

UNIVERSITY OF NORTH TEXAS

Remote ACCT 3405.001

Fall 2020 Syllabus

Instructor: Susan Bradley, MBA

Meeting Time: **Monday, 4-4:50 PM** Location: Virtual via Zoom <https://unt.zoom.us/j/96518782488>

Office Hours: Thursdays, 1:30 - 4 pm or by appointment

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Email: susan.bradley@unt.edu

Office: Hickory Hall 283B (Thursday afternoon) + virtual office by Zoom

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.

COURSE 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.

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.

CLASS RECORDING & STUDENT LIKENESS:

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

ATTENDANCE POLICY: Attendance is a graded activity and is expected. When class starts in Zoom, you will enter name in the chat box. 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>.

COVID-19 IMPACT ON ATTENDANCE:

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me *prior to being absent* as to what may be preventing you from coming to class so I may make a decision about accommodating your request to be excused from class.

If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

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>.

EMERGENCY EVACUATION PROCEDURES FOR BUSINESS LEADERSHIP BUILDING:

Severe Weather In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

Bomb Threat/Fire In the event of a bomb threat or fire in the building, all building occupants should immediately

evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

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.

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 www.succeed.unt.edu.

MENTAL HEALTH RESOURCES: UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the issue or its severity. These include the [Student Health and Wellness Center](#), [Counseling & Testing Services](#), [UNT CARE Team](#), [Psychiatric Services](#), and [Individual Counseling](#). If at any time you are feeling alone or in jeopardy of self-harm, reach out to any of the following: the NATL Suicide Hotline at 800-273-8255 or live chat at <https://suicidepreventionlifeline.org/chat/>. UNT Mental Health Emergency contact number: 940-565-2741. Other resources include Denton County MHMR Crisis Line at 800-762-0157; Denton County Friends of the Family Crisis Line at 940-382-7273; and the Crisis Textline, text CONNECT to 741741.

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 IA System Notification" (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 or email 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>

ASSIGNMENT POLICY: Due dates for each assignment are listed in the syllabus and in Canvas. You will find instructions and format of submission on Canvas. The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

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 and that of UNT in the eyes of others. 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:

- A brief title that informs the reader about the subject matter of the message.
- 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'.
- Use of proper grammar, spelling, complete sentences, and appropriate punctuation.
- 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."
- 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 memberships benefits at significantly reduced rates.

COURSE CALENDAR

Week	Date	Topics/Reading	In Class Assignments & Instructions
1	8/24	Goal Setting and Accounting Programs	Instruction of class policies and syllabus, how to set professional goals for your ACCT career and ACCT Programs. <i>Discussion: Class Introduction due 8/31</i>
2	8/31	Job Search Portfolio Resume Writing, Cover Letter and Thank You Letter	Ex: Formats of Resume, Cover Letter and Thank You Letters <i>Discussion: Resume Assignment due 9/14</i> Class Introduction Due 8/31 by 11:59 pm
3	9/07	Labor Day	
4	9/14	Interview Techniques & Pointers Big Interview demo. MI sign-up process (Handshake). Virtual Business Career Fair: 9/16 11 am – 3:00 pm	<i>Discussion: Instructions / Sign-Up Process for Mock Interviews; Big Interview assignment due 9/21</i> Resume Assignment Due 9/14 by 11:59 pm
5	9/21	Business Attire and Etiquette. UNT clothes closet. Review Big Interview experiences.	Big Interview Assignment Due 9/21, 11:59 pm Mock Interview Sign Up Open 9/23 at 5:00 pm and Close by 9/28, 11:59 pm
6	9/28	Virtual Networking and Professional Presence - Grant Thornton Discuss Company Research	Company Research Assignment Submission Deadline this Friday, 10/2, 11:59 pm NOTE: MI Sign-ups close tonight!
7	10/05	Virtual Mock Interviews By appointment 9 am – 5 pm	Volunteers shown on Handshake
8	10/12	Internship Panel Discussion	<i>Discussion: Employer Lecture Series Assignment Due 11/30</i>
9	10/19	Guest Speaker Series: Moss Adams Professional Branding, etc.	Topic: TBD
10	10/26	Guest Speakers Series: Governmental Accounting Michael Crow (SEC internship) and Latisha Cleveland (Health & Human Services)	<i>Discussion: Etiquette Dinner Assignment Due 11/9</i>
11	11/02	Guest Speaker Series: Corporate/Internal Audit	Scheduled: Guest Speakers: Fedex Corporate Structure + Internal Audit at Fedex Tax vs Audit assessment complete BEFORE class on 11/09
12	11/09	Guest Speaker Series: Public ACCT	Guest Speakers: Audit at Deloitte, BKD, HM&M Etiquette Dinner Assignment Due 11/9 11:59 pm
13	11/16	Guest Speaker Series: Tx Comptroller's	Government Agency
14	11/23	Diversity of the workplace and catch-up	Employer Lecture Series Assignment Due 11/30, 11:59 pm
15	11/30	Professional Certifications, CPA, Grad School	Becker, Kim Holland, and Natalie Bernard Professional Certifications, CPA, Grad School

SUMMARY OF COURSE GRADING COMPONENTS AND GRADE SCALE:

Class Attendance	20 points
Class Introduction	15 points
Resume Assignment	40 points
Big Interview Assignment	20 points
Company Research Assignment	25 points
Virtual Mock Interview	50 points
Business Etiquette Dinner/Assignment	20 points
Employer Lecture Series Assignment	10 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%.

CLASS ATTENDANCE:

You will log into the chat box to record your attendance each class. As mentioned previously, 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. Attendance will be tracked offline by our class assistant and uploaded into Canvas after the final class date. 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.

CLASS INTRODUCTION POSTING:

For this assignment, you will post an introduction on the discussion board in Canvas for your classmates and instructor to get to know you. Tell us about yourself, your interests, why you are pursuing a career in Accounting. Upload a photo and/or video of yourself. Also comment on at least two classmates' postings, such as something you have in common or find interesting about them. Your introduction and comments will contribute to your total 15 points on this assignment. Due 8/31.

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. Professional accounting resume will be due 9/14; make sure to upload your resume to Canvas. Please apply professional content and appropriate formatting (see examples in Canvas) to the document.

BIG INTERVIEW ASSIGNMENT:

The goal of this assignment is to help you gain confidence with typical interview questions, by recording responses to questions then reviewing your on-camera performance. You will then submit a critical reflection of what you learned, what questions you chose to answer, and how this tool could be of use to you in the future when preparing for interviews. This assignment is due 9/21.

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. Company research assignment is due Friday, 10/2.

VIRTUAL 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. This is a critical learning experience. Mock interviews are scheduled for 10/5 virtually and more information will be submitted

prior to the assignment regarding logistics. **Sign-up deadline is Monday, Sept. 28th at 11:59 pm**

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

BUSINESS ETIQUETTE DINNER:

Due to this being a virtual class, your etiquette dinner assignment will be to watch a video from a prior ACCT 3405 Etiquette dinner. The speaker covers a variety of important need-to-know items to feel confident in your business dining with colleagues and clients and will help prepare you for a strong performance during internship recruitment week. After watching the video, you will complete a 10-question quiz on the content of the video and upload it to Canvas. Assignment due 11/9.

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. It is important that you take detailed notes of each speaker, as this assignment requires a detailed account of one of the featured speakers. Related follow-up assignment is due 11/30.