



**FINANCE 371M – MONEY AND CAPITAL MARKETS (UNIQUE # 03675, 03680, 03685)**

SPRING 2021

<b>Professor</b>	Sanford J Leeds
<b>Office</b>	GSB 5.164
<b>Office Hours</b>	via Zoom – see below
<b>Phone</b>	471-6830
<b>E-Mail</b>	sandy.leeds@mcombs.utexas.edu
<b>Course Web Page</b>	via Canvas
<b>Teaching Assistant</b>	Whitney Rose <a href="mailto:Dallas.Rose@mba21.mcombs.utexas.edu">Dallas.Rose@mba21.mcombs.utexas.edu</a>

---

**This syllabus covers the following topics:**

Objectives of Class, Required Materials, Prerequisites	p. 2
How This “Online” Class Will Work, Attendance	pp. 3 – 5
Grades, Homework, Tests	pp. 6 – 7
Schedule and Key Dates	p. 8 – 9
Optional Materials	p. 10
Leeds Bio	p. 11
Important Notices (including COVID-19 Requirements)	p. 12 – 15

**What are the objectives of this course?**

- To improve your understanding of the economy, stock market, bond market, monetary policy, and fiscal policy.
- To help you become more conversant about the markets and the economy.
- To help you become a more informed person, better equipped to process financial news.

**What materials are required?**

- We will use a packet that I have written. The packet has two parts: an outline and slides.
  - The packet is posted on Canvas.
- I will send you Current Events notes by Monday night of each week. I will also send you slides (sometimes) for current events.

**What supplemental materials are available?**

- On Canvas, there will be additional notes, papers, articles and speeches posted. You are **NOT** responsible for any of this supplemental material. Rather, it may help you if you want to gain a deeper understanding of a particular subject.

**What if you need extra help?**

- A good **OPTIONAL** book: Modern Principles of Economics (3<sup>rd</sup> ed.), by Tyler Cowen and Alex Tabarrok (2014) (Available on Amazon)
  - Later in the syllabus, you will find the relevant chapters to read (completely optional)
  - **PLEASE UNDERSTAND:** you do NOT need this book in order to earn an A in the class
- Of course, the **best place to get help** is to come to office hours and ask me questions

**What sources will be used for the current events portion of the class?**

- Our main sources will be Barron's, The Wall Street Journal, Bloomberg, and Project Syndicate. You do not need to purchase a subscription to any of these.
- You can get a free subscription to Barron's through the school. Here's the link:  
[https://partner.barrons.com/p/p\\_bie/enter-redemption-code/UOTB5fghhgqz](https://partner.barrons.com/p/p_bie/enter-redemption-code/UOTB5fghhgqz)

**What are the prerequisites for this class?**

- Finance 371M is a Restricted Course for students who are currently enrolled in a major program in the College of Business Administration. Note that several prerequisites apply for this course and are published in the Course Catalog. Prior completion of Finance 357 or Finance 357 H and its prerequisites are among these requirements. **I do NOT have any control over who is admitted to this class.**
- **While FIN 367 is not a prerequisite, you may be at a disadvantage if you have not studied bond pricing and yields, duration, the dividend discount model, and stock market indexes.**
  - I provide taped lectures about some of this material, but I cannot make any promises that you will be on equal footing with peers who have studied this material for a full semester.

**How will this “online” class work?**

1. We will meet twice per week, just like a normal semester.
2. Attendance is required (see below for detailed description).
  - a. While I may have to require that you attend your assigned section, I will start the semester by allowing you to attend whichever section you want.
  - b. Tuesday classes are at 9:30, 11, and 2. Thursday classes are at the same times.
    - i. Each week, you must attend one of the Tuesday classes and one of the Thursday classes.

**What is the really big picture about the attendance policy?**

- In short, this is a great class and a fun class. But I need you to do one thing:
  - Give me 75 minutes of your time, twice per week
    - In other words, attend class, be on time, and be engaged in the class (not with your technology)
- Here are two other ways of understanding my expectations:
  - Treat my class in the same way that you would treat an internship in which you want to receive a full-time offer
  - Be professional and enjoy class

**What counts as attendance? (Short answer...being professional; acting like you will at work)**

1. You must be **on-time**.
2. You must **answer all of the polling questions** during class.
3. I will frequently ask you to raise your electronic hand to show that you are present. You must do this to receive credit for attendance.
4. You must have your sound on and participate in class.
5. You must have your **camera on** (centered on your face) and you are expected to be sitting (or standing in one place) for the entire class – just like a classroom or a professional meeting
  - a. You are welcome to have a background picture behind you
6. Just like when we’re in the classroom, my expectation is that you will be sitting in one place for the entire 75 minutes. I understand that once or twice during the semester you may have to run to the bathroom. But, this shouldn’t be a regular occurrence during class. (You won’t do this during work meetings.) You should never be leaving a meeting to get water (or something like that) – you should always do that before a meeting (whether it’s work or school).
7. **Warnings:**
  - a. Answering polling questions for someone else (or doing anything to help another member of the class to receive undeserved credit) will result in a grade of F for both of you (for the entire semester). There will be no excuses or exceptions. This is academic dishonesty.
  - b. Having your sound off during a lecture will result in a course grade of F. This is academic dishonesty as it involves attempting to receive credit for attending class (when in reality, you’re not attending if your sound is off).

**What if you miss class (or you're late and don't want to be penalized)? You can still receive full credit for attending by doing both of the following:**

1. Watch a video of the class (which will be posted on Tuesday night and Thursday night) and submit notes (see point 2 below).
  - a. If you do this, there is no penalty. You receive full credit for attending.
  - b. You can do this twice during the semester. This is not an asynchronous class (where you can do it all the time).
    - i. If you have problems and need to do this more, please contact me.
2. Submit at least two full pages of detailed (single-space) notes evidencing that you watched the **entire** session.
  - a. You can simply just type notes while you're listening to the lecture. I just want evidence that you have attended the entire class.
  - b. The notes must be emailed to my TA by **Sunday at 5 PM in the same week** of the missed class
    - i. If you are sick and need an extension, you must email me (with documentation) by Thursday at 5 PM

**What happens if you don't attend class (and don't submit the detailed notes described above)?**

- Each day that you fail to attend will count as if you have missed 30 minutes of class (see penalties below – in next question)
  - Realize that you have many options with respect to when to attend class

**What happens if you are late or leave early?**

1. Zoom records what time you arrive and leave. That is the official time that I use.
2. My TA will maintain records of how much time you have missed.
  - a. If you're late (or leave early) by 1 – 30 minutes, the exact amount of time will be recorded.
  - b. If you're late (or leave early) by more than 30 minutes, it will simply be recorded (and count) as 30 minutes.
3. For the cumulative time missed (i.e., this is not each class; rather, this is for the entire semester):
  - a. There is no penalty for five minutes or less of lateness (or leaving early)
    - i. In fact, if you're in this group, you will have six points **added** to your Exam #3 score.
  - b. 6 – 30 minutes of lateness will result in your final course grade being lowered by one grade (e.g., if you had qualified for an A-, you'll receive a B+)
  - c. 31 – 60 minutes of lateness will result in your final course grade being lowered by two grades (e.g., if you had qualified for an A-, you'll receive a B)
  - d. 61 – 90 minutes of lateness will result in your final course grade being lowered by three grades (e.g., if you had qualified for an A-, you'll receive a B-)
  - e. >90 minutes of lateness (or absences) will result in a course grade of F
4. **REMEMBER:** if you're running late, you can always attend one of the other class meetings or you can watch the class online and submit notes.

### How does it work if you have to miss class because of religious holidays, sickness, or school-sponsored events?

- You need to watch the tape of class and submit detailed notes
  - In the case of sickness, you can email me prior to Thursday at 5 PM if you need an extension

### Can you leave during class and return?

- It is my expectation that you should be able to sit through our 75-minute class without getting up. Please fill up your water bottle before you come to class. Use the restroom before class starts. Do not leave because you are receiving a phone call. I understand that you may feel sick or need to use the restroom and that this happens once or twice during a semester. That's absolutely fine. But, if this is something that you anticipate happening more than twice during the semester, you should discuss the issue with me. It may be that you need an accommodation letter from the Dean of Students.

The bottom line is that this is a bad course to take if you don't plan on attending class, you can't make it on time, or you aren't organized. If you attend class and put in a good effort, I'm confident that you will learn a lot and you'll enjoy the experience. **Rest assured...I will hold myself to a higher standard than I will hold you.**

### What if you're struggling (emotionally, mentally, etc.)?

Many people are struggling right now. The pandemic is a particularly difficult time and studies show that many more people are struggling from depression (and other issues). If you find that you're struggling, it's incredibly important that you try your best to be **proactive** (which is difficult when you're struggling). Being proactive means that you let me know that you're struggling BEFORE it becomes a large problem. It's hard to fix things after-the-fact. While I'm always happy to speak with you, I won't ask personal questions unless you want to talk about personal matters. I will simply want to put together a plan as to how you can get help and successfully complete our class.

My TA (Whitney) and I are going to be closely monitoring attendance and will be reaching out to you if we start to see significant problems arising. But, please don't wait for us to reach out to you. I hope that you'll reach out to me if you need help.

### How are grades determined?

- According to the Undergraduate Dean's Office, the average grade assigned in this class should be between 3.4 and 3.6. (Obviously, I will abide by this policy.)
- We will have three exams during the semester. In addition, you will have three homework assignments that will be due the week before each of the exams. Your grade in the course will be determined as follows:
  - Exam 1: 25%
  - Exam 2: 30%
  - Exam 3: 30%
  - Graded Homework: 15% (5% each assignment)
- **Grades can be lowered by violating any of the other policies described in this syllabus.**

### Is GRADED homework done alone or with a partner?

- **The first two graded homework assignments can be done either alone or with one other person. The third graded homework must be done alone.**
  - Your partner can be in a different section of FIN 371M
- Any communication about the assignment with anyone other than your partner is considered to be academic dishonesty and will result in a grade of zero on the assignment and an additional decrease of your final course grade by two letter grades.
- If you decide to do the homework alone (and only your name is on your submission), this means that you are not allowed to discuss it with anyone else.
- Your name must be written on the homework when it is submitted. **I will not allow a second name to be added to an assignment after the homework was submitted.**
- **You will submit homework electronically (on Canvas).**
- **Late assignments will not be accepted.**

### What should you know about the three exams?

- All three exams will be held online. The exams will be held on Thursdays. **You must take the exam at your assigned class time. You may not take the exam with a different class.** Failure to take the exam at your assigned time will result in a 40-point deduction.
- We will not have a final exam during exam week. The third exam will be on the last day of class.
- Our exams will be multiple choice and will cover:
  - The current events that we cover in class
  - Two outside readings that will be assigned for each test
    - These will also involve current events (such as Fed speeches, investment letters, articles, or papers)
  - While you will not be tested on the packet material, I will test you on current events that we discuss while covering the packet material. I will be clear in telling you what you're responsible to know.

### Are old exams available?

- You can see tests from last semester – they are posted on Canvas
- I have also posted some multiple-choice questions that are from the current event sections of prior semesters. This is done so that you can understand the level of questions you will face.

**Is it okay to discuss the test after I take it? NO!**

- I will be teaching three sections of this class and people will be taking the test throughout the day. Sharing (or receiving) any information with (from) someone in another section will result in a course grade of F for any and all people involved.
  - I am committed to fairness in grading and I will enforce this in the most aggressive way possible. I will do my best to ensure fairness – which is something that you all want.

**When are Office Hours? What if I can't make your office hours?**

- Office hours will be:
  - Monday 1 – 2 PM
  - Wednesday 2 – 3 PM
  - Thursday 3:30 – 4:30 PM
- I will have extra office hours before exams
- I ask that you do everything possible to meet with me during my office hours
  - It is difficult to teach several courses, write current events, keep office hours, and then make individual appointments
- With that said, if you can't make office hours, you should email me to set up an appointment
- You should certainly email me to set up an appointment if you want to discuss something personal (that is not appropriate for office hours)

Day	Date	Topic
Tuesday	Jan. 19	Unit 1 – Intro to Money and Capital Markets
Thursday	Jan. 21	Unit 2 -- GDP
Tuesday	Jan. 26	Current Events
Thursday	Jan. 28	Unit 3 – Issues with Growth
Tuesday	Feb. 2	Current Events
Thursday	Feb. 4	Unit 4 – Equities
Tuesday	Feb. 9	Current Events
Thursday	Feb. 11	Unit 5 – Bond Basics
Tuesday	Feb. 16	Current Events
Thursday	Feb. 18	Unit 6 – Background to Monetary Policy
Tuesday	Feb. 23	Current Events
<b>Thursday</b>	<b>Feb. 25</b>	<b>EXAM #1</b>
Tuesday	March 2	Current Events
Thursday	March 4	Unit 7 – Monetary Policy
Tuesday	March 9	Current Events
Thursday	March 11	Unit 8 – The Dual Mandate
Tuesday	March 23	Current Events
Thursday	March 25	Unit 9 – Dual Mandate Numbers You Need to Know
Tuesday	March 30	Current Events
Thursday	April 1	Unit 10: Fiscal Policy
Tuesday	April 6	Current Events
<b>Thursday</b>	<b>April 8</b>	<b>EXAM #2</b>
Tuesday	April 13	Current Events
Thursday	April 15	Unit 11 – Fiscal Policy Numbers You Need to Know
Tuesday	April 20	Current Events
Thursday	April 22	Units 12 and 13 – Trade and Exchange Rates
Tuesday	April 27	Current Events
Thursday	April 29	Unit 14 – Cost of Education; Student Debt; Income Inequality
Tuesday	May 4	Catch-up; Wrap Up
<b>Thursday</b>	<b>May 6</b>	<b>EXAM #3</b>

**NOTE: we will not stick to this schedule exactly, but we will try our best. As we run behind, there will be times when I will likely have to create a couple of taped lectures so that we can complete material outside of class.**

**KEY DATES**

**Thurs. Feb. 18<sup>th</sup>:** HW #1 due on Canvas by 5 PM

**Thurs. Feb. 25<sup>th</sup>:** Exam #1

**Thurs. April 1<sup>st</sup>:** HW #2 due on Canvas by 5 PM

**Thurs. April 8<sup>th</sup>:** Exam #2

**Mon. April 29<sup>th</sup>:** HW #3 due on Canvas by 5 PM

**Thurs. May 6<sup>th</sup>:** Exam #3

**What should you be doing each week?**

Realize that it is appropriate to work 6 – 9 hours per week outside of a three-credit class. In this class, here is what you'll be asked to do:

1. Three graded homework assignments (each will probably take ~3 hours)
  2. Two reading assignments for each test (each will probably take ~3 hours)
  3. Occasionally, there may be a taped lecture (when we fall behind)
  4. You should be using all of your time to constantly review what we're doing in class
    - a. If you want to learn about the markets and the economy, this includes learning a lot of stats and factoids.
-

**Optional Textbook (only if you feel like you need extra help; this is NOT required)**

Relevant Textbook Chapters from “**Modern Principles: Macroeconomics (3<sup>rd</sup> Ed.)**,” by Tyler Cowen and Alex Tabarrok

Unit 1: none

Unit 2: Chapters 6 – 8, 13 – 14

Unit 3: none

Unit 4: Chapter 10

Unit 5: Chapter 9 Appendix

Unit 6: Chapter 15

Unit 7: Chapter 16

Units 8 and 9: Chapters 11 – 12

Units 10 and 11: Chapters 17 – 18

Units 12 and 13: Chapters 2, 19 - 20

Unit 14: none

**What should you read if you want to continue studying after the semester?**

- Applied Financial Macroeconomics and Investment Strategy: A Practitioner’s Guide to Tactical Asset Allocation, by Robert T. McGee (2015) (Available on Amazon)
- Predicting the Markets, by Edward Yardeni (2018)

## The University of Texas at Austin McCombs School of Business



### *Sanford J. Leeds*

Distinguished Senior Lecturer

Department of Finance

Provost Teaching Fellow, Alumni Fellow

- MBA, University of Texas Graduate School of Business, 1995
- JD, University of Virginia School of Law, 1989
- B.S., University of Alabama, 1986

Sandy Leeds is a member of the Finance Department faculty at The University of Texas. He has been on the faculty for ~20 years and served as President of The MBA Investment Fund, L.L.C. for 13 of those years. He teaches both graduate and undergraduate level courses, including Money and Capital Markets, Corporate Finance, Advanced Corporate Finance, Public Policy (Long-Term Issues in the Markets), Investments, Portfolio Management / Security Analysis, and Macroeconomics. He has a J.D. from The University of Virginia School of Law, an MBA from The University of Texas at Austin and a B.S. in Investment Management from The University of Alabama. He is a member of the Texas State Bar and holds the Chartered Financial Analyst designation.

Prior to joining the faculty, Sandy managed money for a private money management firm. He was one of four portfolio managers responsible for approximately \$1.6 billion of assets. He spent the majority of his time analyzing publicly traded companies. He also has extensive experience implementing option strategies.

In addition to money management experience, Sandy also has significant legal experience. He has conducted approximately 100 jury trials and 100 bench trials. He has participated in the regulation of the securities industry, conducting the hearing against most of the principals involved in the Sterling Foster case (a \$75 million fraud). He has also advised attorneys on financial related litigation involving options, hedge funds, and other matters.

Sandy is a frequent conference speaker, typically discussing the economy and the markets. He used to write a blog (LeedsonFinance) that attracted more than 10,000 subscribers. He has just started a new market update service at sandyleeds.com. Recently, he joined Keith Brown and Frank Reilly as a co-author of the 11<sup>th</sup> edition of "Investment Analysis & Portfolio Management." This edition was released in the spring of 2018.

At UT, Sandy has received numerous teaching awards, including three school-wide awards: the Joe D. Beasley Teaching Award (for teaching in the graduate program), the CBA Foundation Advisory Council Award for Teaching Innovation, and the Jim Nolen Award for Excellence in Graduate Teaching. He has received recognition from his students with the "Outstanding MBA Professor Award" (selected by the full-time MBA students in multiple years, the Evening MBA students, the Dallas MBA students, and the Houston MBA students) and the "Outstanding MSF Professor Award" (in multiple years). At the undergraduate level, he has been selected for the "Faculty Honor Roll" every semester that he has taught Money and Capital Markets. In 2015, he was selected (at the University level) to be a Provost Teaching Fellow and then served on the steering committee of that organization. Within the Austin community, he served a three-year term on the Investment Committee for the Austin Community Foundation (managing \$100 million) and recently finished a term as the vice-Chair for the Board of Trustees at The Girls' School of Austin.

## Important Disclosures

### Students with Disabilities

Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, 512-471-6259, <http://diversity.utexas.edu/disability/>.

### Diversity and Inclusion

It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students' learning needs be addressed and that the diversity that students bring to this class can be comfortably expressed and be viewed as a resource, strength and benefit to all students. Please come to me at any time with any concerns.

### Religious Holy Days

By UT Austin policy, you must notify me of your pending absence at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

### Policy on Scholastic Dishonesty

The McCombs School of Business has no tolerance for acts of scholastic dishonesty. The responsibilities of both students and faculty with regard to scholastic dishonesty are described in detail in the BBA Program's Statement on Scholastic Dishonesty at <http://my.mcombs.utexas.edu/BBA/Code-of-Ethics>. By teaching this course, I have agreed to observe all faculty responsibilities described there. By enrolling in this class, you have agreed to observe all student responsibilities described there. If the application of the Statement on Scholastic Dishonesty to this class or its assignments is unclear in any way, it is your responsibility to ask me for clarification. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since dishonesty harms the individual, all students, the integrity of the University, and the value of our academic brand, policies on scholastic dishonesty will be strictly enforced. You should refer to the Student Conduct and Academic Integrity website at <http://deanofstudents.utexas.edu/conduct/> to access the official University policies and procedures on scholastic dishonesty as well as further elaboration on what constitutes scholastic dishonesty.

### Campus Safety

Please note the following key recommendations regarding emergency evacuation, provided by the Office of Campus Safety and Security, 512-471-5767, More info at: <https://preparedness.utexas.edu/>.

- Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings and assemble outside when a fire alarm is activated.
- Familiarize yourself with all exit doors of each classroom and building you may occupy.
- If you need evacuation assistance, inform the instructor in writing asap.
- In the event of an evacuation, follow the instruction of faculty or class instructors.
- Do not re-enter a building unless given instructions by Austin or UT police or fire authorities.
- Behavior Concerns Advice Line (BCAL): 512-232-5050 or [on-line](#).
- In case of emergency, further information will be available at: <http://www.utexas.edu/emergency>.

### Safety and Class Participation

We will all need to make some adjustments in order to benefit from in-person classroom interactions in a safe and healthy manner. Our best protections against spreading COVID-19 on campus are masks (defined as cloth face coverings) and staying home if you are showing symptoms. Therefore, for the benefit of everyone, this means that all students are required to follow two important rules.

- **Every student must wear a cloth face covering** properly in class and in all campus buildings **at all times**.
- **Every student must engage in documented daily symptom screening.** This means that each class day in which on campus activities occur, students must upload certification from the symptom tracking app and confirm that they completed their symptom screening for that day to Canvas. Students should not upload the results of that screening, just the certificate that they completed it. If the symptom tracking app recommends that the student isolate rather than coming to class, then students must not return to class until cleared by a medical professional.

If a student is not wearing a cloth face covering properly in the classroom (or any UT building), that student must leave the classroom (and building). If the student refuses to wear a cloth face covering, class will be dismissed for the remainder of the period, and the student will be subject to disciplinary action as set forth in the university's Institutional Rules/General Conduct 11-404(a)(3). Students who have a condition that precludes the wearing of a cloth face covering must follow the procedures for obtaining an accommodation working with Services for Students with Disabilities.

Other guidelines include:

1. Students in A/B cohort classes should attend their in-person section only on the day and at the time that they are scheduled to attend.
2. Students should not alter the layout of a classroom under any circumstances from its original configuration that is designed to maintain social distancing guidelines.
3. Students should remain outside the building until the passing time prior to their designated class time. Use designated campus study areas as needed.
4. Consumption of food and drink is not allowed in classrooms or public areas of university buildings except for designated break areas.
5. Enter the building at the designated entrances. Use the hand sanitizer as provided or your own personal hand sanitizer after entering the building.
6. Follow the corridor and stairway directional signage where applicable, maintain proper social distancing and noted paths of travel.
7. All physically-able students should use stairs whenever possible. If an elevator is required there should be no more than the number of occupants noted on the elevator signage in the elevator at a time, maintaining social distancing.
8. All classrooms doors should remain propped open before, during, and after class if it is not disruptive. This decision is at the discretion of the instructor using the classroom.
9. Students should enter the classroom at the designated entrance and fill the room by row from the first row to the last row and from the seat furthest from the entrance to the seat closest.
10. Only specific seats in classrooms will be available due to social distancing requirements.
11. Students should carry their own personal sanitizing wipes to ensure that they can clean surface areas including classroom stations as needed. Wipes should be disposed of after class in the nearest trash receptacle.
12. Students should exit the building immediately after the class completes at the designated exit. Each student should exit the room by row from the last row to the first row and from the seat nearest the exit to the seat furthest from the exit. Students who wish to speak with the instructor after class should do so at the location that will be designated by the instructor outside the building so that the next class can get set up and social distancing can be maintained.
13. Dispose of any waste after class in the nearest trash receptacle.
14. Exit the building at the nearest designated exit. Use the hand sanitizer as provided or your own personal hand sanitizer after exiting the building.

### **Title IX Reporting**

Title IX is a federal law that protects against sex and gender-based discrimination, sexual harassment, sexual assault, sexual misconduct, dating/domestic violence and stalking at federally funded educational institutions. UT Austin is committed to fostering a learning and working environment free from discrimination in all its forms. When sexual misconduct occurs in our community, the university can:

1. Intervene to prevent harmful behavior from continuing or escalating.
2. Provide support and remedies to students and employees who have experienced harm or have become involved in a Title IX investigation.
3. Investigate and discipline violations of the university's [relevant policies](#).

Beginning January 1, 2020, Texas Senate Bill 212 requires all employees of Texas universities, including faculty, report any information to the Title IX Office regarding sexual harassment, sexual assault, dating violence and stalking that is disclosed to them. Texas law requires that all employees who witness or receive any information of this type (including, but not limited to, writing assignments, class discussions, or one-on-one conversations) must be reported. **I am a Responsible Employee and must report any Title IX related incidents** that are disclosed in writing, discussion, or one-on-one. Before talking with me, or with any faculty or staff member about a Title IX related incident, be sure to ask whether they are a responsible employee. If you would like to speak with someone who can provide support or remedies without making an official report to the university, please email [advocate@austin.utexas.edu](mailto:advocate@austin.utexas.edu). For more information about reporting options and resources, visit <http://www.titleix.utexas.edu/>, contact the Title IX Office via email at [titleix@austin.utexas.edu](mailto:titleix@austin.utexas.edu), or call 512-471-0419.

Although graduate teaching and research assistants are not subject to Texas Senate Bill 212, they are still mandatory reporters under Federal Title IX laws and are required to report a wide range of behaviors we refer to as sexual misconduct, including the types of sexual misconduct covered under Texas Senate Bill 212. The Title IX office has developed supportive ways to respond to a survivor and compiled campus resources to support survivors.

### **McCombs Classroom Professionalism Policy**

The highest professional standards are expected of members of the McCombs community. The collective class reputation and the value of the McCombs experience hinges on this. Please let me know right away if this ever is not the case.

Faculty are expected to be professional and prepared to deliver value for each and every class session.

Students are expected to be professional in all respects. Classroom expectations of students include:

- Students will arrive on time.
- Students will be fully prepared for each class.
- Students will attend the class section to which they are registered.
- Students will respect the views and opinions of their colleagues. Disagreement and debate are encouraged. Intolerance for the views of others is unacceptable.
- Phones and wireless devices are turned off unless otherwise instructed by the professor.

### **Sharing of Course Materials is Prohibited**

No materials used in this class, including, but not limited to, lecture hand-outs, videos, assessments (quizzes, exams, papers, projects, homework assignments), in-class materials, review sheets, and additional problem sets, may be shared online or with anyone outside of the class unless you have my explicit, written permission. Unauthorized sharing of materials promotes cheating. It is a violation of the University's Student Honor Code and an act of academic dishonesty. I am well aware of the sites used for sharing materials, and any materials found online that are associated with you, or any suspected unauthorized sharing of materials, will be reported to Student Conduct and Academic Integrity in the Office of the Dean of Students. These reports can result in sanctions, including failure in the course.

### **Class Recordings**

Class recordings are reserved only for students in this class for educational purposes and are protected under FERPA. The recordings should not be shared outside the class in any form. Violation of this restriction by a student could lead to Student Misconduct proceedings.