

Spring 2023 Syllabus:

BUILD AND MANAGE A SUCCESSFUL ACCOUNTING CAREER



Course Description and Objectives

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.

Corequisite ACCT 3311

Student Learning Outcomes

- 1) Prepare a professional resume and cover letter.
- 2) 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.
- 3) Develop appropriate interviewing skills, behaviors and appearance.
- 4) Plan a successful academic and professional career, including campus and professional engagement, job search, and preparation for certification and graduate school.

ACCT 3170.001

TIME AND LOCATION

Wednesdays – 10:10AM-11:05AM
COB 321

REQUIRED MATERIALS

1. *Your Standout Brand Workbook - Build and Grow a Success-Ready Career 1st ed.* by Gail Johnson, MBA & Kelley Gerwig, ISBN: 978-1-387-40730-9. The workbook is available for purchase at the UT Tyler Barnes & Noble Bookstore.
2. You should bring your laptop or tablet to each class if you have one.

PROFESSOR INFO

Roger Lirely, D.B.A., Professor of Accounting
Office: COB 350.09
Phone: 903-565-5762
LinkedIn: [linkedin.com/in/rogerlirely](https://www.linkedin.com/in/rogerlirely)
Email: rlirely@uttyler.edu (preferred method of contact). I attempt to answer every email within 24 hours. I do not answer emails sent from personal accounts, so please use your Patriots email account only. It may be to your advantage to have Canvas emails forwarded to your personal or work email address.

OFFICE HOURS

Tue: 9:30 am – 11:00 am
Thurs: 9:30 am – 11:00 am
All other times by appointment only.

Course Requirements

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 can 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

Spring 2023 Syllabus:

BUILD AND MANAGE A SUCCESSFUL ACCOUNTING CAREER

receiving a No Credit or Incomplete for the course.



Speed Dating

Beginning at 5:30 p.m., Monday, September 11, area firms will be assigned to various rooms throughout the College of Business Building. Groups of 4-5 students will spend 12-15 minutes with each firm until every group has met every firm. The firms will talk and answer questions about their firm and the opportunities they have for aspiring accountants. Students are required to attend.

Meet the Firms

Students are required to participate in Meet the Firms will be held on Thursday, September 1, from 4:30 – 6:00 p.m. in the Cowan Center White Lobby. You must submit a resume that meets my approval by September,.... This is a business casual, come-and-go event. Students who do not attend will receive a grade of Incomplete or No Credit.

Visit with Instructor

In addition, students are required to complete a 20–30-minute appointment with me. The purpose of this appointment is to review and enhance student's professional brand values, and ensure those values are reflected in the resume and cover letter.

Mock Team Interviews

The finale of this class is the Mock Team Interviews event on Friday, November 3, from 10:30 a.m. – 1:00 p.m.

- Students must come dressed for success in business suits.

- Bring the final portfolio.
- During the interview, the student must present as an ideal candidate for a target position and demonstrate the ability to answer challenging behavioral- based questions reflecting their 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.

Course Expectations

1. Students should make every attempt to read materials and complete projects prior to coming to class. For all in-class activities and discussions, I assume that you have completed the required reading and attempted the assignments prior to coming to class.
2. Class starts promptly at the assigned time. Sometimes life gets in the way, so if you have a problem that prohibits you from arriving to class on time, please inform me as soon as possible. If this is a continuing issue, please select a seat near the entrance to minimize the disruptions to the classroom.
3. Inform me in advance if you must leave the class before the scheduled ending time.
4. Electronic devices should be used only for taking notes or completing other course-related activities. No matter how boring I am at any time, please refrain from texting and surfing the internet in class.

Spring 2023 Syllabus:

BUILD AND MANAGE A SUCCESSFUL ACCOUNTING CAREER

5. Courtesy to the instructor and fellow students is expected. Open discussion is encouraged in the classroom; derogatory remarks and profanity will not be allowed in the classroom.
6. Please attend class. Missing just one class can cause you to fall far behind.

If a man is called to be a streetsweeper, he should sweep streets even as Michelangelo painted, or Beethoven composed music, or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, here lived a great streetsweeper who did his job well. —Martin Luther King

Many of life's failures are people who did not realize how close they were to success when they gave up. —Thomas Edison

Meet the Firms



Meet the Firms



Spring 2023 Syllabus:

BUILD AND MANAGE A SUCCESSFUL ACCOUNTING CAREER

Calendar of Topics, Assignments, and Due Dates:

Date	Topic/Resources	Assignment
Week 1: 08/23	Introduction	Bring your resume
Week 2: 08/30	Resume	Bring revised resume
Week 3: 09/06	Final Resume and Introductory Speech Last Day to Submit Resume for Meet the Firms	Bring final resume Introduce yourself
Week 4: MONDAY 09/11, 5:30 - ?	SPEED DATING Locations to be assigned	Complete Exercise 5
DON'T FORGET!!	Mandatory Instructor Appointment Click to sign up for a meeting with Dr. Lirely	Mandatory Instructor Appointment
Week 5: THURSDAY 09/21, FRIDAY 09/22, Students can begin signing up for interviews	<ul style="list-style-type: none"> • 4:30 PM- 6:00 PM Meet the Firms, Cowan Center Lobby • Etiquette Dinner, 6:30PM-7:30PM Potpourri House, 3320 Troup Hwy Ste. 300, Tyler, TX 75701 (transportation provided, if needed) 	FLIP Assignment Three Part 1 Videotape your introduction. Have your teammate provide feedback.
Week 6: 09/27	Career Exploration Part 1	Mazars New Accountant USA 2018.pdf Guide to Certifications.pdf
Week 7: 10/4	Career Exploration Part 2	-
Week 8: 10/11	Resume	Assignment Four Resume
Week 9: 10/18	Cover Letter & References	Assignment Four Cover Letter & References
Week 10: 10/25	LinkedIn Profile	Assignment Five
	Interviewing Skills and Dress for Success	Interviewing Skills and Dress for Success
Week 11: FRIDAY, 11/03	Mock Team Interviews, 10:30 – 1:00. Location TBD	This is an "in-person" event. Students who fail to attend will receive an Incomplete or No Credit for the course.

Spring 2023 Syllabus:

BUILD AND MANAGE A SUCCESSFUL ACCOUNTING CAREER

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		

Census Day—10th class day (last day to withdraw without penalty) – Friday, September 1, 2023. Last day to drop or withdraw – Friday, November 4, 2022

This is a tentative syllabus and course outline. The instructor reserves the right to make changes as necessary. Changes are made only if the revision will not adversely affect students. Syllabus revisions will be announced in class and all students will be held accountable for these changes.

UT Tyler Honor Code: Every member of the UT Tyler community joins together to embrace: Honor and Integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of others who do.

Academic Dishonesty Statement: The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but not limited to, statements, acts, or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one's own work of material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the student's official school records. Also please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

“All that is required for dishonesty to flourish is that good men and women do nothing.”

Student Standards of Academic Conduct: Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in

Spring 2023 Syllabus:

BUILD AND MANAGE A SUCCESSFUL ACCOUNTING CAREER

whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. **“Cheating”** includes, but is not limited to:
 - Copying from another student’s test paper;
 - Using, during a test, materials not authorized by the person giving the test;
 - Failure to comply with instructions given by the person administering the test;
 - Possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - Using, buying, stealing, transporting, or soliciting in whole or part of the contents of an unadministered test, test key, homework solution, or computer program;
 - Collaborating with or seeking aid from another student during a test or other assignment without authority;
 - Discussing the contents of an examination with another student who will take the examination;
 - Divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - Substituting for another person, or permitting another person to substitute for oneself to take a course, test, or any course-related assignment;
 - Paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, homework solution, or computer program;
 - Falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - Taking, keeping, misplacing, or damaging the property of the University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - Misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. **“Plagiarism”** includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. **“Collusion”** includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit of collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subjected to review by SafeAssign™, available on Blackboard.

Spring 2023 Syllabus:

BUILD AND MANAGE A SUCCESSFUL ACCOUNTING CAREER

Students Rights and Responsibilities: To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:

<http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry: We respect the right and privacy of student 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at

<http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University: All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free

Student Accessibility and Resources: In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students learning, physical and/or psychiatric disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources (SAR) office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

Student Absence due to Religious Observance: Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities: If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when to make-up assignments will be completed.

Spring 2023 Syllabus:

BUILD AND MANAGE A SUCCESSFUL ACCOUNTING CAREER

Social Security and FERPA Statement: It is the policy of the University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation: Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire Department, or Fire Prevention Services.

UT Tyler Resources for Students:

- ~ [UT Tyler Writing Center](https://www.uttyler.edu/writingcenter) (903.565.5995), writingcenter@uttyler.edu
- ~ [UT Tyler Tutoring Center](https://www.uttyler.edu/tutoring) (903.565.5964), tutoring@uttyler.edu
- ~ The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- ~ [UT Tyler Counseling Center](https://www.uttyler.edu/counseling) (903.566.7254)