



# The University of Texas at Austin

## McCombs School of Business

### SYLLABUS

#### MPA Distinguished Speaker Lyceum

ACC 180C (unique # 02545) and ACC 152 (unique #02445)

Fall 2018

Instructor: Stephen T Smith

**Golden Rule:** Protect your MPA brand through professional behavior—you're an MPA for life.

**Course Description:** The MPA Distinguished Speaker Lyceum (hereafter Lyceum), at The University of Texas at Austin is a hallmark of the MPA Program. Its purpose is to develop leading professionals by integrating graduate accounting studies with current issues in accounting practice, business, and society.

Our guest speakers are highly accomplished, represent diverse areas relevant to professional development, and are just simply nice individuals to graciously give us their time (a privilege most schools could only hope for). We owe them our gratitude and respect.

Each of us has a hand in presenting our program in the best light. It is important because it enables us to attract business leaders and because presenters share their UT experience with others . . . they share it with colleagues, professional associates, and friends and family. By our engagement and comportment we can leave an impression of accounting leadership or mediocrity. I choose leadership. What's your choice?

**Meeting Logistics:** Meeting time and location are:

- **5:30 – 7:00 pm** on the Tuesdays shown in the course schedule at the back of this syllabus
- **UTC 2.102A**

**To register your Lyceum attendance**, please sit in your assigned seat. The TA will take attendance based on assigned seats.

If you need to step out of the assembly at any time before its conclusion, please give your UT identity card to the TAs in the hallway and retrieve it upon returning to the assembly.

**Meeting Time:** Details are as follows.

- |                          |   |
|--------------------------|---|
| <b>5:00 p.m.:</b>        | <b>Room opens</b>   |
| <b>5:30 p.m.:</b>        | <b>Please be seated in your assigned seat and ready to listen to our presenters.</b> TA will begin taking attendance. You must be sitting in your assigned seat. NO exceptions. |
| <b>5:30 – 7:00 p.m.:</b> | <b>Presentation.</b> When the general assembly is adjourned please feel free to approach our presenters with individual questions and introductions.                            |

**Grading:** This is a pass/fail course. You must satisfy five requirements to pass:

1. Canvas Syllabus Quiz. Completion of a syllabus quiz, which will be accessible either on the Canvas Home page or at the Quizzes link within Canvas.
2. Speaker Thank-you Note. One speaker thank-you note for an in-class speaker you are assigned as indicated in the course schedule at the end of this syllabus.
3. In-class Meetings. Attendance and attentiveness in our in-class meetings.
4. Canvas Speaker Evaluation. Submission of a speaker evaluation survey after each speaker.

A summary of these course requirements is provided in the following table and details are discussed after the table.

Requirement	Comments	If not completed
<b>1. Syllabus Quiz</b> <sup>1</sup>	DUE 4:00 pm Tues., Sept. 11	A failing grade in the course
<b>2. One Thank-You Note</b> for an in-class speaker	DUE <u>one week</u> after your assigned speaker <sup>^</sup>	<ul style="list-style-type: none"> <li>• A <b>5-page make-up paper*</b>, or</li> <li>• A TA-approved alternative activity, or</li> <li>• Absent the above, a failing grade in the course</li> </ul>
<b>3. In-class Meetings</b>  <i>Attendance</i> and <i>Attentiveness</i> at our in-class meetings	Up to <b><u>1 documented</u></b> <b><u>excused</u></b> (in advance) absences	For each <b><u>un</u></b> excused absence: <ul style="list-style-type: none"> <li>• A <b>5-page make-up paper*</b></li> <li>• Absent the above, a failing grade in the course</li> <li>• 2 or more absences for <b><u>any</u></b> reason will result in a failing grade in the course</li> </ul>
<b>4. Speaker Evaluation Survey</b> <sup>1</sup>	DUE, 11:59 pm, on Wednesday after each speaker	A failing grade in the course

<sup>1</sup> On Canvas

<sup>^</sup> If the next speaker is not for two weeks, please submit your thank you at the meeting two weeks after your speaker assignment. If your speaker is the last speaker, please drop your thank you note off at the MPA Program Office within a week.

\* 5 page make-up papers (approximately 1,250 words) are on a topic approved by the TA. You are responsible for contacting the TA for approval of a topic in time to complete the paper by the due date, which is two weeks after missing the activity.

**Five Course Requirements--detail:** The five course requirements summarized in the table above are described in more detail below.

## 1. Syllabus Quiz

**Availability.** The Syllabus Quiz will be available by our first day of class through a link at the bottom of the Canvas Syllabus Home page, and under the Assignments link within Canvas. You may complete the quiz any time before its due date.

- The quiz has 12 multiple choice questions
- You have 4 attempts to take the quiz.
- More than 1 answer is possible in some questions,
- 10 of the 12 questions must have completely correct answers or, regrettably you will receive a failing grade in the course.
- You may refer to your syllabus, classmates, or any other resources to complete the quiz, but the final responses and submission must be your own.

## 2. Speaker Thank-You Note. You must write a thank note to one in-class speaker.

- You are **assigned** an in-class speaker based on your last name as indicated in the course schedule at the back of this syllabus.
- It is **your responsibility** to acquire a note card.
  - The note card should have a matching envelope and fold open enabling your comments on the inside. It should not be an index card or regular paper that is folded, cut or otherwise improvised to look like a note card.
  - The note card and envelope should indicate the in-class speaker's title and name (Mr., Ms., Professor, etc.) as indicated on the "Meeting Schedule" on the last page of this syllabus.
- **Your note** should:
  - Be three sentences or more, and
  - Address some positive insight about the in-class speaker's presentation.You must exercise your professional judgment for guidance on what is a good note.
- **Hand-in** your note one week after your in-class speaker's presentation.
  - Insert your note card in its envelope, but do not seal the envelope.
  - There will be a box at the front of the room in which you can deposit your card the week after your in-class speaker's presentation.
  - If you are not attending the meeting following your in-class speaker's session, deliver your note to the front desk of the MPA Program Office during the week after your in-class speaker's presentation.
  - If the next in-class speaker is not for two weeks, deposit your note to the box at the front of the room at the in-class meeting two weeks after your in-class speaker's presentation.
  - If your in-class speaker is the last in-class speaker
    - Deliver your note to the front desk of the MPA Program Office.
    - If you miss the last in-class meeting and you are assigned to this speaker, write a note for the preceding in-class speaker.

- If you are absent the evening of your assigned in-class speaker, write a note for the next in-class speaker or email the TA for approval of another future in-class speaker to whom you will write a note.
- **Do not mail your note to your in-class speaker** — It will be mailed by the MPA Program Office. You need not provide a stamp.

If you **do not hand-in** an appropriate thank-you note (as judged by the TA) by the due date, you may make-up this assignment by doing one of the following:

- Write a **5-page make-up paper** (approximately 1,250 words) on the topic addressed by your assigned in-class speaker. You are responsible for contacting the TA for identification and approval of a topic in time to complete the paper by the due date. *Or*
- Complete an alternative activity identified by the TA, *or*
- Absent the above, regrettably you will receive a failing grade in the course.

### **5-page make-up paper**

- This paper is an incentive to write your assigned note on a timely basis and, if you are not able to do so, it provides an alternative enabling you to receive course credit.
- The 5-page make-up paper is due two weeks from the due date of your thank-you note.
- Papers will be reviewed by the TA and scanned by a program that identifies plagiarism. For more information about plagiarism see <http://plagiarism.org/>. As indicated above, I am confident in your integrity and that plagiarism will not occur. It is scholastic dishonesty under the *MPA Student Codes of Ethics* as described at <http://www.mcombs.utexas.edu/mpa/student-codes-of-ethics> and will result in a failing grade in the course.

### **3. In-Class Meetings - Attendance and Attentiveness.** The central activity in this course is to attend and be attentive in our in-class meetings.

#### **Attendance**

- Please sit in your assigned seat. The seating chart is available on Canvas.

**Excused absence(s).** You will be excused from class **without an extra assignment** if there is a legitimate **documented** reason. An excused absence(s) must be for a “legitimate reason.” Examples of “legitimate reasons” with documentation include:

- Your illness or injury,
- The illness, injury, or death of a family member,
- The observance of an official religious holiday,
- Your wedding,
- An immediate family member’s wedding,
- The birth of your child, and
- Mandatory University events the scheduling of which you have no control, with the TAs approval.

Examples of activities that are **not** “legitimate reasons” include, but are not limited to:

- Office visits, employer interviews, and other recruiting events,
- A “tight” exam schedule,

- Preparing for an exam or project in another class,
- Extracurricular activities,
- Family reunions, and
- Attending sports events.

If **2 or more of our in-class meetings are missed** for any reason after our first meeting, regrettably it is not possible to provide a passing grade for the course. These absences include excused absences and reserved unexcused absences with or without a make-up paper or an alternative activity. Therefore, please withdraw from the course or you will receive a failing grade in the course.

It is perfectly understandable if activities that are external to class dictate a significant number of absences. However, with 2 or more absences of any kind from our, you will be missing a significant portion of the course's central activity. Therefore, a passing grade in the course will not be possible.

### **Attentiveness**

Non-attentiveness is rude to and shows disrespect toward our speakers and your colleagues. If you are observed to be non-attentive in class, it will be treated like an unexcused absence, including the make-up opportunity to submit a **5-page make-up paper** or alternative activity as described under footnote 1 above. Examples of non-attentiveness include texting, tweeting, web browsing, doing homework, studying for an exam, talking with friends, and the like. The stage provides a bird's eye view of the audience so it is easy for a speaker to notice if anyone is disrespectful--I think you'll agree that we don't want that.

## **4. Canvas Speaker Evaluation Survey**

You are required to complete an evaluation of each speaker. The survey is due the Wednesday following each speaker by 11:59 pm. Non-completion will result in a failing grade in the course.

### ***Lyceum Procedures***

1. **Attire.** Lyceum attire calls for clothing that is comfortable in Texas, yet does not reflect poorly on our program. You are asked to use your professional judgment in achieving this objective. In the interest of comfort in Texas, casual attire is acceptable and business casual attire is not necessary.

Unacceptable attire during Lyceum will be treated like an unexcused absence, including the make-up opportunity to submit a **5-page make-up paper** or alternative activity.

While it is not possible to list every type of inappropriate clothing, examples of dress items to avoid include:

- Ragged or dirty t-shirts and shorts
- Baseball caps worn during Lyceum
- Soiled workout clothes
- Flip-flops

2. **Attendance.** Please sit in your assigned seat for the entire semester.
3. **Departing.** Please do not rustle belongings or otherwise prepare to leave the Lyceum before it is officially adjourned. If you need to step out for a few minutes leave your UT ID with a TA at the exit doors and retrieve it when you return to the room.
5. **Promptness.** Please be seated and ready to hear our speaker by 5:30 p.m. and please stay seated for the entire Lyceum session. If you have ever spoken to groups, you know that a few audience members getting up can be very distracting. Your attention reflects the respect our speakers deserve.
6. **Food and drinks prohibited.** Please, do not bring food or drinks into the Lyceum hall.

**Communication:** MPA Lyceum correspondence will be communicated via Canvas (emails or postings). It is a challenge to keep up with other addresses so please check your UT address associated with Canvas. It is recommended that you check your e-mail regularly.