UNIVERSITY OF NORTH TEXAS

ACCT 3405 Professional Development

Fall 2026 Sections 001 & 002 Syllabus, August 17, 2026 to December 11, 2026

Instructor: **Susan Bradley (Section 001)**
Location: **BLB 090**
Meeting Time: Monday 9:05 am – 9:55 am
Office Hours: By Appointment (email for available times)

Instructor: **Olegario Madera (Section 002)**
Location: **BLB 090**
Meeting Time: Monday 10:10 am – 11:00 am
Office Hours: By Appointment (email for available times)

Materials: There is no assigned textbook for this course.
Office Hours: Email the instructor to schedule a meeting.
Phone: 940-565-3087 (**Bradley) ;** 940-565-3151 **(Madera)**
Email: Susan.Bradley@unt.edu ; Olegario.Madera@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 / 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 by using 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 an 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 that 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 log in to Canvas using their EUID and password. Only the 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 Student/Grader Assistant, Max Quevedo. 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 a 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.)

By state law, students absent due to a religious holiday may take examinations or complete assignments scheduled for the day missed within a 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 crucial 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 the University of North Texas academic integrity standards. If there is an academic integrity violation, the university recommends that sanctions for academic integrity violations be imposed. 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: 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 submitting assignments for 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 message's subject matter.
- 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 IMA membership benefits at significantly reduced rates.

Course Calendar

Week	Date	Topics	Assignments & Instructions
1	8/17/26	Class Overview, Introductions and Goals Student Organizations Present	Bring resume to next class (8/24/26) *Required Eagle City and JAAB Networking Event on **October 20 - Register on Handshake**
2	8/24/26	Accounting Resumes (Lab) Acceptable vs. Not Acceptable AI Use Intro to STAR Method	**Accounting Resume Assignment Due Monday, 8/31/26 11:59pm** - Upload a **pdf version of an Accounting-formatted** resume into Canvas 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	8/31/26	Interviewing Skills Part 1 Briefly touch on elevator pitch in preparation for fairs, and intro accounting career paths	Resumes Returned before Class **Mock Interview Sign-Ups (Open Tuesday, 9/1/26 at 12:00 pm and close Tuesday, 9/08/26 at 12:00pm)** - 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** Business Career Fair is September 2, 2026 Discuss Company Research Assignment Complete for the company/organization you are mock interviewing with **Updated Resume Uploaded to Handshake AND Sign Up for Mock Interview By (9/09/26, 11:59 pm)**
4	9/7/26	Labor Day (No Class)	
5	9/14/26	**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 (9/14/26, 11:59 pm)** - Complete for the company/organization you are mock interviewing with. Meet the Accounting Firms is 9/17/2026

6	9/21/26	Interviewing Skills Part 2 Other Business Communications - Cover letters, thank you letters, professional emails, client communications, virtual meetings	Debrief Mock Interview and MTFN Discuss Career Exploration Assignment
7	9/28/26	**Mock Interview Event – DAY 2** Arrive at the Career Center (2nd floor of Sage Hall) for your mock interview at the time you selected	More information TBA.
8	10/5/26	Career Fair / Online Networking and Elevator Pitch Practice	**Career Exploration Assignment Due Tonight (10/5/26, 11:59 pm)**
9	10/12/26	**Internship Panel** - Pointers and feedback from students who have completed an accounting internship(s)	Discuss Employer Lecture Series Assignment Mock Interview Feedback Returned Before Class
10	10/19/26	**Employer Lecture Series** Careers in Governmental Accounting Panel – IRS, UNT System, City of Denton	
--	10/20/26	**JAAB Required NETWORK event (Tuesday)**	**5 p.m. - 6:30 p.m. Union 314. Business Casual**
11	10/26/26	**Employer Lecture Series** Corporate Accounting Panel - Peterbilt Toyota, FedEx	Discuss tax/audit questionnaire; will not turn in but please complete prior to 11/2/26 Monday's class.
12	11/2/26	**Employer Lecture Series** KMPG – Overview of Audit and Tax Service Lines	
13	11/9/26	**Employer Lecture Series** Public Accounting Panel – EY, Baker TIlly	Reminder on Employer Lecture Series Assignment
14	11/16/26	**Professional Certifications** (CPA, etc.) **and Graduate Degrees**	**Employer Lecture Series Assignment Due By Tonight (11/16/26, 11:59 pm)**
15	11/23/26	Thanksgiving Break – No Class	
16	11/30/26	General wrap-up	This is our final class; no final. Good luck on all your finals next week and please stay in touch!
17	12/7/26	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.

SUMMARY OF COURSE GRADING COMPONENTS AND GRADE SCALE:

Class Attendance	20 points
Resume Assignment	40 points
Revised Resume Uploaded to Handshake	10 points
Mock Interview Company Research	35 points
Mock Interview	50 points
Career Exploration Assignment	20 points
Employer Lecture Series Assignment	25 points
JAAB Networking Assignment	40 points
Eagle City Programming, Business Career Fair (Extra Credit)	5 points
Total available course points	**245 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. 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 in 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 research a potential employer thoroughly. 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 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 that 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:
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 on

Canvas.

Participation in my iClicker sessions will count toward your final grade. Attendance/polls/quizzes/assignments will be worth 10% of your final grade. You will earn 20 points for each correct question you answer.

You are required to participate with the iClicker student app on a smartphone, tablet or laptop. It is your responsibility to follow the steps below to properly get added to my iClicker course. It is also your responsibility to regularly check your iClicker records for any discrepancies and bring them to my attention within 48 hours.

I have set up an iClicker integration with our campus Learning Management System, which will pull your name directly into my iClicker roster.

1. If you have an existing iClicker student account that uses our official university email address and/or Student ID, you will automatically be added to our iClicker course.

- If the iClicker system does not find a matching iClicker student account, you will receive an email from iClicker Support with instructions to update your existing account's profile or create a new account.
- Please note that this email may appear in your Spam or Junk folders.

2. If you receive an email prompting you to create or update your iClicker student account, make sure you include the correct account information.

- If you already have an iClicker account, do **not** create a new account. Instead, log in and edit your existing account's profile to avoid confusion and potential loss of points due to multiple accounts.
- Ensure that your iClicker profile includes the following information:
- Institution email address
- Enter here the student ID that your LMS roster uses (e.g., CanvasID or Blackboard Username)

3. You should be dropped directly into this course, ACCT 3405.

- If you don't see this course in your account, use the + sign to search for my course:
- In the "Find Your Institution" field, enter University of North Texas.
- In the "Find Your Course" field, enter ACCT 3405.001/.002: Professional Development.
- Select "Add This Course" and it will be added to the main Courses screen of your iClicker account.

4. Set up the device(s) you'll use to participate in our class sessions.

- You can download the iClicker student mobile app via the App Store or Google Play, or you can use the iClicker web app by signing in as a student at iclicker.com.
- Connect to our classroom's Wi-Fi:
- The wireless network you should use in our classroom is [WIRELESS NETWORK NAME].
- Enter any additional information students need to join the network here.

5. Now the fun part! Participate in my iClicker class activities.

- [GPS-enabled Attendance]: I have turned on a GPS location requirement for iClicker in our class. If you are not physically in class when you try to join with iClicker, you will not be counted as present and will not be able to respond to my polling/quizzing questions.
- You will need to allow the device you are using to reveal your location in order to successfully check in.
- If you have any issues with your device's location settings, refer to the Attendance Geolocation Troubleshooting Guide.
- [Synchronous class activities]: When it's time for class, make sure you have selected my course from the main screen of iClicker.
- Select the **Join** button that appears on your screen, then answer each question I ask in iClicker.
- For short answer, numeric, and target questions, make sure you select **Send**. [Note: Students with remotes cannot respond to target questions.]

6. Keep track of your attendance, review your work, and study after class in iClicker.

- You can review your attendance record in iClicker, making it easy for you to manage your course attendance.
- You can review your grades, performance, and participation in iClicker.
- You can bookmark the questions I asked during class to turn them into flashcards or practice tests in the Study Tools section of iClicker. [Note: Instructors must share images and grade responses in order for students to use Study Tools as designed.]

Need help with iClicker?

- If you are having trouble with your iClicker access code, check out this guide to access code errors.
- If you are having issues connecting to the iClicker student app, check out these iClicker connectivity tips.
- If you are having issues seeing your iClicker points, check out this troubleshooting guide.
- Find answers to other questions and contact the iClicker Tech Support Team by visiting http://iclicker.com/support at any time.