

Professional Development for Accountants

Fall 2022

ACCT 3300-001 Tues. 8:30am – 9:45am; Friday 128

ACCT 3300-002 Tues. 10:00am – 11:15am; Friday 128

ACCT 3300-003 Thurs. 8:30am – 9:45am; Friday 128

ACCT 3300-004 Thurs. 10:00am – 11:15am; Friday 128

Instructor: Dr. William A. Sofsky

E-Mail: wsofsky@uncc.edu (best way to contact me)

Office: Friday 257A; 704-687-5644

Office Hours: Tuesday & Thursday 11:30am to 12:30pm and 4:00 to 5:00pm; preferably by appointment

Textbook & Course Resources

You are required to purchase:

1. Textbooks:

Required: We will be using a “bundled” e-textbook from Wiley that includes e-text access and student resources for two Wiley books: “You Got This!” by Loos, Burns, Carpernter, Shumate, and Imada coupled with “Advice for a Successful Career in the Accounting Profession” by J. Maginnis. Wiley has bundled the two e-texts into a single WileyPlus course (ISBN 9781119985747).

- You may purchase the access from the bookstore or direct from Wiley.

Suggested: I also suggest, but do not require, that students consider purchasing a hard copy of the Maginnis book as a handy reference to have around as they continue their studies and head into their career. It can be purchased at the bookstore or ordered directly from Wiley at this [link](#).

Optional: Lastly, you may find it useful to acquire a copy of “The Essentials of Business Etiquette” by B. Prachter. This is a handy guide that has been used in this course in the past and, while perhaps a bit dated, provides some good guidelines to follow. It can be purchased used or in e-text form from the bookstore.

2. **WileyPlus (Software through which you will access the textbook resources)** WileyPlus access is included in the purchase of the required materials. You will need to register for WileyPlus.

3. PollEverywhere

Polling question system using any wifi enabled device (preferably your laptop). Register at Polleverywhere.com. Use your UNCC email address to ensure you receive credit for answers.

Course Description and Objectives

The course focuses on the transition from student to the Accounting Professional. Students explore various career tracks within public accounting and private industry, along with considerations around pursuing the CPA and other certifications.

Students learn how to navigate through the recruiting pipeline to employment, including enhancing their interviewing and networking skills, as well as finding and securing internship opportunities.

Professional workplace conduct is taught along with the importance of strong ethical behavior.

Prerequisites: College of Business major junior, senior, 5th year or second degree student and; completed undergraduate level ACCT 3311 or ACCT 3323 (minimum grade of D)

Grading Policy

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

Attendance and Participation	30 points
Textbook Assignments and Quizzes	20 points
Resume prepared and reviewed	10 points
“The Big Interview”	15 points
Thank You Note/Interview follow up	5 points
LinkedIn assignment	5 points
“Summative” written assignment	<u>15 points</u>
Total	<u>100 points</u>

The following grading scale will be used:

<u>Points Accumulated</u>	<u>Letter Grade</u>
90 to 100 points	A
80 to 89.9 points	B
70 to 79.9 points	C
60 to 69.9 points	D
Below 60 points	F

***It is the student’s responsibility to keep track of his/her grades. ***

Note: Points may be deducted by the instructor for reasons outlined in this syllabus.

Extra Credit

Extra credit will also be available during the course of the semester. A student can earn **up to 15 extra credit points** through any combination of the following activities:

- Perfect Attendance (see attendance grade) (5 points)
- Attend a Belk College C-Suite Speaker Series presentation (5 points)
- Attend the Belk College Financial Services Career Fair, the university career center Fall Career and Internship Fair or “Meet the Professionals” (5 points each)
 - Remember: Meet the Professionals is four evenings but treated as one event.
- Attend a Niblock Center professional development event (5 points)
- Complete the NASBA Ethical Leadership Certification (15 points)
 - This is a self-paced six-module course with learning assessments (short exam).
 - It will take about 10 hours to complete and costs \$49.95.
 - Certification can be shown on your resume.

Attendance at any event must be verified/verifiable. Most have a sign-in where you indicate you are in ACCT 3300 and I will receive a report.

Assignments

Assignments are (or will be) posted to the course Canvas page with a description of what it required, the due date and the points awarded.

Poll Everywhere

Each class period, questions will be asked that students can answer with Poll Everywhere. We will use these polling questions to assess a portion of the Attendance and Participation grade. **You must be present during class to receive credit for responding to polling questions.**

Course Schedule

The course schedule is presented on the course Canvas page. This schedule is subject to change and may be updated from time to time based on the progress of the class and/or university closure. The first class meeting will be on Tuesday, August 23rd. The last class meeting will be Tuesday, December 6th. (Note some sections of the course meet on Thursdays with the first meeting on August 25th, and the last class on December 1st.) The instructor will use Canvas announcements to inform students of important course information and any changes to the course schedule. **Students are responsible for monitoring these Canvas announcements, being aware of their content and following any course-related direction given.**

Please note that for many topics we will have presenters from public accounting firms or other professionals from the accounting industry as well as subject matter experts from the Niblock Student Center and the university's Career Center. These guests have important and current information about the recruiting process many students will be entering this fall, current views on professionalism in the workplace and the key or essential skills that students will need to begin and maintain a successful career in the profession.

It is important that students attend class regularly and come prepared to discuss the topic at hand and to get their questions answered by these expert presenters. I expect students to treat these visitors to our classroom with professionalism and respect.

Attendance

Regular class attendance and active participation is a requirement of this course.

Students can earn 2.5 points for each class attended. The 30 points allotted for attendance allows for two absences (out of 14 class meetings), no excuse needed, during the semester. (Note: students can earn an additional 5 extra credit points for perfect attendance).

If a student has an emergency or other documented reason for missing more than two classes, the student should contact the Dean of Students office, Student Assistance and Support Services (SASS) and provide whatever documentation they require as soon as possible. The SASS offers absence verification documentation based on UNCC policies which can be found at <https://sass.uncc.edu/services/absence-verification>.

Note that SASS does not make any decisions regarding excused absences, they only provide verification. The instructor will rely on these policies in determining if the student has a valid reason for their absence and will make appropriate accommodations for students (extending due dates or excusing class work) as appropriate based on documentation from the Dean of Students office. ***Students have full responsibility for following this process in the event of excessive missed class.***

As mentioned, **active participation is an essential part of this course.**

If you are physically present in class but you are not making an attempt to contribute to the discussions in any way (by sharing views or asking relevant or appropriate questions), or if you are clearly not paying attention or are engaged in any activity not related to the class during a class session, I reserve the right to deduct an appropriate number of points from the attendance grade. (If this occurs, it will be done promptly so that you are aware of it as soon as possible. It will not be a surprise at the end of the semester.)

General Expectations

- Students are expected to **come to class prepared for the topic of the day.**
- Assignments are to be completed and **submitted on time.** (late work will not be accepted)
- Students are expected to **arrive on time for class, log onto Poll Everywhere and remain engaged the entire period.**
 - Failure to remain actively engaged in class could affect the attendance points awarded.

Classroom Conduct

Students are expected to treat the instructor, presenters and their fellow students with professional courtesy and respect.

This is a professional developments course and students should plan to conduct themselves with professionalism during class. The **classroom should be a place for open discussion of the topics at hand and where students can ask questions and express their views respectfully, while respecting those of others.**

Appropriate classroom etiquette and conduct are expected:

- Cell phones should be silenced and only used for responding to Poll Everywhere questions.
- Laptop computers, tablets or phones should be used only for note taking and for accessing class materials. Texting, viewing websites other than course material or checking e-mail is not appropriate.
- Drinks are permitted in a covered container to prevent spills.
- Students are encouraged to participate actively in class discussions. However, talking during a presentation or class discussion other than to address the class on the topic at hand is unacceptable.
- Disruptive and/or disrespectful behavior is unacceptable. (This includes sleeping or eating during class.)
- Disrespectful and/or vulgar language is unacceptable.
- Unwelcome conduct directed toward another person based upon that person's actual or perceived race, actual or perceived gender, color, religion, age, national origin, ethnicity, disability, or veteran status, or for any other reason, may constitute a violation of University Policy 406, The Code of Student Responsibility.
 - Any student suspected of engaging in such conduct will be referred to the Office of Student Conduct.
- ***Inappropriate behavior will result in a student being asked to leave the classroom and may result in grade reduction, at the instructor's discretion.***

Email Communications

A successful professional career generally requires clear and effective communication. Students are expected to practice this skill in this course by ensuring that all email communication with the instructor is clear, complete and courteous. All student emails should include:

- a greeting or salutation (such as "Dr. Sofsky,")
- the student's full name (e.g. "My name is Joe Smith")
- the student's course and section number (e.g. "I am a student in ACCT 3300-001")
- a clear statement of the question or issue
- if the student has a question regarding a homework assignment, the email should include
 - a clear description of the question or problem number (e.g., "I have a question about question 3 in homework for Chapter 2.")

This information is necessary for the instructor to be able to respond promptly and effectively to student emails. The instructor will generally respond within one to two business days to all emails. If you do not receive a response within this time frame, you should send a follow-up email. Emails that do not include the appropriate elements listed above will most likely not receive a response.

Statement on Students with Disabilities

UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations related to that disability, please provide a letter of accommodation from Disability Services early in the semester. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.

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.

COVID-19 Precautions

It is the policy of UNC Charlotte for the Fall 2022 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the 49er community. Please see the Niner Nation Cares site [here](#) for the current university policies and FAQs.

As outlined in the class attendance policy above, students are encouraged to attend every class and remain in class for the duration of the session when it is safe to do so in accordance with university guidance regarding COVID-19.

Students are not required to wear masks during class but are welcome to do so. This is a personal choice that should be respected by all present.

Students are expected to follow the procedures outlined above for absences not related to COVID-19. For absences related to COVID-19, please adhere to the following:

- **Do not come to class if you are sick.** Please protect your health and the health of others by staying home. Contact your healthcare provider if you believe you are ill.
- **If you are sick or believe you have been exposed to COVID 19:** You should complete the Niner Health Check and contact the Student Health Center if you experience any COVID-19 symptoms or learn that you have been exposed to COVID-19.
- **If you are absent from class as a result of a COVID-19 diagnosis or quarantine,** as your instructor I will make appropriate accommodation for any missed or late work during the documented absence as noted in the class attendance policy. You should follow the procedures outlined under “Class Schedule and Attendance”. The final decision for approval of all absences and missed work is determined by the instructor.