

**UNIVERSITY OF NORTH TEXAS**  
**ACCT 3405 CLASS POLICIES – Spring 2013**  
**PROFESSIONAL DEVELOPMENT®**

Instructor: Christine Ellis, M.Ed  
Meeting time: Section 001: Monday 3:30 p.m. – 4:20 p.m., BLB 155  
Section 002: Monday 5:00 p.m. – 5:50 p.m., BLB 155  
Office Hours: Monday 2:00-3:30 p.m. or ***contact me at Christine.Ellis@unt.edu or by appointment***  
Office: Business Leadership Building (BLB) 215F

**COURSE DESCRIPTION:** This course provides skills and knowledge in several broad areas that are desired by public and corporate accounting employers. It helps you understand that technical competence in the work environment is not the only important aspect of your professional responsibility. Professionalism is a course that will provide informative insights and tools for enhancing career opportunities.

**Prerequisites:** ACCT 2020 with a grade of C or better. This course may not be taken more than twice at UNT.

**TEXT AND OTHER REQUIRED MATERIALS:** *Professionalism Skills for Workplace Success 3<sup>rd</sup> Edition* (Anderson/Bolt, Pearson-Prentice Hall, 2013).

**COURSE OBJECTIVES:** Enables students to develop knowledge, skills, and attitudes necessary to function effectively and to succeed in the business world. Topics vary but typically include dressing for success, confidence and motivation, self-assessment, handling conflict and stress, personal and business ethics, dining etiquette, resume writing, professional certification opportunities, job search and interviewing, and the necessity for continuous self-improvement. This course has the following specific learning objectives:

- Understand the importance of technical skills and professional attitudes
- Understand how ethical attitudes, personality, and attitude can affect career success
- Understand the importance of self-assessment in the workplace
- Understand how conflict and stress can affect you in the workplace
- Understand the importance of networking in your profession
- Enhance your interpersonal skills through mock and actual interviews
- Understand the value of an internship
- Develop a job search strategy

**LEARNING PHILOSOPHY:** Student success is most effective when you take responsibility for your own learning. What you end up getting out of this course is based upon your commitment to mastering the material. *I am committed to helping you learn by assisting you in your personal learning experience.* This involves providing motivation, guidance, as well as opportunities for learning. You will learn by mastering assigned materials, setting high expectations, and emphasizing the relevance of the course material by explicitly linking it to real-world problems and decisions. There will be numerous references to real world problems that will benefit you and facilitate your ability to respond to a changing environment. While many of you know some of what will be offered in this course based on your life and work experience, your responsibility is to integrate your prior knowledge and the knowledge gained from this course to enhance your career opportunities. My role is to provide guidance by furnishing the appropriate information and tools, modeling desired behavior, and giving constructive and timely feedback. I am also prepared and willing to provide student counseling related to your challenges in the course.

**ELECTRONIC DEVICES:** Use of electronic devices (e.g., cell phones, pagers, etc.) is NOT ACCEPTABLE in this class. If I discover your use of any of these devices in class, I will stop my discussion/lecture and ask you to put your device away. This may prove to be embarrassing; however, consider it a learning lesson. If you are fired from your first job for using electronic devices in a meeting, that would be much worse! Repeated use of electronic devices will result in me dropping you from the class. EXCEPTION: If you are using a computer, iPad, or similar device to take notes and assist in the learning process that is acceptable and please do not take offense if I confirm that you are using devices for this purpose. However, using these devices to check your e-mail, etc., is not acceptable.

**BLACKBOARD LEARN:** The course is supported by the Blackboard Learn (<https://learn.unt.edu/>) course delivery system. I will use Blackboard Learn and email to communicate with you, to provide you with course materials, including course syllabi, handouts, PowerPoint Slides, and other assignments. Each student will receive a Blackboard login and password through the college of business website (YOU CANNOT USE the blackboard link (*in black with white letters*) at the very top of the page <http://www.cob.unt.edu/>. Only Blackboard Learn system can be used. The connection is then made by clicking on the blackboard header at the top of the login page.

**ATTENDANCE POLICY:** Attendance is a graded activity and is expected. Attendance will be taken each class. Remember that the course goes on, whether or not you are present. Attendance is a direct component of your class grade. Missing the following days will result in substantial loss of attendance points from your final grades (Feb. 11, Feb. 18, March 4<sup>th</sup>, March 18<sup>th</sup>, March 25<sup>th</sup>, and April 1<sup>st</sup>). Habitual tardiness is unprofessional and will be treated as absences.

**INTEGRITY:** Ethics and values are very important in accounting and the professional environment in which you will be working and are equally important in education. I will assume, unless there is evidence to the contrary, that you are an ethical student. To help you fulfill your ethical responsibilities as a student, please refer to the University policy for information on academic integrity standards of the University of North Texas. If there is an academic integrity violation, university recommended sanctions for academic integrity violations will be imposed. The university academic integrity policy can be found at <http://vpaa.unt.edu/academic-integrity.htm>.

**CHANGES TO THE SYLLABUS:** A syllabus is a tool to help you plan your time. Every effort is made to make the syllabus as complete as possible, but there may be occasions when changes are required. Your professor will announce any deviations from this syllabus through email and class announcements.

**INCLEMENT WEATHER POLICY:** Please use your own good judgment during inclement weather. My plan is to hold class whenever the University is open. If you are in doubt, please check the Blackboard site for our course for a university announcement.

**STUDENT BEHAVIOR IN THE CLASSROOM:** Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive. This type of behavior will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom, and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at [www.unt.edu/csrr](http://www.unt.edu/csrr).

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:** Please note the guidelines for the arrangement of testing accommodations for students with disabilities. Students are responsible for requesting accommodations from the Office of Disability Accommodation, according to its procedures and policies. To verify the eligibility of the student, students are expected to show appropriate documentation to the instructor when they first request accommodation. Students are to provide a written request for each test accommodation to their instructor (an e-mail will suffice provided you have received a reply from the instructor).

**CLASS EVALUATION (SETE):** The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT as is the College of Business (CoB) teaching effectiveness survey. These two surveys will be made available to you near the end of the semester providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

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<i>Week</i>	<i>Date</i>	<i>Assignments Due at Beginning of Class</i>	<i>Topic: Assignment &amp; Instructions</i>
1	1/14	<b>Introduction:</b> <b>Ch 1</b> – Attitude, Goal Setting, and Life Management	Introduction of class policies & How do I go about setting goals and managing my life?
2	1/21	MLK Day	No Class
3	1/28	<b>Ch 14</b> Resume Writing, Cover Letter and Thank You	Formats of Resume, Cover Letter and Thank You Letters Discussed
4	2/4	<b>Ch 15</b> Interview Techniques	<b>Resume/Cover Letter Due Date</b> Mock Interview Sign-up Sheet
5	2/11	<b>Ch 15</b> Networking and Professional Conversations	Review of COB Career Fair, On-Campus Interviews and Eagle Network
5	2/13	<b>CoB Internship and Career Fair</b>	<b>UNT Coliseum ( 3:00-7:00 pm) – Swipe Student ID</b>
6	2/18	Mock Interviews – Career Center	Practice Mock Interviews, Career Center Suite 103
7	2/25	<b>Ch 13</b> Job Searching Skills	Job Search Assignment <b>Thank You Letter Assignment Due Date</b>
8	3/4	<b>Ch 7</b> Quality Organizations and Service <b>ACCT Internship Program</b>	Customer Service-Who are you kidding? Value of Internship: Guest Presenter: Professor Harvey Zimmermann, UNT and Retired KPMG Partner
9	3/11	<b>Spring Break</b>	
10	3/18	<b>Ch 5</b> Ethics, Politics, and Diversity	The Importance of Ethical Behavior in the Workplace – Are business ethics really important Guest Lecturer: Dr. Don Finn, ACCT Chair
11	3/25	<b>Ch 16</b> Career Changes and Success	Guest Speaker <b>Job Search Assignment Due Date</b>
12	4/1	<b>Ch 11</b> Motivation, Leadership, and Teams <b>Ch 6</b> Accountability and Workplace Relationships	Guest Speaker: Denise Corcoran, CPA IRS Crime Investigation Unit What are the keys to effective leadership? Team work success
13	4/8	<b>Ch 4</b> Etiquette Dining/Dress <b>Ch 10</b> – Electronic Communications	<b>Final Project Due Date</b>
14	4/15	<b>Ch 12</b> Conflict and Negotiation <b>Ch 8</b> Human Resources, Salary Negotiations and Performance Evaluations	Dissension in the Workplace – How do we handle conflict?
15	4/22	<b>Ch 9</b> Communication and Professional Presence	
16	4/29	<b>Ch 3</b> Time Management and Organizations Skills	CoB Graduate School, CPA Exam Requirements

## SUMMARY OF COURSE GRADING COMPONENTS AND GRADE SCALE:

A. Class Attendance and Engagement	100 points
B. Resume/Cover Letter Assignment	20 points
C. Mock Interview Participation	50 points
D. Thank You Letter Assignment	10 points
E. Job Search Assignment	20 points
F. Final Project Assignment	100 points

Total available course points 300 points

Final letter grades will be determined on a standard average scale where: A = 90% or above, B = 89% to 80%, C = 79% to 70%, D = 69% to 60%, and F = below 60%.

### A. CLASS ATTENDANCE:

Class attendance will be worth a total of 100 points. Everyone begins the class with 100 points. You lose points when you do not attend. **Missing the following days will result in substantial loss of attendance points from your final grades (Feb. 11, Feb. 18, March 4<sup>th</sup>, March 18<sup>th</sup>, March 25<sup>th</sup>, and April 1<sup>st</sup>).** Habitual tardiness is unprofessional and will be treated as absences.

### B. RESUME/COVERLETTER:

The goal of this assignment is to help you create a resume, cover letter and thank you note that can be used in the professional business world, or in any other employment opportunity. **As discussed in class, a professional resume and cover letter will be due Feb. 4<sup>th</sup> at the beginning of class.** Please apply professional content and appropriate formatting to these documents.

### C. MOCK INTERVIEWS:

You will participate in a 30 minute mock interview with an employer. This is an opportunity to learn and practice your interviewing skills with a professional. Employers will ask you several questions and provide you with feedback. Please use this opportunity to improve or learn more about interviewing. This is a learning experience. **Mock interviews are scheduled for Feb. 18<sup>th</sup> at the UNT Career Center.**  
**\*\*\* Professional dress is required\*\*\***

### D. THANK YOU LETTER:

We will have guest speakers in class, mock interviews with employers and other opportunities for engagement with employers. You will be required to write a thank you note to an employer. You will use business letter format. Examples and discussion will be covered in class. **Thank you letter will be due on Feb. 25<sup>th</sup> at the beginning of class.**

### E. JOB SEARCH ASSIGNMENT:

The purpose of this assignment is to research potential jobs you would apply for before graduation. Blackboard Learn has the assignment format for you to follow. Make sure to include a cover page with the correct information when you submit your assignment. **Job Search Assignment is due March 4<sup>th</sup> at the beginning of class.**

### F. FINAL PROJECT:

Four weeks before the final project is due, you will be given your assignment for the final project. This final project should be in professional format (Including a cover page). Be sure that all materials are free of spelling and grammatical errors. The final project would be professional document you would turn into your supervisor. **Final project is due on April 8<sup>th</sup> at the beginning of class.**