

**SYLLABUS
SPRING 2023**

COURSE NUMBER: ACCT 3170.001
COURSE TITLE: BUILD AND MANAGE A SUCCESSFUL ACCOUNTING CAREER
INSTRUCTOR: Roger Lirely, DBA
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. Corequisite ACCT 3311

REQUIRED TEXT: The workbook is available for purchase at the UT Tyler Barnes & Noble Bookstore.
Your Standout Brand Workbook - Build and Grow a Successful Career 1st ed. by Gail Johnson, MBA & Kelley Gerwig, ISBN: 978-1-387-40730-9

CLASS MEETING: Tuesdays - 9:30AM-10:50AM
CLASSROOM: COB 203
OFFICE: COB 350.09
TELEPHONE: (903) 565-5762 (cell)
OFFICE HOURS: Wednesdays: 11:00am – 1:00 pm
Thursdays: 2:30 pm – 3:30 pm

EMAIL: rlirely@uttyler.edu
Emails will be answered within 24 hours Monday – Thursday.
To protect the privacy of students, the University requires that all e-mail communication with students be conducted through the University's Patriot e-mail system. It is the responsibility of the student to regularly check their Patriot e-mail address.

LINKEDIN: [linkedin.com/in/rogerlirely](https://www.linkedin.com/in/rogerlirely)

COURSE OBJECTIVES: Upon completion of this course, 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.

TEACHING METHOD:

- ACCT 3170 is an interactive/workshop class format. Students are expected to attend each class session and come to class prepared, by bringing the required workbook, homework assignment, and a laptop to accommodate in-class workshop activities.
- Mandatory meetings, interviews, group activities:

- Students are required to make and complete a 20-30 minute appointment to meet with the instructor. The purpose of this appointment is to review and enhance student's professional brand values, and ensure those values are reflected into his/her resume and cover letter. Use the Calendly.com app in Canvas to schedule the meeting.
- **Mandatory** Mock Team Interviews with Business Professionals.
 - Students must come dressed for success in business suits.
 - Bring his/her final portfolio.
 - During the interview, the student must present himself/herself as an ideal candidate for a target position and demonstrate the ability to answer challenging behavioral- based questions reflecting his/her professional brand values with confidence, using memorable and engaging examples.
 - **Students who fail to attend, arrive late, or are not dressed in a business suit, will not be allowed to participate and will receive an Incomplete or No Credit for the course.**

EVALUATION – This class is graded with a **CREDIT (CR) / NO CREDIT (NC)**. Each assignment will be graded with a 1 (credit) if the student's work is satisfactory or 0 (no credit) if the work was not submitted or is not satisfactory. To “pass” the class, students must receive credit for each assignment.

Note: Canvas is set up to accept multiple submissions to ensure students have the opportunity to satisfactorily complete each assignment.

ATTENDANCE POLICY -ACCT 3170 is a workshop style class that requires students to bring their laptop and be ready to work on the video and workbook content included in each module. Students who are late or absent will fall behind and risk receiving a No Credit or Incomplete for the course.

ASSIGNMENTS: This course will use the following assignments to demonstrate and measure techniques associated with effective career development, management, and job search strategies. Assignments are detailed in the *Covered/Tentative Course Schedule* section.

<u>Date</u>	<u>Topic/Resources</u>	<u>Assignment</u>
Week 1 01/10	Introduction	
Week 2 01/17	Uncover It	Read pp. 1-18 and do Exercises 1 and 2 to complete the first assignment <u>Assignment One</u> Exercise 1 Expanded Value
Week 3 01/24	Expand It and Prove It	Complete Exercise 3 and "Your Strengths and Weakness" in Exercise 4, p. 31 (You do not need to do the first parts on pp. 27-30). And Your Showcase Value on p. 32. <u>Assignment Two</u>
Week 4 01/31	S.M.A.R.T.	Complete Exercise 5
DON'T FORGET!!	Mandatory Instructor Appointment Click to sign up for a meeting with Dr. Lirely	Mandatory Instructor Appointment
Week 5 02/07	Tell Me About Yourself	FLIP Assignment Three Part 1 Videotape your introduction. Have your teammate provide feedback.
Week 6 02/14	Career Exploration Part 1	Mazars_NewAccountantUSA2018.pdfGuide-to-Certifications.pdf

Week 7 2/21	Career Exploration Part 2	
Week 8 2/28	Resume	Assignment Four Resume
03/07	NO CLASS--SPRING BREAK	
Week 9 03/14	Cover Letter & References	Assignment Four Cover Letter & References
Week 10 03/21	LinkedIn Profile	Assignment Five
Week 11 03/28	Interviewing Skills and Dress for Success	Interviewing Skills and Dress for Success
Weeks 12 and 13 04/04 & 04/11	Professional Dress Practice Interviews with Instructor	Assignment Six--Final Portfolio Assignment Three--Part 2 FLIP!--video tape your behavioral-based interview questions on the days you are not participating.
Week 14 Friday, April 21	Mock Team Interviews	This is an "in-person" event. Students who fail to attend will receive an Incomplete or No Credit for the course.