



Fraud Examination

ACCT 3380

Spring 2019

Instructor Information

Instructor: Dr. David Kerr

E-mail: dkerr@uncc.edu

Class Hours: ACCT 3380: Monday & Wednesday, 2:30 – 3:45, Friday bldg., room 381.

Office Hours: Feel free to stop by anytime.
You can also contact me 24/7 via e-mail.

Regular office hours in the **Friday Building 253-E:**
Monday & Wednesday before class (1:30 – 2:25) and after class as needed.

Regular office hours in the **Center City Building room 713:**
Thursday 1:15 – 1:50 and 4:50 – 5:20.

Required Textbook

Principles of Fraud Examination, 4th Edition, Joseph T. Wells; Wiley, ISBN-13: 978-1-118-92234-7.

Course Description

This course will cover the major methods management and employees use to commit occupational fraud. You will learn how and why occupational fraud is committed, how fraudulent conduct can be deterred and detected, and how allegations of fraud should be investigated and resolved.

Format: This course will consist primarily of a combination of lecture/discussion and videos. You will watch the videos outside of class. The videos deal with a wide range of subjects related to fraud investigation, and they have been provided to us by the *Association of Certified Fraud Examiners* specifically for our use in this course.

Prerequisites

ACCT 3311 (with a grade of C or above) or with special permission.

Accessibility for Students with Disabilities

UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please provide me with a letter of accommodation from Disability Services early in the semester. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or visit their office at Fretwell 230 on main campus.

General Comments

Welcome to *Fraud Examination*! I believe you will find this course to be one of the most interesting and enjoyable classes you have taken, as well as one of your best learning experiences. I am looking forward to getting to know each of you this semester and helping you succeed in this course, in the University, and in your career.

Keep in mind that your primary goal in this course is to enhance your professional career. Do not approach the course as if your only goal is to perform well on exams. You should make every effort to attend class. If you occasionally skip class, you will find yourself continually struggling to catch up. The best thing to do is plan ahead and budget your time appropriately so you can keep up in every class.

Please feel free to meet with me if you ever need help with this course. In addition, I welcome your suggestions about how the course could be improved.

Canvas (UNC Charlotte Learning Management System)

Online Videos: You will need a computer and reliable Internet access to view course videos outside of class throughout the semester. These videos are available online. Links to the videos, and the dates on which you should view each video, are provided in the *Course Schedule* near the end of this syllabus. Notes for most (but not all) of the videos are available on *Canvas*. I recommend you skim through the notes before watching each video, and complete the notes while watching the video.

Class Notes: Class notes for each topic we will discuss in class are available on *Canvas*. The notes are available in PDF format and Word format; I recommend you print the notes prior to class and bring them with you.

In addition, solutions to homework problems are available on *Canvas*.

Exam Scores: You can use *Canvas* to check your exam scores. Click the GRADES button in the Navigation area on the left side of your screen.

To access *Canvas*, open your browser and go to **canvas.uncc.edu**.

Teams

On the first day of class, you will form a team with two or three other members of the class. In subsequent class sessions, you will interact with your team members, with other members of the class, and with me as we work through questions and problems and take quizzes. A significant portion of the learning process will occur during these interactions as you work closely with one another and with me discussing and clarifying issues that you find difficult to understand.

Teams will be used in this course to facilitate your understanding of fraud examination and to simulate the professional world where a significant number of activities are performed in teams. Interacting in teams sharpens your interpersonal skills and your ability to work as a team player to accomplish team goals.

Grades

Your grade in the course will be based on four exams and three quizzes. Your lowest quiz score will be dropped. Your best three exam scores will be doubled as follows:

	<i>Points Available</i>
Team quizzes (best 2 of 3 @ 14 points each).....	28
Lowest exam score 100	100
Other exam score 100 x 2	200
Other exam score 100 x 2	200
Other exam score 100 x 2	<u>200</u>
Total possible points	<u>728</u>

Preliminary Grading Scale

<u>Total Points Earned</u>	<u>Course Grade</u>
655.20 – 728.00	A
582.40 – 655.19	B
509.60 – 582.39	C
436.80 – 509.59	D
Less than 436.80	F

Team Quizzes

Three team quizzes will be given in class during the semester. Each quiz is worth 14 points and will consist of multiple-choice, true/false, or fill-in-the-blank questions. The primary purpose of the quizzes is to encourage you to keep on schedule with your reading and studying.

Quizzes are closed-book, but each member of your team may use one **4"x6" note card** with notes on both the front and the back. **Note cards must be hand-written** (not typed or photocopied).

You must be present to receive credit for team quizzes. There will be no make-up quizzes, nor will any quizzes be given early. You can miss one quiz without negatively affecting your grade in the course, as **your lowest quiz score will be dropped** when determining your grade. Dropping one quiz score allows for the possibility that you may have to miss a quiz due to unavoidable circumstances such as illness, car problems, work, interviews, weddings, funerals, or other conflicts. Thus, if you miss a quiz, that will be the quiz dropped.¹

¹ If you miss a second quiz because of work, medical reasons, or other University excused absence, you will be allowed to make up that quiz, but you will take the quiz by yourself, not with your team.

Examinations

You will be given four exams during the semester, including the final exam. Exam scores are not “curved.” You may use **one 4"x6" note card** with notes on the front and the back when taking each exam. **Your note card must be hand-written** (not typed or photocopied).

You should make every effort to take each exam on the scheduled date. Make-up exams will be given only in situations involving an excused absence with appropriate documentation. Make-up exams are typically a combination of multiple-choice, true/false, short answer (fill-in-the-blank), and/or problems. If you miss the final exam due to an excused absence with appropriate documentation, you will be given a make-up final exam during the second week of the following semester.

There will be no “do-over” exams. In other words, if you perform poorly on an exam, you will not have an opportunity to replace your score on the original exam with a makeup exam.

On exam days, bring with you at least one #2 pencil and an eraser.

As stated previously, you may use a notecard during exams. You may also use, but not share, a calculator during exams. However, all books, computers, tablets, cell phones, and scratch paper must be put completely away before the test. In addition, you may not wear any type of “smartwatch.”

During exams and when reviewing exams, you may not copy any of the questions. This includes, but is not limited to, writing down, taking pictures of, or verbal dictation of the questions.

Cell Phones and Computers

You are permitted to use **computers or tablets** during class for note-taking and other class-related work. The use of computers or tablets during class for activities not related to the class is distracting to other students (and to you) and is not allowed. The use of **cell phones** during class is disruptive and is therefore prohibited during class. Please **turn your cell phone off** before entering the classroom.

Attendance and Participation

Class attendance is important to your success in this course. You will be responsible for all material covered in class, as well as in the videos and in the homework assignments and readings. Please arrange your schedule to be at class on time each day we meet and to stay until the end of class. You will be responsible for all material covered in class as well as in the homework assignments and readings. If you are unable to attend a class, please let me know in advance if possible. Multiple unexcused absences from class will result in a downward adjustment of your course grade.

Verbal communication skills and the ability to “think on your feet” are important for professionals. You should be prepared each day to respond to questions from other members of the class and from me. I will conduct this class in an atmosphere of mutual respect. I encourage your active participation in class discussions. The sharing of differing ideas is encouraged and welcome. However, I will exercise my responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion.

Promptness is important and is an expected quality of successful individuals in the accounting profession. Students arriving late to class tend to disrupt other students, so please be prompt.

Unless it's an emergency, **please do not leave class before it's over**. Leaving class early is distracting and discourteous to other students and to me. If you know you're going to have to leave early, please let me know before class starts.

Religious Accommodations

UNC Charlotte provides reasonable accommodations, including a minimum of two excused absences each academic year, for religious observances required by a student's religious practice or belief. Such reasonable accommodations must be requested in accordance with University procedures, and include the opportunity for the student to make up any tests or other work missed due to an excused absence for a religious observance. Students wishing to request a religious accommodation may refer to the information found at <http://legal.uncc.edu/policies/ps-134.html>. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to their instructor prior to the census date for enrollment for a given semester (typically the 10th day of enrollment).

Policies Regarding Grading

Portions of the following paragraph are from the University's *Policies and Procedures for Appeals of Final Course Grades*; for more information, see <http://legal.uncc.edu/policies/GradeAppeal.html>:

Determination of final course grades and policies and procedures regarding grades is the responsibility of faculty, not students. Thus, the grading policies, procedures, and scales in your courses at UNC Charlotte are not open to debate, negotiation, or appeal. It is **inappropriate** for a student to contact a faculty member at the end of the semester in an attempt to influence the faculty member's determination of final course grades. This includes, but is not limited to, asking the faculty member to raise the student's grade for any reason. However, if you believe your final course grade assigned by the instructor was the result of a clear and **material mistake** in calculating or recording grades, you should contact the instructor, who will explain how the grade was determined. Your inquiry to the instructor should occur as soon as possible after the formal grade report is received. If you are unable to resolve the grievance through consultation with the instructor, a written request for review of the course grade may be submitted to the Chair of the Department in which the course was taught. Requests for review must be submitted within the **first four weeks** of the next regular academic semester.

For this course, your semester grade will be determined by the total number of points you earn on exams and quizzes (with a downward adjustment for multiple unexcused absences, if applicable) — **period**. Factors and circumstances other than your total points will not be considered. This includes, but is not limited to, factors such as **need** (e.g., if you need a "B" or better to keep a scholarship or to graduate, then you must earn at least enough points to receive a B; plan accordingly), **effort** (while effort and exam scores tend to be highly correlated, your grade in this course will be based on your exam and quiz scores, not on the number of hours you spend studying), the number of **hours per week you work, number of courses** you're taking this semester, **prior coursework** or **work experience** related to accounting, etc. (i.e., all students will be graded similarly, regardless of current employment status, course load, and prior accounting-related employment or coursework). In addition, students with **disabilities** will be graded in the same manner as all other students; however, students with disabilities may request reasonable accommodation of their disabilities as discussed on page 2 of this syllabus. Finally, please note that there will be **no additional "extra credit" work** available, and midterm exams are not curved. **I will not grade you differently than other students or raise your end-of-semester grade – please don't ask.**

Policies Regarding Academic Honesty

A high level of ethical conduct is a critically important attribute of members of the accounting profession. The importance of ethical conduct extends into the academic arena where the profession's future leaders are being prepared. Thus, **accounting students are expected to conduct themselves in a manner that is above reproach** in their academic work.

Academic misconduct includes cheating, fabrication, falsification, multiple submissions, plagiarism, and complicity. Each of these types of misconduct is discussed in the **Code of Student Academic Integrity** on the UNC Charlotte website at www.legal.uncc.edu/policies/ps-105.html, along with related penalties and procedures. You are expected to be familiar with, and to follow, this Code.

In addition, the following specific requirements are expected in this class:

- (1) Strict individual performance on exams, i.e., not copying from or looking at another student's exam or opscan;
- (2) Not allowing another student to copy from or look at your exam or opscan;
- (3) Not passing or receiving information about an exam to other students;
- (4) Not consulting notes or books during exams unless specifically permitted to do so;
- (5) The questions used on exams and quizzes are copyrighted. Therefore, you are not permitted to write down or take pictures of any of the questions. This applies not only during exams and quizzes but also when reviewing exams and quizzes.

Plagiarism consists of passing off as one's own the ideas, words, writings, etc., which belong to another. In accordance with this definition, you are committing plagiarism if you copy the work of another person and turn it in as your own, even if you have that person's permission.

Cheating on exams is wrong and will not be tolerated. If I determine or suspect you have cheated on an exam, I will follow University procedures for handling cases of academic misconduct (see www.legal.uncc.edu/policies/ps-105.html).

If any of these requirements are unclear to you, please consult with me before you complete any exams or quizzes in this course. I expect every student in my classes to share responsibility for preventing dishonesty of any kind. Academic integrity is considered a prerequisite for admission into the accounting profession.

Note: I reserve the right to modify the course schedule, deadlines, reading and homework assignments, classroom procedures, and course policies if circumstances warrant.

If I am late in arriving to class, please wait 10 minutes after the scheduled start of class before leaving.

Course Schedule

(Topics/dates are subject to change)

Date	Format	Topic
[1] Wednesday Jan 9	Classroom	<p>Note: Download class notes for each chapter and video from <i>Canvas</i>. We will discuss and fill in the notes in class, so bring them with you.</p> <p>Introduction to the Course.</p> <p>Chapter 1: Introduction to Fraud Examination</p> <p><u>After class:</u> Read Wells textbook – Chapter 1. Study notes for Chapter 1.</p>
[2] Monday Jan 14	Classroom	<p>Finish Chapter 1: Introduction to Fraud Examination</p> <p>Chapter 15: Conducting Investigations and Writing Reports</p> <p><u>After class:</u> Read Wells textbook – Chapter 15. Study notes for Chapter 15.</p>
[3] Wednesday Jan 16	Online	<p>Video 1: <i>Inside the Fraudster’s Mind</i> (54 min) https://vimeo.com/user25326105/anti-fraud-education-partnership-video-resource/video/229859493</p> <p>While watching the video, follow along in the <i>Notes for Video 1 – Inside the Fraudster’s Mind.pdf</i>. Pause the video as needed to read the corresponding sections in the <i>Notes</i>.</p> <p>The password for all videos is 11FE18292975 However, the ACFE changes the password two or three times per year. Let me know ASAP if the password shown above does not work.</p>
Monday Jan 21		<p>No class – Martin Luther King Day.</p>
[4] Wednesday Jan 23	Classroom	<p>Quiz 1 – chapter 15 and video 1</p> <p>Chapter 16: Interviewing Witnesses</p> <p><u>After class:</u> Read Wells textbook – Chapter 16. Study notes for Chapter 16.</p>

<p>[5] Monday Jan 28</p>	<p>Online</p>	<p>Video 2: Beyond the Numbers: Professional Interview Techniques (48 min) https://vimeo.com/user25326105/anti-fraud-education-partnership-video-resource/video/229859439</p> <p>Before you watch Video 2, read the 1st two paragraphs of the <i>Notes for Video 2 - Beyond the Numbers.pdf</i>. After watching the video, read the rest of the <i>Notes for Video 2 - Beyond the Numbers.pdf</i>.</p> <p>Video 3: Evaluating Deception (Introduction to Fraud Examination, Vol. 4, Segment 1) (42 min) https://vimeo.com/user25326105/anti-fraud-education-partnership-video-resource/video/229859515</p> <p>While you watch Video 3, complete the <i>Notes for Video 3 - Evaluating Deception_Intro to FE, Vol 4, Seg 1.pdf</i></p>
<p>[6] Wednesday Jan 30</p>	<p>Classroom</p>	<p>Exam 1 (Chapters, 1, 15, & 16; Videos 1, 2, & 3).</p>
<p>[7] Monday Feb 4</p>		<p>To be determined (TBD); dates/topics will depend on guest speakers' schedules.</p>
<p>[8] Wednesday Feb 6</p>		<p>To be determined (TBD)</p>
<p>[9] Monday Feb 11</p>		<p>TBD</p>
<p>[10] Wednesday Feb 13</p>		<p>TBD</p>
<p>[11] Monday Feb 18</p>		<p>TBD</p>
<p>[12] Wednesday Feb 20</p>	<p>Classroom</p>	<p>Guest speaker: Sean Quarmby – <i>U.S. Secret Service</i>, retired</p>
<p>[13] Monday Feb 25</p>		<p>TBD</p>
<p>[14] Wednesday Feb 27</p>		<p>TBD</p>

Monday March 4		Spring Recess – no classes this week
Wednesday March 6		Spring Recess – no classes this week
[15] Monday March 11		TBD
[16] Wednesday March 13		TBD
[17] Monday March 18		TBD
[18] Wednesday March 20	Classroom	Guest speakers: Erin Lentz and Celeste Kerr – <i>Grant Thornton Forensic Advisory Services</i>
[19] Monday March 25		TBD
[20] Wednesday March 27		TBD
[21] Monday April 1		TBD
[22] Wednesday April 3		TBD
[23] Monday April 8		TBD
[24] Wednesday April 10		TBD
[25] Monday April 15		TBD

[26] Wednesday April 17		TBD
[27] Monday April 22		TBD
[28] Wednesday April 24		TBD
[29] Monday April 29 LAST DAY OF CLASS		TBD

Final Exam: Monday, May 7, 2:00 – 4:30

The final exam will consist of questions about material covered after Exam 3.

Please print, fill out, and bring with you to class on Wednesday, January 9, 2019

Student Information Form

ACCT 3380, Spring 2019

1. Name _____ Phone _____

Name by which you would like to be called in class (if different from above) _____

(Circle one) Male Female

Hometown (where did you grow up?) _____

2. Experience:

A. Previous accounting-related employment (circle one) None Part-time Internship Full-time

B. Briefly describe any work experience related to accounting:

3. If you currently have a job, where do you work? _____

4. If you have a job, how many hours per week do you work? _____

5. Career Interests:

6. Comments and/or other information:

