to ensure the following:

- The opportunity for students to learn and inquire freely
- The protection of intellectual freedom and the rights of professors to teach
- The advancement of knowledge through scholarly pursuits and relevant dialogue

To review Webster University's statement of ethics, see the Undergraduate Studies Catalog and the Graduate and Studies Catalog:

Undergraduate

<http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics>
(<http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics>)

Graduate

<http://www.webster.edu/catalog/current/graduate-catalog/ethics.html> (<http://www.webster.edu/catalog/current/graduate-catalog/ethics.html>)

Contact Hours for this Course

It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, the content must be covered at another time.

Important Academic Resources

[Academic Accommodations and Support](#)

At Webster University, we understand that all students learn differently and may have specific, often differing, learning needs. Some examples are doing rather than watching, being active instead of sitting still, and taking frequent breaks. For others, the professor needs to speak louder, give more clear instructions, and be understanding with health issues. Regardless of what makes learning easier for you, our goal is to provide the most accessible learning environment possible for each student. If there are any specific needs you'd like to make your instructors personally aware of, including any academic accommodations, please reach out to them directly.

Webster University supports students in several ways. Students with academic/learning, health, physical, and psychological disabilities and students who have accessibility concerns can reach out to Webster's Academic ADA Coordinator at disability@webster.edu. You can also reach out if you have any questions relating to accessibility.

Online resources through WorldClassRoom (Canvas) have a variety of accessibility tools, provided through a program called Ally, for both students and faculty. Ally is free and already incorporated into WorldClassRoom. It helps students who have visibility and attention challenges; who need easier access to course materials from mobile phones, tablets, electronic readers, etc.; or who need or prefer file types different from the format uploaded by the instructor. You can find more information about Ally at <https://webster.edu/online/ally.php> (<https://webster.edu/online/ally.php>).

Life circumstances can make focusing on education, or anything else, difficult. For this reason, several additional resources and services are available to students at no cost:

1. Reeg Academic Resource Center (<https://websteru.sharepoint.com/sites/ReegARC> (<https://websteru.sharepoint.com/sites/ReegARC>))
 - Academic Counseling: academiccounseling@webster.edu
 - Assistive Technology: atacr@webster.edu
 - Disability Accommodations: disability@webster.edu
 - Testing Center: arc@webster.edu
 - Tutoring: tutoring@webster.edu
 - Writing services: writing@webster.edu
2. Counseling and Life Development (<https://www.webster.edu/student-counseling.php> (<https://www.webster.edu/student-counseling.php>)): 314-968-7030 or counselingld@webster.edu (these contact methods are non-confidential, but appointments are confidential)

Lastly, circumstances change. If, at any point throughout your education, you find that something is making learning difficult for you, please reach out to your instructor directly and/or to Webster's ADA team. It is never too late to ask for accommodations. We entirely support you and want you to have the best and most accessible education possible.

Student Success Portal

Webster University's Student Success Portal, powered by Starfish, is a communications tool to connect students with faculty members and campus support services. It allows faculty and staff members to communicate with you regarding academic achievements as well as areas where support may be helpful. You may use the portal to contact faculty and staff members for assistance and to arrange meetings. Activity in the portal will be communicated to your Webster University email account. The Student Success Portal is available via your course home page in WorldClassRoom or via Connections. Learn more about the Student Success Portal at <https://www.legacy.webster.edu/success/students.html>. (<https://www.legacy.webster.edu/success/students.html>)

University Library

Webster University Library is dedicated to supporting the research needs and intellectual pursuits of students throughout the university's worldwide network. Resources include print and electronic books, journal articles, online databases, DVDs and streaming video, CDs and streaming music, datasets, and other specialized information. Services include providing materials at no cost and research help for basic questions to in-depth exploration of resources. The gateway to all of these resources and services is <http://library.webster.edu> (<http://library.webster.edu/>). For support navigating the library's resources, see <http://libanswers.webster.edu/> (<http://libanswers.webster.edu/>) for the many ways to contact library staff.

Drops and Withdrawals

Drop and withdrawal policies dictate processes for students who wish to unenroll from a course. Students must take proactive steps to unenroll; informing the instructor is not sufficient, nor is failing to attend. In the early days of the term or semester, students may DROP a course with no notation on their student record. After the DROP deadline, students may WITHDRAW from a course; in the case of a WITHDRAW, a grade of W appears on the student record. After the WITHDRAW deadline, students may not unenroll from a course. Policies and a calendar of deadlines for DROP and WITHDRAW are at:

Undergraduate

<http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html>
(<http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html>)

Graduate

<http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html>
(<http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html>)

Academic Calendar - <http://www.webster.edu/academics/academic-calendar/>
(<http://www.webster.edu/academics/academic-calendar/>)

Current tuition rates, policies, and procedures, including details of pro-rated tuition refunds, are available in the “Tuition, Fees, and Refunds” section of Webster’s Academic Catalogs:

Undergraduate

<http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html>
(<http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html>)

Graduate

<http://www.webster.edu/catalog/current/graduate-catalog/tuition.html> (<http://www.webster.edu/catalog/current/graduate-catalog/tuition.html>)

Student Handbook and Other Important Policies

Student handbook and other non-academic policies may apply to you and may impact your experience in this class. Such policies include the student code of conduct, privacy, technology and communications, and more. Please review the handbook each year and be aware of policies that apply to you. The handbook is available at:

<http://www.webster.edu/student-handbook/> (<http://www.webster.edu/student-handbook/>)

Sexual Assault, Harassment, and Other Sexual Offenses

Webster University makes every effort to educate the community to prevent sexual assault, harassment, and other sexual offenses from occurring, and is committed to providing support to those affected when this behavior does occur. To access information and resources or to review the Policy on Sexual Assault, Harassment, and Other Sexual Offenses, visit:

<https://webster.edu/titleix/policy.php> (<https://webster.edu/titleix/policy.php>)

Research on Human Subjects

The Webster University Institutional Review Committee (IRB) is responsible for the review of all research on human subjects. The IRB process applies to all Webster University faculty, staff, and students and must be completed prior to any contact with human subjects. For more information on the IRB, visit:

<https://www.legacy.webster.edu/irb/> (<https://www.legacy.webster.edu/irb/>)

Course Evaluations

At the end of this course, you will have the opportunity to provide feedback about your experience. Your input is extremely valuable to the university, your instructor, and the department that offers this course. Please provide your honest and thoughtful evaluation, as it helps the university to provide the best experience possible for all of its students.

Important Technology Information

Connections Accounts

Webster University provides all students, faculty, and staff with a University email account through Connections. Students are expected to activate their Connections account and regularly check incoming university email. Students may choose to have their University email forwarded to an alternate email address. Connections account holders can call the Help Desk (314-246-5995 or toll free at 1-866-435-7270) for assistance with this setup. Instructions are also provided on the Information Technology website at:

<https://www.webster.edu/technology/service-desk/> (<http://www.webster.edu/technology/service-desk/>)

WorldClassRoom

WorldClassRoom is Webster's Learning Content Management System (LMS). Your instructor may use WorldClassRoom to deliver important information, to hold class activities, to communicate grades and feedback, and more. WorldClassRoom is available using your Connections ID at:

<https://worldclassroom.webster.edu/> (<https://worldclassroom.webster.edu/>)

Webster Alerts

Webster Alerts is the university's preferred emergency mass notification service, available free to current students, faculty and staff at all US campuses. By registering a valid cell phone number and email address, you will receive urgent campus text, voice mail and email communications. Valuable information concerning a range of incidents affecting you - from weather-related campus closures, class delays and cancellations, to more serious or life-threatening events - are immediately and simultaneously delivered through multiple communication channels. To register for Webster Alerts, visit (sign with your university-provided email and password:

<https://www.getrave.com/login/webster> (<https://www.getrave.com/login/webster>)

Campus Information

Additional Items

- **CRITICAL EMAIL REQUIREMENTS:** please regularly check your Webster University e-mail account at <http://connections.webster.edu> for important e-mails from your instructor and/or University staff. If you prefer to have your Webster.edu email forwarded to **your personal email account**, please call the Help Desk (866-435-7270) for instructions and assistance. **FAILING TO DO THIS COULD SERIOUSLY AFFECT YOUR GRADE.**
- Students who are discovered cheating or committing plagiarism may be awarded a failing grade for the course, and may be subject to discipline or dismissal. Webster University uses www.turnitin.com as a tool to assist faculty in identifying plagiarism.
- Students must use citation protocol from APA. Guidelines are available on-line at <http://www.webster.edu/writingcenter/tips/apa.shtml> and of course, the APA text.
- Students may submit draft papers for comment to the University online writing center:<http://www.webster.edu/writingcenter/online.shtml>.
- Webster University's online library is available through <http://library.webster.edu>, you will need to use your student ID to access the databases.
- Childcare services are not available at Webster University. Children or non-enrolled adults are not allowed to attend class or use Webster University facilities.
- Please turn off (or put on vibrate) cell phones and pagers during class sessions.
- To achieve the objectives of this course, this syllabus may be revised at the discretion of the instructor without prior notification or consent of the student.
- Students may register for Webster Alerts at www.webster.edu/technology/websteralerts/ to receive closure/emergency information.