

**UNIVERSITY OF NORTH TEXAS**  
**ACCT 3405 CLASS POLICIES Fall 2018**  
***PROFESSIONAL DEVELOPMENT®***

Instructor: Christine Ellis, M.Ed  
Meeting Time: Monday 3:00-3:50 pm Section 1; 4:00-4:50 pm Section 2, BLB 270  
Office Hours: Monday 1:30-3:00 p.m.; or ***contacting me at Christine.Ellis@unt.edu to schedule appointment***  
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**COURSE DESCRIPTION:** This course provides skills and knowledge in several broad areas 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 accounting 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, 2015).

Occasional readings from the American Institute of Certified Accountants (AICPA) and Journal of Accountancy are assigned. These readings will either be handed out in class or available through Canvas.

**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:**

- Understand the importance of self-assessment personally and professionally
- Develop a professional resume, cover and thank you letter
- Enhance your communication and interpersonal skills through a mock interview
- Recognize the importance of networking in your profession
- Understand the value of an internship and requirements for ACCT Internship
- Develop an understanding of the importance of proper dining etiquette
- Discussion on Accounting Careers; develop job search strategy
- Professional Certifications

**LEARNING PHILOSOPHY:** Student success is most effective when you take responsibility for your own learning.

What you achieve by the end of the course is determined by 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 real-world problems and decisions. Throughout the semester, numerous references to real world problems will facilitate your ability to respond to a changing work environment. While many of you know, some topics of discussion in this course are 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. I would encourage you to share your experience and enhance the class discussions. My role is to provide guidance by furnishing appropriate professional, career and industry information and tools to assist students with their career goals. I am prepared and willing to provide advising to challenges in the course.

**ELECTRONIC DEVICES:** Use of electronic devices (e.g., cell phones, ect.) 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 to you; 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 your computer, iPad, or similar device to take notes, review the PowerPoint and assist in the learning process that is acceptable purpose.

**CANVAS:** The course is supported by the Canvas (<https://canvas.unt.edu/>) course delivery system. I will use Canvas to provide you with course materials, including course syllabi, handouts, PowerPoint Slides, and other assignments. Each student will login to Canvas using their EUID and password. Only Canvas system will be used.

**ATTENDANCE POLICY:** Attendance is a graded activity and is expected. Attendance is taken each class. Remember that the course goes on, whether you are present or not. Habitual tardiness is unprofessional and is treated as absences. Attending class for a short duration does not warrant attendance points. Class attendance will be worth a total of 20 points. It is your responsibility to ensure you sign the attendance sheet. Everyone begins the class with 20 points for attendance. Attendance points are assigned using the following schedule:

Sessions Absent	Total Points Lost
1	0
2	-5
3	-10
4	-15
5	-20

**ABSENCES:** Absences due to participation in sponsored activities must be approved in advance by department chairs and academic deans. Within three days after the absence, students must obtain authorized absence cards from the Dean of Students for presentation to their instructors. Students with authorized absence cards may make up the work missed, when practicable, or be given special allowance so that they are not penalized for the absence.

Absences due to other causes, such as illness, emergency, death in the family, etc. are termed “excused” or “not excused” at the discretion of the instructor, but in accordance with applicable absence policies set by the department/division, school, college, or the course syllabus. Students should show proof that the absence was unavoidable, such as a physician’s statement, accident report, obituary, etc., and contact the instructor. (Note: The Student Health Center provides cards that verify the date and time of a student’s visit. Hospitalized patients are given a form showing the inclusive dates of their hospitalization.)

In accordance with state law, students who are absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day missed within reasonable time after the absence. Travel time required for religious observances shall also be excused. Only holidays or holy days observed by a religion, whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code may be included. UNT official attendance policy: <http://policy.unt.edu/policy/06-039>.

**EMERGENCY NOTIFICATIONS AND PROCEDURES:** Please use your own judgment during inclement weather. My plan is to hold class when the university is open. If you are in doubt, please check Canvas for course announcement. More information can be found at <https://policy.unt.edu/policy/15-006>.

**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 are imposed. The university academic integrity policy can be found at <http://policy.unt.edu/policy/06-003>.

**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 help you learn and grow. In addition, as a faculty member, I am committed to helping you be successful as a student. Here is 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). <http://policy.unt.edu/policy/16-001>

**CLASS EVALUATION (SPOT):** Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The short SPOT survey will be made available. You will receive an email from "UNT SPOT Course Evaluations via *IASystem* Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Please look for the email in your UNT email inbox. Simply click on the link and complete your survey. Once you complete the survey, you will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at [www.spot.unt.edu](http://www.spot.unt.edu) or email [spot@unt.edu](mailto:spot@unt.edu).

**RETENTION OF STUDENT RECORDS:** The instructor of record maintains student records pertaining to this course in a secure location. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and F.E.R.P.A. (Family Educational Rights and Privacy Act) laws and the university's policy in accordance with those mandates at the following link: <https://policy.unt.edu/policy/07-018>

**ASSIGNMENTS:** Please note the guidelines for submission of assignments in the course. All assignments are due at the beginning of class and require a cover page. Assignments without a cover page are not accepted. **This includes assignments submitted online.** All online assignments must be submitted as one file. Example of correct format of cover page is included on Canvas.

**The cover page must be typed and include:**

- Student's Last, First Name
- ACCT 3405.001 or ACCT 3405.002
- Name of Assignment: ie: Job Search Assignment
- Due Date: February 5, 2017

**PROFESSIONALISM:** A professional demeanor is an integral part of any business environment, especially in your preparation for a career in accounting. Professionalism in this environment implies a respect and courtesy for others. I expect students to maintain the highest standards of professionalism in the classroom. We have guest speakers throughout the semester. Your communication skills, appearance, and attitude affect your professional image in the eyes of those around you. Professionalism is exemplified by willingness to lead and engage in class discussions. Start good professional habits now.

**PROFESSIONAL E-MAIL HABITS:** A critical aspect of being a professional accountant is communication. You will be in contact with colleagues, supervisors, current clients, and potential clients throughout your career. Your communication via e-mail can leave a lasting positive or negative impression upon the recipient and impact future interactions.

All communication directed to me (and faculty/staff) should follow professional e-mail etiquette. This includes:

1. A brief title that informs the reader about the subject matter of the message.
2. A formal salutation. 'Dear' is the best and most conservative salutation to use in professional communications, particularly if it is the first time contacting an individual. Other appropriate salutations are 'hi' or 'greetings'.
3. Use of proper grammar, spelling, complete sentences, and appropriate punctuation.
4. Proper titles of the person shall be used. In education, "Professor" is always safe but if they have a PhD, please refer to them as "Dr."
5. End with a formal closing. 'Sincerely' is the best and most conservative closing, but 'best', 'best regards' and 'thank you' are all appropriate as well.

#### **RESOURCES:**

##### **AICPA – Student Affiliation Membership**

Link: <https://www.aicpa.org/interestareas/accountingeducation/membership.html>

The AICPA created This Way To CPA specifically for college students and aspiring CPAs. Join the This Way to CPA Community and become a Student Affiliate Member of the AICPA. Student membership is free.

##### **Texas Society of CPAs (TSCPA) – Student Membership**

Link: <https://www.tscpa.org/membership/join-tscpa>

College students majoring in business can join TSCPA and connect to their future profession.

##### **Institute of Management Accountants (IMA) – Student Membership**

Link: <https://www.imanet.org/membership/types-of-membership?ssopc=1>

IMA can help students open the door to a dynamic career. As an IMA Student member, you can learn about the role of accountants and financial managers in business, explore your career options, and build your résumé and professional network. We offer student members access to many IMA membership benefits at significantly reduced rates.

# Course Calendar

<b>Week</b>	<b>Date</b>	<b>Topics/Reading</b>	<b>In Class Assignments &amp; Instructions</b>
1	8/27	Chapters 1 & 11 Goal Setting and Accounting Programs	Instruction of class policies and syllabus, how to set professional goals for your ACCT career and ACCT Programs
2	9/3	Labor Day – No Class	
3	9/10	Chapters 14 & 9 – Job Search Portfolio Resume Writing, Cover Letter and Thank You Letter	Ex: Formats of Resume, Cover Letter and Thank You Letters Discussion: Resume Assignment
4	9/17	Chapters 15 Interview Technique	Discussion: Handout Sign-Up for Mock Interviews <b>Resume Assignment Due: 9/17</b>
5	9/24	Accounting Internship Program	Internship Program Overview – Internship Panel
6	10/1	GT Networking Event Chapters 13 & 6 Networking and Professional Conversations	<b>Guest Speakers:</b> Grant Thornton Practice Networking with professionals; discuss Business Career Fair
7	10/8	Mock Interviews	<b>Mock Interviews, Meet at UNT Career Center Chestnut Hall, Suite 103</b> <b>***Professional Business Attire***</b> <b>Company Research Assignment Due: 10/8</b>
8	10/15	Chapters 13 & 6 ACCT Career Explorations Job Search Skills	Discussion: Job Search Assignment What are the different career paths in the accounting field?
9	10/22	Chapters 4 & 10 Business Etiquette/Dining Business Casual Overview	<b>Job Search Assignment Due: 10/22</b> Discuss upcoming Etiquette Dinner Assignment
10	10/29	Etiquette Dinner	<b>Etiquette Dinner UNT Union 333</b>  <b>***Professional Business Attire***</b>
11	11/5	<b>Employer Lecture:</b> Internal Audit/Corporate	<b>Employer: FedEx Services – Internal Audit Team</b> <b>Business Etiquette Dinner Assignment Due: 11/5</b>
12	11/12	<b>Employer Lecture:</b> Government Accounting	<b>Employer: Texas Comptroller's Office</b> UNT Alum
13	11/19	<b>Employer Lecture:</b> Corporate Accounting/Industry	<b>Employer: Southwest Airlines</b>
14	11/26	<b>Employer Lecture:</b> ACCT Public Firms: Audit, Tax, Advisory	<b>Employers: Deloitte, BKD, &amp; Huselton, Morgan, and Maultsby (HMM)</b>
15	12/3	Chapter 16 Career Success and Certificates	Discussion: Graduate School and other Professional Certifications <b>Employer Lecture Assignment Due: 12/3</b>

## SUMMARY OF COURSE GRADING COMPONENTS AND GRADE SCALE:

A. Class Attendance	20 points
B. Resume Assignment	40 points
C. Company Research Assignment	20 points
D. Mock Interview Participation	50 points
E. Job Search Assignment	20 points
F. Business Etiquette Dinner	40 points
G. Employer Lecture Series Assignment	<u>10 points</u>
Total available course points	<u>200 points</u>

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. Staying in class for a small fraction is not considered attending class and no points will be awarded. Please remember when we have Guest Lecturer/Employers in class, class will start promptly at the scheduled time. **During our employer lecture series, students tardy to class will not be permitted into class.**

### B. RESUME ASSIGNMENT:

The goal of this assignment is to help you create a professional accounting resume that can be used in the professional business world, or in any other employment opportunity. **As discussed in class, professional resume (hard copy) will be due September 17 at the beginning of class and make sure to upload your resume to Canvas prior to class.** Please apply professional content and appropriate formatting to these documents. Make sure you include a cover page with the correct information when you submit your assignment in class and upload all documents as 1 pdf when you upload to Canvas.

### C. COMPANY RESEARCH ASSIGNMENT:

The goal of this assignment is to help you practice and research an employer. A company/firm research form is on Canvas and the assignment must be typed into this document. **As discussed in class, company research assignment is due October 8.** Make sure you include a cover page with the correct information when you submit your assignment.

### D. 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 October 8 at the UNT Career Center.**

**\*\*\* Professional dress is required\*\*\* No make-up for missed Interview Assignment\*\*\*\***

### E. JOB SEARCH ASSIGNMENT:

The purpose of this assignment is to research potential jobs you would apply for before graduation. Canvas 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 October 22.**

### F. BUSINESS ETIQUETTE DINNER:

You will attend a dinner on **October 29** in the Union Ballroom designed to help you in mastering the ability to dine in a professional environment. This will involve networking and listening to a guest speaker. You must fill out the PDF on Canvas following the dinner and turn in the packet at the beginning of class on **November 5. As discussed in class, the Business Etiquette Follow-Up is due on November 5.**

### G. EMPLOYER LECTURE SERIES ASSIGNMENT:

The goal of this assignment is to encourage engagement with the employers that attend class. The purpose of these employers attending class is to provide insight into potential career options within accounting. **Assignment is due on December 3.**