

ACCT 6310/6316
ADVANCED AUDITING & ASSURANCE SERVICES
AUBURN UNIVERSITY

Instructor: Duane Brandon, PhD
Taylor Professor
341 Lowder Business Building
Office Phone: (334) 844-6215
Email: branddm@auburn.edu

Class Hours: M-F 8:00 – 9:30
M-F 9:45 – 11:15

Office Hours: M & W 1:00 pm to 2:00 pm and by appointment

POLICIES FOR CONDUCT OF THE COURSE

Required Materials

- Most Course Notes, Assigned Cases, Supplemental Readings, and Problem Sets, are available via the web, Canvas and/or Distributed in Class.
- Any recent (last 3 years) undergraduate auditing textbook. I'm using Messier, Glover, and Prawitt, Auditing & Assurance Services (I'm using the 10th edition, the 9th is also fine).

General Content and Objectives

A primary objective of this course is to provide an in-depth understanding of the external assurance services market. A well educated accountant possesses not only technical knowledge, (i.e. GAAP, GAAS, etc...), but other skills that enable them to perform services valued by society. Therefore, this course is designed to enhance your communication, analytical, and decision making skills (among others).

Classes will be discussion oriented. I will try to *lecture* as little as possible. This means that **your preparation for and participation in this class is crucial to your success in this course**. My hope is that my primary role will be to stimulate and guide class discussion.

Writing Guidelines

For any assignment that includes a written document, imagine that I am your supervisor and your performance on the assignment will weigh heavily on whether you get promoted or receive a raise. Another way of looking at your work would be to imagine that the document you produce will be published where all of your friends and colleagues will likely read it (e.g. in the Journal of Accountancy). In my experience, I have found that what usually separates the “well written” from the “horribly written” is **effort**. Take the time to do the best you can.

Group Projects - The Audit Team

You will complete several group projects outside of the class with your audit team as well as multiple in class assignments. Each student is assigned to an audit team with three or four other members of the class, which simulates the “real” world of public accounting. No class member has the option of not participating in team exercises. Only one turn-in copy of each team assignment is accepted. Meeting time conflicts must be worked out among the teams. An important objective of this approach is to help future auditors develop the ability to perform assigned tasks without having the luxury of choosing a team. You will be randomly assigned to (or allowed to select) a group in the first week or so of class.

Your individual grade for group projects will depend on the performance of the group and your evaluations completed by the other group members. This means that it is possible for members of the same group to receive different grades depending on the other group members' evaluations. Group evaluation forms will be available via the web and must be submitted electronically. Specific group project instructions will be available on Canvas.

Class Preparation and Attendance

Advance preparation for class is not only expected but it is required. This includes reading assigned material, and completing assigned projects. Note that **attendance is required** and promptness is expected.

While attendance is necessary, it is insufficient. Class participation points will be awarded based on active engagement in discussions, performance when called upon by the instructor, contributing at other points during the course, and working assigned problems and quizzes, some of which will be turned in at the start of class. Please note that monopolizing class time will not increase your class participation points. **You will be asked to provide the instructor with an index card with your picture on it so you can be called on randomly during class discussion.**

Professionalism

This is a class leading to a professional degree. Therefore, I fully expect you to behave professionally. I reserve the right to deduct **10 or 20 points (depending on the severity)** for any of the following: **failure to be prepared for class, missing class, tardiness, monopolizing class time, sleeping in class, disrupting class with chatter between classmates, reading the newspaper, studying for other courses, making impolite or insensitive comments, or other similar actions.** Be warned that I will not embarrass you in class; however, I am quite observant and will note any of these actions and deduct points when necessary. I do not expect you to be perfect, but if your behavior is obvious enough to distract me, then it is obvious enough to distract others. Also, you have the right to come to my office and discuss any reservations that you have with my conduct of the class or preparation. A successful classroom environment is the responsibility of both the students and the instructor.

Quizzes

There **may** be periodic quizzes on various course concepts and/or applications. Quiz grades will be included in your class participation grade.

Exam

Tentatively, there will be one exam administered during the semester. Makeup exams will be given **only** if you have notified me in advance of the exam and have provided me with a copy of a **valid and verifiable excuse** for the date of the exam. Please refer to the [Student Policy eHandbook](#) for a discussion of acceptable reasons for missing exams.

All students who accepted by the Graduate School, and elect to obtain their degree via the Graduate Outreach distance learning program are required to have a **test proctor**. This person is usually someone at the student's place of employment. **A TEST PROCTOR MUST BE AT LEAST ONE LEVEL ABOVE THE STUDENT OR A HUMAN RESOURCES/TRAINING/DEVELOPMENT REPRESENTATIVE FOR THE STUDENT'S COMPANY.** If a test proctor cannot be secured from within the student's company, a local librarian, or a community college testing service department may be utilized.

A test proctor must be willing and able to:

- Receive examination material from Auburn University.
- Administer examinations according to instructor guidelines included with each exam.

- Sign each exam cover sheet, attesting to the proper administration of the examination.
- Return tests to the address provided on the exam cover sheet.
- Give prior written notification (e-mail is acceptable) of discontinuation of Proctor Status. Any changes of proctor status should be addressed to Becky Young (Academic Evaluator)
- Maintain a file copy of all completed tests. This will serve as a back-up in the event of a test being lost and are to be held until a grade is assigned for the course. After a grade has been assigned for the course, the test files are to be destroyed.
- Communicate test due dates to students in a timely manner so any potential conflicts may be resolved prior to the due date.

Grading

6310-Graduate		6316-Grad Outreach	
<u>Assignment</u>	<u>Points</u>	<u>Assignment</u>	<u>Points</u>
Class Participation	100	Class Participation	75
Midterm Exam	125	Midterm Exam	125
Group Presentation	100	Group Presentation	100
Case 1	25	Case 1	25
Case 2	25	Case 2	25
<hr/>		<hr/>	
Total	375	Total	350

Academic Dishonesty

All assignments are expected to be original works. Each student is expected to be familiar with the University’s policy on academic dishonesty. **Academic dishonesty will be dealt with in the harshest manner available within University guidelines.** Individual assignments must be prepared individually (no discussion except with me). Group assignment may only be discussed within the group and with me. **NO EXCEPTIONS WILL BE TOLERATED.**

College and Departmental Policies

- I. Drop policies dictated by the Auburn University Bulletin are strictly adhered.
- II. Any student, who, because of a disabling condition, may require special arrangements in order to meet course requirements is to contact the professor as soon as possible to make necessary accommodations
- III. Smoking, eating, and drinking (other than water) in class is prohibited. Help keep Lowder beautiful.
- IV. The only calculator permitted for examinations is the TI-1706 or a TI-1706+. The calculator is to be removed from its case prior to the exam and cannot be shared.
- V. The prerequisite for the course is acceptance into the masters of accountancy program.

Additional Points

While undergraduate education is meant to build a foundation necessary to enter a professional workplace, graduate education is an investment in yourself to prepare beyond the necessary minimum to work in a business environment. Therefore, you should evaluate each course that you take as a payoff from your investment. The relevant evaluation criteria should be your perceived return on investment. So, while working hard during a course might not be what you most want to be doing, employers will expect more from you because you have a graduate degree. Also, you will be competing with others having graduate degrees either in the region or nationally. The last situation that you should want to encounter is

the discovery that your competitors are better prepared than you. So when frustrated by the amount of work and/or difficulty with a graduate course, remember, you are helping to maximize the return on your investment. The payoffs from this investment are certainly affected by your efforts while here. I encourage you to take advantage of office hours when you need help with materials or have other issues to discuss. These hours are yours and you may discuss any issues that you like; however, those needing help on course work will receive top priority. If you come for help in the course, you are expected to be prepared. That is, you should have attended class, read the materials, and made a valid effort to understand the material or work on the assignment in question.

Disclaimer

The instructor reserves the right to change deadlines, the course schedule, and classroom procedures and policies if circumstances dictate. Any changes will be announced in class and I will allow plenty of lead-time for any changes in due dates.

Best of Luck this Semester!!!!!!!!!!

Distance Student Addendum

Syllabus/Schedule Modifications for Outreach Students

Groups

In most cases, you will be working in groups. I will assign your groups the first few days of class. If you have someone in mind you want to work with, let me know ASAP.

Participation

The participation grade for outreach students is 75 points to be awarded based on postings to the Canvas discussion board. Posting is not optional. Note that I will lock topics for comments approximately 7 calendar days after live (in-class) coverage.

Cases

In class cases should be discussed via the discussion board if class discussion is recorded.

Final Group Project

The FINAL presentations will require a slightly different approach for you. Each outreach group is required, at a *minimum*, to record audio over a PowerPoint presentation and create a slide show. I have never had a group unable to figure this out, so I'm sure you will have little/no trouble. Anything above and beyond this should be cleared with me in advance (e.g. video). Two important things: It must be one, and only one, file and it must "self present" (i.e. I should not have to click through it). You can also create a video. **Note:** Each group member **must** participate in and identify themselves in the presentation.

Assignment Schedule

Deadlines for all assignments and the exam are extended **3 working days** to allow for video problems. Refer to the syllabus for the extension (see the Exam section). So, for example, an assignment due on Monday would be extended to Thursday and an assignment due Friday would be due the following Wednesday.