UNIVERSITY OF NORTH TEXAS

ACCT 3405 Professional Development

Fall 2026 Sections 003 Syllabus, August 17, 2026 to December 11, 2026

Instructor: **Kyndell Bailey (Section 003)**
Location: **BLB 010**
Meeting Time: Tuesday 4:40 pm – 5:30 pm
Office Hours: Tuesday/Thursday 11:00 am to 12:30 pm (Office 367A) or By Appointment (email for available times)

Materials: There is no assigned textbook for this course.
Phone: 940-369-8602
Email: Kyndell.bailey@unt.edu

Grader/Assistant: **Jennifer Acosta**
Office Hours: Wednesdays 11 AM – 12 PM
Zoom Link: Jennifer Acosta's Fall 2026 Zoom https://unt.zoom.us/j/83476180255
Email: JenniferAcosta2@my.unt.edu

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 instruction, topics are covered with former students along with advice and interaction from accounting professionals to expose students to valuable insights from first-hand experiences.

COURSE OBJECTIVES:

- Understand the importance of self-assessment personally and professionally
- Develop a professional resume and understand professional written communication etiquette
- 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 the requirements for the ACCT Internship
- Understand multiple career paths in accounting and how to effectively search for opportunities in the industry
- Understand the types of professional certifications and how they can enhance a career in accounting

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 assist with any challenges you may have 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.

ATTENDANCE POLICY: Attendance is a graded activity and is expected. Everyone begins the class with 20 points for attendance. Attendance will not be reported in Canvas until the end of the semester, but will be tracked offline by our Graduate Assistant, Jennifer Acosta. Attendance points are assigned using the following schedule:

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

ABSENCES: Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

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 will need 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.

COURSE MATERIALS FOR REMOTE INSTRUCTION

Remote instruction may be necessary if community health conditions change. Students will need access to a webcam and microphone to participate in fully remote portions of the class. Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn

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, the university will impose recommended sanctions for academic integrity violations. The university's academic integrity policy can be found at http://policy.unt.edu/policy/06-003.

ACADEMIC INTEGRITY: The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree and is unacceptable.

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large-scale "cutting and pasting" from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote. Your instructor will specify what materials, if any, may be used on the tests and exams.

Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual's exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student's participation.

iClicker activities fall under the provisions of our campus academic honesty policy. Students must not engage in academic dishonesty while participating in iClicker activities. This includes but is not limited to:

- Checking in while not physically in class
- Having another student check you into class
- Answering polling questions while not physically in class
- Looking at other students' devices while answering live questions
- Using more than one iClicker remote or account at a time

Any student found to be in violation of these rules will lose their iClicker points for the entire term and may be reported to the Dean of Students

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.

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: You can request accommodations at any time, but it's important to provide ODA notice to your faculty as early as possible in the semester to avoid delays in implementation. Keep in mind that you must obtain a new letter of accommodation for each semester and meet with each faculty member before accommodations can be implemented in each class. You are strongly encouraged to meet with faculty regarding your accommodations during office hours or by appointment. Faculty have the authority to ask you to discuss your letter during their designated office hours to protect your privacy. For more information and to access resources that can support your needs, refer to the Office of Disability Access website (https://studentaffairs.unt.edu/office-disability-access)

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

ASSIGNMENTS: Please note the guidelines in Canvas for submission of assignments in the course. All assignments are due on the date shown and should be submitted in Canvas unless otherwise directed.

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 respect and courtesy for others. I expect students to maintain the highest standards of professionalism in the classroom. Your communication skills, appearance, and attitude affect your professional image and that of UNT in the eyes of others. Professionalism is exemplified by a willingness to 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 on 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.

ACCOUNTING INDUSTRY 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.

SUMMARY OF COURSE GRADING COMPONENTS AND GRADE SCALE:

Class Attendance	20 points
Resume Assignment	40 points
Revised Resume Uploaded to Handshake	10 points
Company Research Assignment	35 points
Mock Interview	50 points
Career Exploration	20 points
Employer Lecture Series Assignment	25 points
JAAB Networking Assignment	40 points

Total course points (excludes extra credit) 240 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%

LATE PENALTY: 10% per day, up to 4 days past due. **No grace period or late assignments may be turned in beyond 4 days** unless for a **pre-approved** excused reason.

CLASS ATTENDANCE:
As mentioned previously, class attendance will be worth a total of 20 points. Everyone begins the class with 20 points. You will lose points if you do not attend or arrive 5 minutes after class has begun. 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.

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. Please apply professional content and appropriate formatting to these documents per the desired format our accounting recruiting partners have requested.

COMPANY RESEARCH ASSIGNMENT:
The goal of this assignment is to help you learn the benefits and ways to thoroughly research a potential employer. A company/firm research form is on Canvas. The assignment must be typed into this document and uploaded to Canvas.

MOCK INTERVIEWS:
You will participate in a 30-minute in person mock interview with an employer or staff/faculty members at UNT. This is an opportunity to learn and practice your interviewing skills with an expert. Employers will ask you several questions and provide you with feedback. Please use this opportunity to improve or learn more about interviewing and build your confidence for future interviews. This is a critical learning experience which will provide a solid foundation for success in internship and/or full-time job interviews in the future.

***** Professional dress is required even though these are mock interviews. *****

CAREER EXPLORATION ASSIGNMENT:
As will be discussed in this course, there are many career paths you can pursue related to accounting. In preparation for the discussion in class, you will research one accounting career path and answer the questions on the worksheet provided, citing all sources.

EMPLOYER LECTURE SERIES ASSIGNMENT:
The goal of this assignment is to encourage learning from employers who present to our class. These speakers provide insight into potential careers and important things to know in the professional workplace in accounting. It's important to take detailed notes during each speaker's presentation, as this assignment requires a detailed account of one of the employer lecture series classes. Be sure to review the form prior to our first employer lecture so you are aware of the types of information you will be asked to discuss in this assignment.

This syllabus is subject to change. Any changes affecting deliverables/deadlines will be announced in class and Canvas.

Course Calendar

Week	Date	Topics	Assignments & Instructions
1	8/18/26	**Class Overview, Introductions and Goals** Student Organizations Present	Bring resume to next class (8/25/26) **Extra Credit Opportunity (Worth up to 2.5 points):** Attend 1 Eagle City – Business Ready Series Event (see flyer in week 1 module)

2	8/25/26	**Accounting Resumes (Lab)**	**Accounting Resume Assignment Due Tuesday, 9/1/26 11:59pm**
			- Upload a **pdf version of an Accounting-formatted** resume into Canvas
			- *****MUST FOLLOW UNT ACCOUNTING RESUME TEMPLATE*****
			
			Jennifer Acosta (grader) is available to review resumes prior to submission:
			- Tuesday, Aug. 24 and Aug. 28, 9:00-10:00 am
			  ○ Jennifer Acosta - Zoom Meeting Invite
			- Monday, Aug. 31 and Sept. 4, 10:00-11:00 am
			  ○ Jennifer Acosta - Zoom Meeting Invite

3	9/1/26	**Interviewing Skills Part 1** Briefly touch on networking & elevator pitch in preparation for fairs	**Mock Interview Sign-Ups (Open Tuesday, 09/01/26 at 12:00 pm and close Tuesday, 09/08/26 at 11:59am)** - You will not be able to sign up outside of this window without a 10% penalty! - You must update your resume with the feedback provided and upload it to your Handshake profile **BEFORE** signing up for a mock interview If you need assistance with updating your resume based on the feedback, please attend Jennifer Acosta's (Student Assistant)'s office hours. **Thursdays 9:00-10:00 am** **Extra Credit Opportunity (Worth up to 2.5 points):** Attend the Business Career Fair on September 2, 2026; Location: Union 314; Time: 3pm to 6pm
4	9/8/26	**Interviewing Skills Part 2** Accounting Career Paths + Internships & Business Communications during Internships (professional emails, client communications, and virtual meetings)	Discuss Company Research Assignment • Complete for the company/organization you are mock interviewing with Discuss Career Exploration Assignment **Updated Resume Uploaded to Handshake AND Sign Up for Mock Interview By (9/08/26, 11:59 am)**

Week	Date	Topics	Assignments & Instructions
5	9/15/26	**Mock Interview Event (NO CLASS) – Day 1** Arrive at the Career Center (2nd floor of Sage Hall) for your mock interview at the time you selected	**Company Research Assignment Due Tonight (9/15/26, 11:59 pm)** • Complete for the company/organization you are mock interviewing with. **Meet the Accounting Firms is 9/17/2026**
6	9/22/26	**Internship Panel** - Pointers and feedback from students who have completed an accounting internship(s)	**Career Exploration Assignment Due Tonight (9/22/26, 11:59 pm)** Debrief Mock Interview and MTFN
7	9/29/26	**Mock Interview Event (NO CLASS) – Day 2** Arrive at the Career Center (2nd floor of Sage Hall) for your mock interview at the time you selected	
8	10/6/26	Career Fair / Online Networking and Elevator Pitch Practice	Debrief Mock Interview
9	10/13/26	**Employer Lecture Series** Careers in Governmental Accounting Panel	Discuss Employer Lecture Series Assignment
10	10/20/26	**JAAB Required NETWORK event (No Class)** An evening of networking with accounting professionals	**5 p.m. - 6:30 p.m. Union 314. Business Casual**
11	10/27/26	**Employer Lecture Series** Corporate Accounting Panel	Discuss tax/audit questionnaire; will not turn in but please complete prior to next Tuesday's class.
12	11/3/26	**Employer Lecture Series** KPMG – Overview of Audit and Tax Service Lines	
13	11/10/26	**Employer Lecture Series** Public Accounting Panel	Reminder on Employer Lecture Series Assignment
14	11/17/26	**Professional Certifications** (CPA, etc.) **and Graduate Degrees** Guest Speakers - Kim Holland from Becker and Taylor Jordan from RCOB Grad Programs Office (GPO)	**Employer Lecture Series Assignment Due By Tonight (11/17/26, 11:59 pm)**

Week	Date	Topics	Assignments & Instructions
15	11/24/26	Thanksgiving Break – No Class	
16	12/1/26	General wrap-up	This is our final class; no final. Good luck on all your finals next week and please stay in touch!
17	12/8/26	NO CLASS – Review your attendance and preliminary grades for accuracy this week on Canvas. Grades will be turned into the registrar on 12/11/26 4 pm	Finals Week – no class, no final. Review your posted grade in Canvas.