**The University of Texas at Tyler**

**Soules College of Business**

**Department of Accounting, Finance and Business Law**

**COURSE NUMBER** ACCT 3170.001

**COURSE TITLE** Build and Manage a Successful Career in Accounting

**COURSE MEETINGS** Online

**INSTRUCTOR(S)** Roger Lirely, DBA

**EMAIL ADDRESS rlirely@uttyler.edu**

**OFFICE PHONE** 903.565.5762

**OFFICE HOURS** Thursdays, 9:00 – 12:00 a.m. via Zoom; Other hours via Zoom by appointment. No F2F office hours.

**OFFICE LOCATION** COB 350.09

1. **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.

1. **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.

1. **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

1. **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.

1. **GRADING POLICY**

All assignments are graded Credit or No Credit. To pass the course, all assignments must be graded Credit.

1. **ATTENDANCE POLICY**

Although this is an online class, we will have a few required Zoom meetings. Attendance at these is expected and required with the sole excused absences being those in accordance with University policy (see VII below). To avoid a grade of “Incomplete,” students must make arrangements with the instructor to make up any missed work.

1. **UT TYLER POLICIES**

UT **Tyler** policies regarding matters such as disability access, University-approved absences, student rights and responsibilities and other important policy information can be found at:

<http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf>

1. **COURSE SCHEDULE**

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| --- | --- | --- | --- |
| Date | Topic | Activities | |
| 8/24 – 9/11 | ***Professional Branding; Your Standout Brand, Part 1*** | * Read the syllabus * Complete Steps 1 – 3 (Exercises 1 – 4) of the Your Standout Brand modules at yourstandoutbrand.thinkific.com * Prepare first draft of resume using required template   If you did not take, or cannot remember your Meyers/Briggs Indicators, retake the test at:  [http://www.humanmetrics.com/#Jung%20Briggs%20](http://www.humanmetrics.com/#Jung%20Briggs%20Myers%20Types)  [Myers%20Types](http://www.humanmetrics.com/#Jung%20Briggs%20Myers%20Types) | |
| Week of 9/14 | ***Professional Branding; Your Standout Brand, Part 2*** | * Complete Step 4 (Exercises 5 and 6) of the Your Standout Brand modules at yourstandoutbrand.thinkific.com * Gentleman: Watch “Dress Smarter: What to Wear to a Job Interview” at: <https://www.youtube.com/watch?v=482W4j76Pxo> * Ladies: Watch “What To Wear To An Interview | 3 Business Formal Outfit” at: <https://www.youtube.com/watch?v=4JYTRqqmxaU> * Get a head shot (no lower than arm pits) taken in formal interview attire * **Schedule a meeting with Dr. Lirely to review resume and headshot and elevator speech** | |
| September 18 | ***Meet the Firms Deadline*** | ***Deadline to RSVP and submit resume and headshot to Beta Alpha Psi for Meet the Firms: meetthefirms.patriots@gmail.com*** | |
| 9/21 – 9/25 | ***Bell Helicopter Deadline*** | * Meet with Dr. Lirely as needed to finalize elevator speech video * ***Deadline to submit resume, headshot and elevator speech video to Bell Helicopter via OneDrive*** | |
| 9/30 and 10/1 | ***Meet the Firms*** | 3:00 – 6:00 p.m. via Zoom (plan to attend both days!)  ***Professional/Interview Attire Required*** | |
| 10/8 | ***Bell Helicopter Reception*** | * Ornelas Activity Center * ***Professional/Interview Attire Required*** | |
| 10/11 – 10/15 | ***Paths to career success, Part 1*** | * CPA exam requirements, the letter of intent, i-MAcc and MAcc * Why UT Tyler MAcc | |
| 10/18 – 10/29 |  | * Practice interviews via Zoom | |
| *Communicating your Professional Brand Orally*  Friday, Nov. 6 | **Mandatory Mock Team Interviews – Ornelas Center**  **11:00 am to 11:30 am– Sign in & Head Shots**  **11:30 am to 11:45 am – Networking**  **11:45 am to 11:55 am – Welcome**  **11:55 am to 12:40 pm – Mock Interviewing12:45 pm to 1:00 pm – Wrap Up** | **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.** | |
| 11/9 – 11/13 | ***Paths to career success, Part 2*** | * The CMA, CIA, EA, CISA and CFE certifications and other career paths for accounting grads |
| *11-16 – 12/4* | ***Your personal career plan*** | * Complete your 5-year career plan and submit via Canvas Assignments | |