

**UNIVERSITY OF NORTH TEXAS**  
**ACCT 3405 CLASS POLICIES – Fall 2014**  
**PROFESSIONAL DEVELOPMENT®**

Instructor: Christine Ellis, M.Ed  
Meeting time: ACCT 3405 Section 003: Monday 4:00 p.m. – 4:50 p.m., BLB 225  
Office Hours: Monday 2:00-3:30 p.m. or *contacting 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. In addition to faculty instructions, topics are covered by using former students and other guest lecturers from business, industry and government to expose students to valuable insights from first-hand experiences.

**Prerequisites:** ACCT 3110 with a grade of C or better. This course may not be taken more than twice at UNT.

**TEXT AND OTHER RECOMMENDED 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 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:

- Describe 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
- Recognize the importance of networking in your profession
- Enhance your interpersonal skills through mock interviews
- Develop a professional resume, cover and thank you letter
- 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 achieve by the end 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 facilitate you and 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.

**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.

**BLACKBOARD LEARN:** The course is supported by the Blackboard Learn (<https://learn.unt.edu/>) course delivery system. I will use Blackboard Learn 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 <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. Habitual tardiness is unprofessional and will be treated as absences. **Class attendance will be worth a total of 20 points.** Everyone begins the class with 20 points for attendance. Attendance points will be assigned using the following schedule:

Attendance Policy	Total Points Lost
1 class missed	0
2 classes missed	-5
3 classes missed	-10
4 classes missed	-15
5 classes missed	-20

**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.

**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).

**SUCCEED AT UNT:** UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. And, as a faculty member, I am committed to helping you be successful as a student. Here's how to succeed at UNT: Show up. Find support. Take control. Be prepared. Get involved. Be persistent. To learn more about campus resources and information on how you can achieve success, go to [succeed.unt.edu](http://succeed.unt.edu).

**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 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	8/25	<b>Introduction:</b> <b>Ch 1</b> – Attitude, Goal Setting, and Life Management	Introduction of class policies: How do I go about setting goals professionally and personally? Career Assessment
2	9/1	<b>Labor Day (No Class)</b>	
3	9/8	<b>Ch 14</b> Resume Writing, Cover Letter and Thank You Letter	Formats of Resumes, Cover and Thank You Letters Discussion
4	9/15	<b>Ch 15</b> Networking and Professional Conversations	Review CoB Career Fair, On- Campus Interviews and Eagle Network <b>Resume and Cover Letter Due Date: 9/15</b>
	9/18	CoB Internship and Career Fair	UNT Coliseum (3:00-7:00 pm) Swipe Student ID <b>** Extra Points**</b>
5	9/22	<b>Ch 15</b> Interviewing Techniques	Review Interview Schedule -*Sign-up for Mock Interview Assignment*
6	9/29	<b>Mock Interviews – Career Center</b>	<b>Practice Mock Interviews, Career Center Suite 103</b> <b>Professional Dress</b>
7	10/6	<b>Ch 4</b> Etiquette Dining/Dress <b>Ch 10</b> Electronic Communication	Discussion of Mock Interviews <b>Thank You Letter Due Date: 10/6</b>
8	10/13	<b>Ch 7</b> Quality Organizations and Service <b>ACCT Internship Program</b>	Guest Speakers: ACCT Interns
9	10/20	<b>Ch 5</b> Ethical Standards as an Accountant	Discussion and Review of Ethic Case Studies <b>Ethical Case Study - Discussion</b> Guest Speaker: Harvey Zimmermann, Retired KPMG Partner
10	10/27	<b>Ch 13</b> Job Search Skills Career Exploration – What can I do with a major in Accounting	<b>Business Ethics Quiz</b>
11	11/3	<b>Governmental Accounting</b> <b>Ch 16</b> Career Changes and Success	<b>Employer Guest Speaker:</b> Brad Anagos and Tiffany Gilliam Texas Comptroller's Office <b>Job Search Assignment Due Date: 11/3</b>
12	11/10	<b>Public Accounting – Service Lines</b>	<b>Employer Guest Speaker:</b> Huselton, Morgan and Maultsby
13	11/17	<b>Industry Accounting</b> <b>Ch 11</b> Motivation, Leadership, and Teams	<b>Employer Guest Speaker:</b> Texas Instruments
14	11/24	Ch. 8 Human Resources, Salary Negotiations and Performance Evaluations	Understanding Human Resources and Salary Expectations
15	12/1	<b>Ch 16 Career Changes and Certifications</b> CoB Graduate School and ACCT Certifications	Guest Speakers: CoB Graduate Programs Office Kim Holland, Becker Review and CPA Requirements <b>Final Project Due Date: 12/1</b>

## SUMMARY OF COURSE GRADING COMPONENTS AND GRADE SCALE:

A. Class Attendance and Engagement	20 points
B. Resume/Cover Letter Assignment	35 points
C. Mock Interview Participation	50 points
D. Thank You Letter Assignment	10 points
E. Ethics Quiz	15 points
F. Job Search Assignment	20 points
G. Final Project Assignment	50 points

Total available course points 200 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 20 points. Everyone begins the class with 20 points. You will lose points when you do not attend. Habitual tardiness is unprofessional and will be treated as absences. Please remember when we have Guest Lecturer Employers in class, class will start promptly at 4:00 pm.

### B. RESUME/COVER LETTER ASSIGNMENT:

The goal of this assignment is to help you create a resume and cover letter 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 September 15<sup>th</sup> at the beginning of class.** Please apply professional content and appropriate formatting to these documents.

### C. MOCK INTERVIEW PARTICIPATION:

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 September 29<sup>th</sup> at the UNT Career Center.**  
\*\*\* Professional dress is required\*\*\*

### D. THANK YOU LETTER ASSIGNMENT:

We will have Guest Lecturer Employers 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 is due October 6<sup>th</sup> at the beginning of class.**

### E. ETHICS QUIZ:

Multiple choice quiz given in class regarding lecture on ethics and case study examples provided in class. **October 27<sup>th</sup> at beginning of class.**

### F. JOB SEARCH ASSIGNMENT:

The purpose of this assignment is to research potential jobs you would apply for after 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 November 3<sup>rd</sup> at the beginning of class.**

### G. FINAL PROJECT ASSIGNMENT:

Four weeks before the final project is due, you will be given your assignment for the final project. Make sure your project is in professional format and all materials are free of spelling and grammatical errors. The final project would be a professional document you would turn into your supervisor. **Final project is due on December 1<sup>st</sup> at the beginning of class.**