

ACCT 3810

Professional Development in Accountancy

Course Syllabus – Fall Semester 2014

Meeting Time:	Thursdays from 4-4:50 pm
Location:	110 Lowder Hall
Instructor:	Mrs. Colby Lakas, Assistant Director of Graduate Programs (School of Accountancy)
Email:	colby.lakas@auburn.edu
Phone Number:	844-6253
Office:	359 Lowder Hall
Office Hours:	T/TR, 1:30-3:30 pm (and by appointment)
Credit Hours:	1 hour
Prerequisites:	Junior Standing or higher. Should be taken concurrently with ACCT 3110.
Required Materials:	Reading materials and quizzes will be provided on Canvas.

Course Description: This course will introduce you to the accounting profession; the recruitment process for internships and entry-level positions; the traditions, expectations, and ethical demands of the profession; and the availability of diverse career options.

Course Objectives: At the end of this course, students will show evidence of an understanding of the following:

- The accounting curriculum and study approach for upper-level coursework
- How to develop an accounting resume
- How to dress for success
- The recruiting process for the accounting profession
- Behavioral interview preparation
- Business etiquette
- Networking techniques
- Graduate school options and the GMAT
- CPA exam preparation
- Career options in public accounting and industry
- Internship protocol
- The importance of professionalism in the work place

Dress Code: For five class meetings (indicated with an asterisk in the class schedule below), you are expected to dress in **business casual** attire. This means no jeans, sweatshirts, t-shirts, flip flops, hats, etc. Appropriate dress for men consists of dress slacks and a long-sleeved collared shirt or polo. For women, dress pants/skirts with blouses or sweater sets are suggested (no sleeveless or cropped pants). Those students who are not in business casual will not be awarded a point towards their overall class grade for the day. For all other class meetings, attire is casual.

Course Content:

Date	Topic/Reminders
August 21	Course Introduction, the ACCT Curriculum & Study Approach
August 28	Recruiting Process Overview: Resumes and Meet the Firms BRING A ROUGH DRAFT OF YOUR RESUME TO CLASS
September 2	Meet the Firms (Professional Development Event)
September 4	Recruiting Process Overview: Socials, Interviews, & SLPs
September 11	Networking in the Accounting World
September 18	Business Etiquette & Communication for Accounting Majors
September 25	Deep Dive: Interviews & Offers*
October 2	Becoming a CPA: Education Requirements (MAcc)*
October 9	Becoming a CPA: The CPA Exam & Work Experience* Becker & ASCPA Pizza Party in Alabama Power Room – 5 pm (optional, but attendance strongly encouraged)
October 16	Fall Break – NO CLASS
October 23	Find Your Fit: Audit, Tax or Advisory?*
October 30	Find Your Fit: Big 4 and Local/Regional Firms*
November 6	Find Your Fit: Corporate/Industry Accounting
November 13	Internship Overview
November 20	Panel Discussion: MAcc Program & Internships
November 27	Thanksgiving Break – NO CLASS
December 4	LAST CLASS DAY – Review of Concepts

**denotes business casual attire for class*

Course Requirements/Evaluation: Grading is based on attendance in class, a professional event, and academic advising session; participation; resumes; and quizzes on material covered. The scale is based on the following:

Grade Assignment	Point Value
Satisfactory (S)	80 points or higher
Unsatisfactory (U)	79 points or lower

Activity	Point Value	Description
Class attendance	42	You will receive 3 points for attending each class indicated on the schedule and conducting yourself in a professional manner while present. Professional behavior means being on time, being respectfully attentive to the instructor, and not leaving early. Attendance is evidenced by your

		<p>signature on a sign-in sheet.</p> <ul style="list-style-type: none"> • <i>It is your responsibility to make sure that you sign the sheet; otherwise you will not receive credit for attendance.</i> • <i>If I decide that your behavior is unprofessional, you will not receive credit for attending the class.</i>
Class quizzes/surveys	28	<p>You will receive 2 points for completing a short quiz on Canvas after each class period. These quizzes are “open notes” and are meant to reinforce topics covered during the discussion. All quizzes must be completed in Canvas prior to the next class meeting, and you should still complete a quiz even if you missed class that day (materials are posted on Canvas to aid your answers). Note that the last two classes have surveys vs. quizzes. You must be present for class to receive credit for the 2 surveys.</p>
Class participation	10	<p>A maximum of 10 points can be earned by preparing written questions for the instructor based on content to be discussed that day. (You can receive 1 point for preparing a written question and/or 1 point for asking a question aloud to the instructor. You must identify yourself by name/class year when asking the question.) Prepared questions are to be submitted in Canvas prior to when the class meeting the question relates to commences.</p>
Business Casual Attire	5	<p>There are five class meetings (designated by an asterisk on the class schedule) that require business casual attire. You will receive 1 point per class meeting for dressing properly.</p>
Academic Advising Meeting	5	<p>Each student must meet with your academic advisor before the end of the semester to obtain a current plan of study. Your attendance at a group advising session or individual meeting before the last class day will be confirmed with the Academic Advising office to award 5 points. It is in your best interest to fulfill this requirement prior to spring registration, as an accurate plan of study will dictate the classes you enroll in for the next semester.</p>
Resume	5	<p>You will receive 5 points for uploading a perfected version of your resume to a profile in Tiger Recruiting Link (TRL). Please wait to do this until after the class session relating to resumes. If you did not previously have a TRL account, you must budget time for having it approved by a career coach in the OPCD. TRL must show an upload date during the semester, and the upload must be completed by the last class meeting of the semester.</p>
Career Development	5	<p>Attending a Career Development Event such as Meet the</p>

Event		Firms (PREFERRED) or an OPCD seminar will earn 5 points. A schedule of potential activities will be provided and you will only receive credit if you sign the sign-in sheet at the event or provide proof of your attendance to the instructor.
Total Possible Points	100	

Attendance Policy:

Excused Absences: Students are granted excused absences from class for the following reasons: Illness of the student or serious illness of a member of the student’s immediate family, the death of a member of the student’s immediate family, trips for student organizations sponsored by an academic unit, trips for University classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from this class for any other reason must contact me in advance of the absence to request permission. I will weigh the merits of the request and render a decision. When feasible, the student must notify me prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please see the Tiger Cub for more information on excused absences.

Make-Up Policy: Arrangement to make up missed classes or assignments due to properly authorized excused absences must be initiated by the student within one week from the end of the period of the excused absences. Except in unusual circumstances, such as continued absence of the student or the advent of University holidays, a make-up assignment will take place within two weeks from the time that the student initiates arrangements for it. Except in extraordinary circumstances, no make-up assignments will be arranged during the last three days before the final exam period begins. The format of the assignment will be attending an additional professional development event, or a one-page written research paper on a topic TBD by the instructor. After your make-up assignment is completed, you will receive 3 points for the missed class or event. You should still complete that day’s online quiz to receive the additional 2 points.

School of Accountancy Academic Honesty Policy

We, the School of Accountancy (SOA) faculty, believe in the honesty and integrity of our students. Experience has taught us that many academic honesty issues arise from the lack of clear guidance and communication. The SOA Academic Honesty Policy was implemented to improve guidance and communication related to academic honesty. In addition to this policy, your professor will provide additional clarity as it relates to course-specific, academic honesty issues.

General:

All portions of the Auburn University student Academic Honesty Code (Title XII) found in the *Student Policy eHandbook* will apply to this class. The Academic Honesty Code can be accessed at:

<https://sites.auburn.edu/admin/universypolicies/Policies/AcademicHonestyCode.pdf>.

All academic honesty violations will be reported to the Auburn University Academic Honesty Committee.

Exams:

No part of any exam from any accounting course (past and present) at Auburn University may be possessed, reproduced, stored in a retrieval system, used in a spreadsheet, or transmitted in any form or by any means—electronic, mechanical, photocopying, recording, or otherwise—without the written permission of the course professor from which the exam originated. Violation of this policy will be considered a violation of the Academic Honesty Code.

Collaboration:

Many courses within the School of Accountancy require completion of projects, cases, exercises, and/or other assignments outside of the classroom environment. The professor may require that these assignments be completed individually or within a group setting. Each student (and group) should understand and abide by the collaboration guidelines for *each assignment* in order to avoid violating the Academic Honesty Code.

The acceptable level of collaboration may vary greatly from assignment to assignment, course to course, and from professor to professor. It is the professor's responsibility to notify students to what extent collaboration is allowed. **Absent written notification from the professor you should assume that collaboration of any sort is NOT permitted.** Collaboration includes a number of activities, such as working together to complete an assignment, discussing an assignment before it has been completed, and discussing an assignment after it has been completed but before it has been turned in. Make sure that you understand the degree of collaboration allowed by the professor. If you are not sure, ask the professor.

Disability Accommodations: Students who need special accommodations in class, as provided for by the American Disabilities Act, should arrange a confidential meeting with me during office hours the first week of classes - or as soon as possible if accommodations are needed immediately. You must bring a copy of your Accommodation Memo and an Instructor Verification Form to the meeting. If you do not have these forms but need accommodations, make an appointment with The Program for Students with Disabilities, 1244 Haley Center, 844.2096 (V/TT).

Diversity: Diversity at Auburn University encompasses the whole of human experience and includes such human qualities as race, gender, ethnicity, physical ability, nationality, age, religion, sexual orientation, economic status, and veteran status. These and other socially and historically important attributes reflect the complexity of our increasingly diverse student body, local community, and national population. Auburn University recognizes and values the considerable educational benefits emanating from diversity as we prepare our students for life and leadership in a multicultural world. Students who interact with and learn about people from a variety of backgrounds are more apt to understand, appreciate, and excel in the community they inhabit. In this context, diversity is aligned with Auburn University's land grant mission of providing its students with a superior education in service to the needs of Alabama, the nation, and the world. Contact the Office of Diversity at www.auburn.edu/diversity.