

Course Syllabus

Professional Development for Accountants

ACCT 3300 Section 001 (On-line)

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(Note – I will not be in my office or checking voicemail during the Pandemic)

Welcome to ACCT 3300, *Professional Development for Accountants* at UNC-Charlotte! I am looking forward to getting to know each of you this term and helping you succeed in this course, in the University, and in your career.

Keep in mind that your primary goal in this course is to help prepare you for a professional career in Accounting. This class will possibly be the easiest class you take in the Accounting Program, but yet one of the most beneficial. We will explore the professional world of Accounting to help you decide between career options and choices, as well as helping you transition from student life to the professional world. My expectation is that each class will be a lively discussion and debate about the topics of that day. This class will be instrumental in helping you prepare for the next chapter of your life, so the more you embrace the content, the more prepared you will be to become an **Accounting Professional!**

Course Description in the University Catalog

Acct 3300 – Professional Development for Accountants - Examines the role of professional standards in the practice of accounting and the current and possible future role of the accounting profession in the domestic and global economy. Students study the role of professional standards and the impact of various decisions on stakeholders in the context of the accounting profession. Students gain practice in systematically analyzing decisions and their ethical implications. This course prepares Accounting majors to explore career interests in future accountancy positions within public accounting, private industry, or governmental organizations. Specifically, the course focuses on helping students understand the variety of career opportunities available to accounting majors. Students are exposed to various career planning and job search strategies and are informed about how best to prepare for and be successful in executing each. Topics include: accounting ethics, communication and negotiation skills, public speaking, and networking, with practical applications.

Course Objectives

The primary objective of this course is to help prepare students for the transition from student life to the professional world. We will explore various career alternatives, discuss ways to successfully navigate the job search process, work on critical interpersonal skills, enhance our ethical standards, and discuss successful personal finance tips. All of these components are critical success factors in finding the right job for you and becoming a successful professional. Upon completion of this class, students will

1. have a better understanding of the different career tracks available for an accounting graduate,
2. understand the job search process and how to successfully pursue the career of their choice,
3. improve their interpersonal skills critical for the successful job applicant,
4. enhance their ethical awareness and standards that will be expected in an accounting profession,

5. Increase awareness of good personal financial habits and decisions that support the successful professional.

Textbook & Course Resources

You are required to purchase:

1. The Textbook = The Essentials of Business Etiquette – How to Greet, Eat, and Tweet Your Way to Success. By Barbara Pachter. ISBN# 978-0-07-181126-2
This book is available at the UNCC Bookstore or on-line. Publisher price is \$18, but you can buy it new on Amazon for around \$14, or used for around \$4.
2. Ethics Certification Program published by the Center for Public Trust. Cost is approximately \$40. Access to the course will be provided in class.
3. Professional Thank-you notes. You will need to purchase a package of 10 or 20 business thank-you notes. Most stationary stores have a selection to choose from or you can buy direct from a number of on-line suppliers. I like Crane Stationary for professional looking notes –

<https://www.crane.com/stationery/boxed-stationery-sets/thank-you>

4. For Synchronous classes, attendance will be taken using the Poll Everywhere App – This is a free App that can be downloaded to your smartphone, or other mobile device. You must have some type of WiFi device to register your poll responses. See the following link for inexpensive alternatives and further guidance.

<http://teaching.uncc.edu/academic-technologies/student-response-system/student-guides>

Class Structure

This course is entirely on-line for the entire semester. The first and last class will be held synchronous (see the green shaded classes in Canvas), meaning you will be expected to access the class during the posted class time. Attendance to the synchronous classes is expected and is part of your class participation grade. We will use Poll Everywhere to take attendance in the synchronous sessions.

All other course material will be asynchronous modules. These modules are timed to open Sunday morning of each week and then close at midnight the following Saturday.

You will not be given any exams (that includes no Final Exam). Instead your grade will be determined by your attendance and participation with the class materials. The more you contribute to the class, the more you will benefit from the class!

Class Participation Points

Class participation points are earned in the following ways:

Attendance for Synchronous Classes - Attendance and class participation in the synchronous classes are an important part of success in this course. Attendance will be taken during the synchronous classes using PollEverywhere. You are expected to have your webcam on for the entire class. Failure to have your webcam on, coming in late or leaving early will not be considered as full attendance and will not be counted as such. ***Responding to a PollEverywhere attendance question while not in the class will be considered to be cheating and will be treated as a violation of the academic integrity code.***

Video Quiz Questions and Discussion Posts – Other than the first and last day of class, the course consists of weekly self-study modules. Participation points are awarded throughout each module by responding to quiz questions after watching a video and participating in discussion posts.

An important part of connecting in an on-line environment is interaction with others. You will be assigned to a group of approximately 7 classmates. There will periodically be discussion posts with your group that are part of your class participation grade. This is a very important part of connecting in an on-line format, so quality and content of your posts are very important to your classmate's learning experience. **Posts that do not advance the discussion or are inappropriate or unprofessional will result in a loss of points.**

Class participation is critical to your success in this course. **You are allowed to miss five participation points without penalty. For each point missed after five, there will be a 5% reduction of your final grade, up to a maximum of 35%.**

There are no excused absences to synchronized classes. If you are sick, have a death in the family, or a school sanctioned event, the expectation is that you will use your allowed class participation absences.

Canvas

For classroom materials, tentative schedules, and your current grade, see Canvas at: **My.UNCC.EDU**

Email Etiquette

Email is my preferred means of communication (other than face to face). In all emails to any professor use real words, proper capitalization, correct grammar and punctuation. Put the course name and section number in the Subject Line. Begin the email with a proper salutation such as "Professor Monaghan" or "Dear Professor". Emails beginning with "Hey" or "Hey Professor" will not be responded to.

Office Consultations

My scheduled office hours are Tuesdays and Thursdays from 9:00am to 11:00. All office consultations will be held by Zoom. Be sure to email me to reserve a specific time that you would like to talk. If you need to see me at any other time, email me and we will make an appointment at a mutually convenient time.

Grading Policy

A student's grade will be determined on the basis of his/her accomplishment in the following areas:

Attendance and participation	35%
Thank-you note	5%
Ethics certification from the Center for Public Trust	30%
Quizzes on the textbook and lectures	5%
Resume completed and reviewed by your Professor	10%
Linked in Page set up and linked to your Professor's account	5%
Virtual Mock Interview	<u>10%</u>
Total	<u>100%</u>

The following grading scale will be used:

<u>Numerical Grade</u>	<u>Letter Grade</u>
90% - 100%	A
80% - 89.9%	B
70% - 79.9%	C
60% - 69.9%	D
Below 60%	F

The grading scale is based on the assumption that the student's class behavior is professional. The instructor may reduce the final grade in the event that a student has not exhibited professional behavior. For the University's policy relating to course grades click on the following link:

<http://www.legal.uncc.edu/policies/GradeAppeal.html>

It's your responsibility to keep track of your grades.

Your semester grade for this course will be determined by your attendance, class participation points, completion of the Ethics program, having your resume reviewed, setting up a Linked-In page, and participating in the Mock Interview and other assignments. Factors and circumstances other than these will not be considered. Please note there will be no "extra credit" work available.

Note – Canvas will accumulate your raw grades, but is unable to calculate the final course grade. Therefore, to calculate your final grade in the course, use the grade worksheet posted in Canvas.

Examinations:

There are no mid-term or final exams. Your grade will be determined as detailed above.

Classroom Conduct

You are on the path to becoming a professional. Appropriate classroom etiquette and conduct are expected.

- You are expected to come to class on time and to remain the entire time.
- Cell phones should be turned off.
- Electronic devices are allowed in class as long as they are used for purposes of the class. Inappropriate use such as on-line shopping, texting, emailing and other activities on the Internet that are not related to the class are prohibited. You will be dismissed from class if your wireless phone rings or if you use your phone or computer for activities that are not related to the class.
- Disruptive and/or disrespectful behavior (for example, sleeping during class) is not allowed.
- Talking during a lecture is not allowed.
- Disrespectful and/or vulgar language is not allowed.
- Eating, reading, and use of tobacco products in class are considered inappropriate and disrespectful.

Inappropriate behavior will result in a grade reduction, according to my discretion.

General expectations

Students are expected to come to class on time and prepared. Assignments are to be read prior to the class period for which they are assigned. Come to class ready to be engaged and participatory. This class will be instrumental in helping you prepare for the next chapter of your life, so the more you embrace the content, the more prepared you will be to become an ***Accounting Professional!***

Statement on Students with Disabilities

The Americans with Disabilities Act is a federal anti-discrimination statute that provides civil rights protection for persons with disabilities. The legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please see me within the first week and also contact the Office of Disability Services (Fretwell 230) and follow the instructions of that office for obtaining accommodations.

The Belk College Statement on Diversity

The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

Academic Integrity

All UNC Charlotte students are expected to strictly observe the UNC Charlotte Code of Student Academic Integrity. The text of the Code can be found at <http://www.legal.uncc.edu/policies/ps-105.html>

RELIGIOUS ACCOMMODATIONS

UNC Charlotte provides reasonable accommodations, including a minimum of two excused absences each academic year, for religious observances required by a student's religious practice or belief. Such reasonable accommodations must be requested in accordance with the procedures in this Policy, and include the opportunity for the student to make up any tests or other work missed due to an excused absence for a religious observance. Students wishing to request a religious accommodation may refer to the information found at <http://legal.uncc.edu/policies/ps-134.html>. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to their instructor prior to the census date for enrollment for a given semester (typically the 10th day of enrollment).

Academic Calendar –Key Dates

Jan 20	First day of daytime classes starting at 8:00 AM
Jan 27	Last day to add, drop a course with no grade* @ 11:59 pm
Jan 27	Last day to change Grade Type (P/NC or Audit)
Feb 24	Deadline to apply for May 2021 Graduation*
Mar 1	Fall 2021 Schedule of Classes available on the web
Mar 18	Last day to withdraw from course(s); grade subject to Withdrawal Policy* Policy Info.
Mar 29 – April 3	Spring Recess – No Classes
May 5	Last day of classes
May 6	Reading Day
May 7 – May 13	Final Examinations