

UNIVERSITY OF NORTH TEXAS

ACCT 3405.002

Fall 2019 Syllabus

Instructor: Susan Bradley, MBA
Meeting Time: Monday 4:00 – 4:50 pm
Office Hours: Wednesdays, 12:30 – 2:30 pm, or by appointment
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COURSE DESCRIPTION: This course provides skills and knowledge in several broad areas desired by public and corporate accounting employers. It helps you understand that technical competence in the work environment is not the only important aspect of your professional responsibility. Professionalism is a course that will provide informative insights and tools for enhancing accounting career opportunities. In addition to faculty instructions, topics are covered by using former students and other guest lecturers from business, industry and government to expose students to valuable insights from first-hand experiences.

Prerequisites: ACCT 3110 with a grade of C or better. This course may not be taken more than twice at UNT.

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.

ELECTRONIC DEVICES: Use of electronic devices (e.g., cell phones, ect.) is NOT ACCEPTABLE in this class unless it is part of a specific direction from the instructor. If I discover your use of any of these devices in class, I will stop my discussion/lecture and ask you to put your device away. This may prove to be embarrassing to you; however, consider it a learning lesson. If you are fired from your first job for using electronic devices in a meeting, that would be much worse! Repeated use of electronic devices will result in me dropping you from the class. EXCEPTION: If you are using your computer, iPad, or similar device to take notes, review the PowerPoint and assist in the learning process, that is an acceptable purpose.

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

ATTENDANCE POLICY: Attendance is a graded activity and is expected. Everyone begins the class with 20 points for attendance. Attendance points are assigned using the following schedule:

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

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

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

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

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

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 succeed.unt.edu.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES: Please note the guidelines for the arrangement of testing accommodations for students with disabilities. Students are responsible for requesting accommodations from the Office of Disability Accommodation, according to its procedures and policies. To verify the eligibility of the student, students are expected to show appropriate documentation to the instructor when they first request accommodation. Students are to provide a written request for each test accommodation to their instructor (an e-mail will suffice provided you have received a reply from the instructor). <http://policy.unt.edu/policy/16-001>

CLASS EVALUATION (SPOT): Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The short SPOT survey will be made available. You will receive an email from "UNT SPOT Course Evaluations via 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 for submission of assignments in the course. All assignments are on the due date 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. 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 membership benefits at significantly reduced rates.

Course Calendar

Week	Date	Topics/Reading	In Class Assignments & Instructions
1	8/26	Chapters 1 & 11 Goal Setting and Accounting Programs	Instruction of class policies and syllabus, how to set professional goals for your ACCT career and ACCT Programs
2	9/2	Labor Day – No School	
3	9/9	Chapters 14 & 9 – Job Search Portfolio Resume Writing, Cover Letter and Thank You Letter	Ex: Formats of Resume, Cover Letter and Thank You Letters Discussion: Resume Assignment Job Search Assignment due 9/8
4	9/16	Chapters 15 Interview Technique	Discussion: Handout Sign-Up for Mock Interviews Resume Assignment Due: 9/15
5	9/23	Accounting Internship Program	Internship Panel
	9/25	Business Career and Internship Fair	
6	9/30	GT Networking Event Chapters 13&16 Networking and Professional Conversations	Guest Speakers: Grant Thornton Practice Networking with Professionals/discuss Business Career Fair
7	10/7	Mock Interviews	Mock Interviews meet at UNT Career Center in Chestnut Hall Room 103 ****Professional Attire Required**** Company Research Assignment Due 10/6
8	10/14	Etiquette Dinner	Union 333 ****Professional Attire Required****
9	10/21	GRIT – KHA Accountants, PLLC	Guest Speakers: Jennifer Sicking, KHA Accountants Business Etiquette Follow-up Due 10/20
10	10/28	Moss Adams – Communication in the Workplace	Guest Speakers: Terry Pierce, Moss Adams
11	11/4	Employer Lecture: Internal Audit/Corporate	Employer: FedEx Services Internal Audit Team
12	11/11	Employer Lecture: Corporate Accounting Industry	Employer: Southwest Airlines
13	11/18	Employer Lecture: Government Accounting	Employer: Texas Comptroller's Office
14	11/25	Employer Lecture: ACCT Public Firms: Audit, Tax, Advisory	Employers: Deloitte, BKD, & Huselton, Morgan, and Maulsby (HMM)
15	12/2	Chapter 16 Career Success and Certificates	Discussion: Graduate School and other Professional Certifications Employer Lecture Assignment Due: 12/4

SUMMARY OF COURSE GRADING COMPONENTS AND GRADE SCALE:

Class Attendance	20 points
Resume Assignment	40 points
Company Research Assignment	20 points
Mock Interview Participation	50 points
Business Etiquette Dinner	40 points
Job Search 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:

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. Please remember when we have Guest Lecturer/Employers in class, class will start promptly at the scheduled time. During our employer lecture series, students tardy to class will not be permitted into class.

JOB SEARCH ASSIGNMENT:

The purpose of this assignment is to research potential jobs you would apply for before graduation. Canvas has the assignment format for you to follow. Job Search Assignment is due 9/8/2019.

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 resume will be due 9/15/19 at the beginning of class and make sure to upload your resume to Canvas prior to class. Please apply professional content and appropriate formatting to these documents.

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 10/6/2019.

MOCK INTERVIEWS:

You will participate in a 30-minute mock interview with an employer. This is an opportunity to learn and practice your interviewing skills with a professional. Employers will ask you several questions and provide you with feedback. Please use this opportunity to improve or learn more about interviewing.

This is a critical learning experience. Mock interviews are scheduled for 10/7/2019 at the UNT Career Center.

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

BUSINESS ETIQUETTE DINNER:

You will attend a dinner on 10/14/2019 in the Union Ballroom designed to help you in mastering the ability to dine in a professional environment. This will involve networking and listening to a guest speaker. You must fill out the PDF on Canvas following the dinner and turn in the packet at the beginning of class on 10/20/2019.

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. Related follow-up assignment is due on 12/4/2019.