

UNIVERSITY OF NORTH TEXAS

ACCT 3405 Professional Development

Fall 2021 Sections 001 & 002 Syllabus, August 23, 2021 to December 6, 2021

Instructor: Susan Bradley (Section 1) and Dee Wilson (Section 2)
Grad Assistant: Mackenzie Compton ("Kenzie")
Meeting Time: Mondays, 3:00p – 3:50p (Bradley) and 4:00p – 4:50p (Wilson)
Location: BLB 180
Materials: There is no assigned textbook for this course.
Office Hours: Email instructor to schedule an in person or Zoom meeting.
Phone: 940-565-4575 (Bradley) and 940-565-4293 (Wilson)
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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 instruction, topics are covered by using former students along with advice and interaction from accounting professionals 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 assistance 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.

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

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 class grader, Mackenzie Compton. 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>.

Course Policies, Fall 2021

Face Coverings

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

Attendance

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.

If you are experiencing any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (<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 PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Course Materials for Remote Instruction

Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a [webcam and microphone – faculty member to include what other basic equipment is needed] to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: [list specific software, supplies, equipment or system requirements needed for the course]. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>

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.

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.

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>

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 a 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 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 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.

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.

Course Calendar

Week	Date	Topics	In Class Assignments & Instructions
1	8/23/21	Class Overview, Internship Recruiting Process (Brian and Christine)	No assignment.
2	8/30/21	Accounting Resumes. Handshake demo. Student organizations.	Accounting resume assignment (due Friday, 9/10, 11:59 pm; upload a pdf version of your Accounting-formatted resume into Canvas)
3	9/6/21	LABOR DAY HOLIDAY – NO CLASS	
4	9/13/21	Other business communications including cover letters, thank you letters, professional emails, client communications, virtual meetings.	Decker email course code (optional)
5	9/20/21	Interviewing skills. Strategies for managing interview anxiety. Demo of Big Interview tool. Discuss resume edits and Handshake sign-ups for Mock Interviews.	Return and discuss resumes, and how to ensure correct resume is uploaded for mock interviews. Big Interview assignment (due Friday, 10/1 at 11:59 pm)
6	9/27/21	Continuation of interviewing skills and strategies. Mock interview benefits and strategies. Virtual interviewing pointers. Importance of pre-interview research. Other business communications and situations: social events, staying in touch, attire and appearance.	Mock Interview Sign-ups open today (Monday, 9/27) at 5 pm and close Monday, 10/4 at 11:59 pm. You will not be able to sign up outside of this window without a significant penalty. Discuss Company Research assignment, due Friday, 10/8, 11:59 pm). Complete for the company/organization you are mock interviewing with.
7	10/4/21	Internship panel. Pointers and feedback from students who have completed an accounting internship(s).	Discuss process for RSVP'ing to Etiquette Dinner (do's/don'ts) + business cards and elevator statement.
8	10/11/21	Virtual Mock Interview Event (No class this day.) Please anticipate having your interview any time that day until you have a confirmed time.	
9	10/18/21	Discussion of etiquette in workplace and dining etiquette. Diversity, equity & inclusion in the workplace (video & discussion).	Discuss expectations for next Monday's etiquette dining event. Discuss etiquette dining quiz assignment, due 11/8/21, 11:59 pm.
10	10/25/21	Etiquette Dining Event (no class this day. PLEASE PLAN TO ATTEND FROM 4 to 8 PM – ASK OFF WORK, ETC)	
11	11/1/21	Employer Lecture Series Mid-Size Firms: Whitley Penn and Moss Adams	Discuss Employer Lecture Series Assignment; due Monday, 11/29/21, 11:59 pm
12	11/8/21	Employer Lecture Series Careers in Governmental Accounting Panel (TX Comptrollers, HHS, DHS, SEC)	Discuss tax/audit questionnaire; will not turn in (not graded) but please complete prior to next Monday's class.
13	11/15/21	Employer Lecture Series Public Accounting Panel. KPMG, Deloitte, HM&M Remember to bring your completed tax vs audit questionnaire to class for	

Course Calendar

		reference.	
14	11/22/21	Employer Lecture Series Corporate Accounting Panel FedEx, Southwest Airlines	Reminder to turn in employer lecture series assignment by Monday, 11/29, 11:59 pm.
15	11/29/21	Professional Certifications (CPA, etc.) and Accounting Masters programs Kim Holland of Becker and Natalie Bernard of UNT.	This is our final class; no final or class next week. Good luck on all your finals!
16	12/6/21	NO CLASS – Review your attendance and preliminary grades for accuracy this week on Canvas. Grades will be turned into the registrar on 12/13/21.	

SUMMARY OF COURSE GRADING COMPONENTS AND GRADE SCALE:

Class Attendance	20 points
Resume Assignment	40 points
Big Interview Assignment	15 points
Company Research Assignment	25 points
Virtual Mock Interview	50 points
Business Etiquette Dinner/Quiz	40 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%.

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 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.

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.

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 submit a critical reflection with a detailed description of what questions you answered, what you learned from watching your recordings, and how you will apply your learning in future interview situations, including this semester's virtual mock interviews.

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 and the assignment must be typed into this document and uploaded to Canvas.

MOCK INTERVIEWS:

You will participate in a 30-minute virtual mock interview with an accounting employer or staff/faculty members from 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 virtual interviews.***

BUSINESS ETIQUETTE DINING ASSIGNMENT:

Participate in a business dining etiquette event with UNT alumni and etiquette consultant, Chiana Diggs. You will complete and upload a quiz within the weeks following the event, testing your retention of key pointers shared by our speaker.

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.