**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](https://www.uttyler.edu/writingcenter/) – If you wish, you can make an appointment for pre-submission feedback

[Purdue University Online Writing Lab](https://owl.english.purdue.edu/owl) – 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 PROTOCOLCOVID 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](https://uttyler.instructure.com/courses/26649/assignments/518804)  **LinkedIn |** [Assignment Two - LinkedIn](https://uttyler.instructure.com/courses/26649/assignments/518809) | due before class |
| Wed Aug 31, 2022 | Professional Accounting Panel Discussion |  |
| Wed Sep 7, 2022 | **Communicate It |** [Assignment Three - Flipgrid Your Elevator Speech](https://uttyler.instructure.com/courses/26649/assignments/519685) | 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](https://uttyler.instructure.com/courses/26649/assignments/519867) | 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](https://uttyler.instructure.com/calendar?include_contexts=course_26649#view_name=month&view_start=2021-08-16) | [Assignment Six - FlipGrid Your 3 Behavior Based Questions](https://uttyler.instructure.com/courses/26649/assignments/519684) | [Professional Dress Practice Interview](https://uttyler.instructure.com/calendar?include_contexts=course_26649#view_name=month&view_start=2021-08-16) | [Assignment Six - FlipGrid Your 3 Behavior Based Questions](https://uttyler.instructure.com/courses/26649/assignments/519684) |
| Fri Nov 4, 2022 | Assignment [Assignment Seven: Mandatory Mock Team Interview](https://uttyler.instructure.com/courses/26649/assignments/518808) in Soules Atrium | Sign-in by 10:30am |
| TBD after Nov 5, 2022 | Etiquette Luncheon |  |