

Syllabus, Fall 2022

COURSE NUMBER ACCT 3170.001
COURSE TITLE Build and Manage a Successful Career in Accounting
COURSE MEETINGS Wednesday, 1:25 – 2:20pm
INSTRUCTOR(S) Roger Lirely, DBA, Professor of Accounting
EMAIL ADDRESS rlirely@uttyler.edu (Preferred method is email or Canvas)
I will make every attempt to answer emails within 24 hours (48 hours if received between 5:00 p.m. Friday and 8:00 a.m. Monday).
OFFICE HOURS: 9:00am – 10:30am TR. Other times by appointment only.

COURSE DESCRIPTION

Develop job search, networking, and career management skills relevant to accounting professionals. Topics will include business etiquette, interviewing, career management, personality assessment, professionalism and professional certifications.

REQUIRED MATERIALS

A New Brand You[®] - *Professional Branding Workbook*, **Edition V.6.1**, Gail Johnson, MBA & Kelley Gerwig, ISBN: 978-1-312-99360-0 Copyright 2015 by Solving Business Problems Creatively, LLC, Edition V 6.1: October 2016 published by Lulu.com.

RECOMMENDED RESOURCES

[UT Tyler Writing Center](#) – If you wish, you can make an appointment for pre-submission feedback
[Purdue University Online Writing Lab](#) – APA and MLA citation styles (for scholarly papers other than legal and tax) as well as writing assistance

COURSE LEARNING OBJECTIVES: Students will be able to

- Prepare a professional resume and cover letter.
- Assess their primary personality traits, identify the personality traits of others and develop strategies to work with, lead and influence others with similar or dissimilar personalities.
- Develop appropriate interviewing skills, behaviors and appearance.
- Develop appropriate networking skills, behaviors and appearance.
- Plan a successful academic and professional career, including campus and professional engagement, job search, and preparation for certification and graduate school.

GRADING POLICY

All assignments are graded Credit or No Credit. To pass the course, all assignments must be graded Credit. To avoid a grade of “Incomplete,” students must make arrangements with the instructor to make up any missed work.

ATTENDANCE POLICY

Attendance is required with the sole excused absences being those in accordance with University policies (see University Policies and Information below).

COVID PROTOCOL
COVID Statement: It is important to take the necessary precautions to ensure a healthy and successful year. UT Tyler continues to urge you to protect yourselves against the flu, COVID and any new threats that may be developing. Be diligent about preventive measures such as washing hands, covering sneezes/coughs, social distancing and vaccinations, which have proven to be successful in slowing the spread of viruses. Encourage those who don't feel well to stay home, and if they show symptoms, ask them to get tested for the flu or COVID. Self-isolation is important to reduce exposure (CDC quarantine/isolation guidelines). Please work with your faculty members to maintain coursework and please consult existing campus resources for support.

Date	Details	Due
Wed Aug 24, 2022	Resume Assignment One- Resume LinkedIn Assignment Two - LinkedIn	due before class
Wed Aug 31, 2022	Professional Accounting Panel Discussion	
Wed Sep 7, 2022	Communicate It Assignment Three - Flipgrid Your Elevator Speech	due before class
Wed. Sep 14, 2022	Uncover It Assignment Uncover It	de before class
Wed Sep 21, 2022	Expand It and Prove It Assignment Four and Dress for Success	Watch the videos and begin preparing your professional attire
Wed Sep 28, 2022	Planning for the CPA Exam	Guest: Kim Hollard, Becker CPA Review
	Meet the Firms, Ornelas Activity Center, 4:00 – 6:00pm	Professional Attire Expected Bring resumes!!
Wed Oct 5, 2022	Accounting Career Exploration Assignment Four - Flipgrid Career Reflection	Due before class
Wed Oct 12, 2022	Cover Letter & References	due before class
Wed Oct 19, 2022	Practice Interview Questions	Have your STAR examples ready
Week of Oct 24	Professional Dress Practice Interview Assignment Six - FlipGrid Your 3 Behavior Based Questions	Professional Dress Practice Interview Assignment Six - FlipGrid Your 3 Behavior Based Questions
Fri Nov 4, 2022	Assignment Assignment Seven: Mandatory Mock Team Interview in Soules Atrium	Sign-in by 10:30am
TBD after Nov 5, 2022	Etiquette Luncheon	