

SYLLABUS
Fall 2025

COURSE NUMBER: ACCT 3170.001 and .002
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

CLASS MEETING: Section .001 | Wednesdays | 1:25PM-2:25PM
Section .002, Thursdays | 11:00AM-12:00PM
CLASSROOM: COB 321
MY OFFICE: COB 350.15
MY TELEPHONE: (903) 565-5762
OFFICE HOURS: Tuesdays & Thursdays: 8:30-11:00am
Wednesdays 10:00am – 1:00pm & 3:00-5:00
EMAIL: rlirely@uttyler.edu
I will attempt to answer emails 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 Practice Interviews** (format and date TBD).
 - Students must come dressed for success in business suits.
 - 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 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 receiving a No Credit or Incomplete for the course.

Date	Topic/ Resources	Assignment
Week of 8/25	Introduction and begin work on your accounting resume	Bring an electronic version of your resume to class Resume Resources
Week of 9/1	Continue working on your resume	Bring revised resume
Week of 9/8	Accounting Student Orientation	4:00pm – 5:00pm, or 5:00pm – 6:00pm Location TBD
Week of 9/8	Final Resume and Introduction Speech	Bring final resume Introduce yourself 20-30 second introduction speech
Week of 9/15	Introduction Speech and LinkedIn	LinkedIn Profile
Week of 9/22	NO CLASS	
Week of 9/22	Leadership Panel, COB 180, 3:00-4:00pm Meet the Firms, Soules Atrium, 4:00-6:00pm Etiquette Dinner, The Potpourri House, 3320 Troup Hwy. Ste. 300, Tyler, 6:30 – 8:00pm	

	<p>What should guys wear to these events?</p> <p>What should the ladies wear to these events?</p>	
Week of 9/29	Cover Letter	<p>Create your Cover Letter</p> <p>Have References</p>
Week of 10/6	NO CLASS	<p>Work on answers to the Behavioral Interview Questions</p>
Week of 10/6	Webinar: Dr. Veronda Willis, Director of the MSPA	<p>12:00pm – 1:00pm</p> <p>Link to be provided once available.</p>
Week of 10/13	Guest Speaker, Dr. Veronda Willis	<p>Please attend both the webinar above and this class session</p>
Week of 10/20	Interview Skills I	Interview Answers - Tell a Story
Week of 10/27	Interview Skills II	Continue preparing and revising your stories
Week of 11/3	Practice Interviews with Instructor + Headshots	Dress Professionally for Headshots
Week of 11/10	Practice Interviews with Instructor + Headshots	Dress Professionally for Headshots
Week of 11/17	Practice Interviews with Instructor + Headshots	Dress Professionally for Headshots
Week of 11/25 - 11/29	Thanksgiving Holiday	
Week of 11/24	Practice Interviews with Instructor + Headshots	Dress Professionally for Headshots