



The University of Texas at Austin
McCombs School of Business

ACCOUNTING CAREERS EXPLORATION (ACE)
Accounting 151
Fall 2018 Course Syllabus
Instructor: Stephen Smith

COURSE INFORMATION

Class Time: 5:00 – 6:30 p.m.
Wednesday, August 29 – November 14

Location: UTC 2.102A

Course Website: Located on Canvas
<http://canvas.utexas.edu/>

Instructor:

Stephen Smith
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By Appointment

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COURSE GOAL AND OBJECTIVES

The purpose of the Accounting Careers Exploration (ACE) course is to develop your awareness of the career opportunities that await you. Your first chance to exercise this knowledge will occur with internship recruiting in a few weeks. Therefore, this course has immediate relevance to significant decision you will face very soon.

ACE develops a comprehensive framework through exposure to multiple talented professionals and experienced fellow students. A comprehensive framework has multiple advantages.

1. It enables you to explore and better understand the job opportunities that you may wish to pursue in your internship and immediately thereafter.
2. The framework maps into your MPA track options.
3. In your first job, you will better understand other businesses with which you interact and,
4. You will gain perspective on career options for long term career planning.

The class is also designed to help improve your professionalism, resume writing, networking, and Microsoft Excel skills. This skill set is critical to your success in your internship and your future career as a professional.

CLASS FORMAT

The format of this class is unlike any other MPA class.

The class will bring in a variety of professionals from leading companies and give you an opportunity to ask questions and learn about different career opportunities. We will also have a variety of educational components that will be team-taught.

Your efforts and dedication will enrich your ability to learn about the dynamic professional choices that will be available to you.

Important Note: Many of the participant firms will be interviewing students on campus in the near future. This class gives you a chance to show your knowledge, enthusiasm, and professionalism. It gives you a chance to make a great first impression and be favorably remembered!

AMENDMENTS TO THE SYLLABUS

This syllabus may be amended at any time during the semester at the instructor's discretion. You are responsible for all information that has been distributed or communicated in class. You are also responsible for checking Canvas for any announcements, changes, or updates that affect assignment due dates or changes in topics covered in class.

ATTENDANCE POLICY

Your TA will record your attendance based on your attendance in your assigned section and the course instructor will evaluate attendance based on this record. **Class will begin at 5:10pm.**

There are **no automatic excused absences**. For full attendance credit, you must be in your seat and *ready to go* no later than the start of your class time (**5:10pm**). You must remain fully attentive until the session is adjourned. Gathering materials, packing backpacks, and **viewing your smartphone, tablet or laptop** during class are discourteous to our guests and may result in point deductions. Be attentive and respectful until each session is officially adjourned.

Full credit will be awarded each session if you:

1. Arrive and are ready to start by the beginning of class, and
2. You are attentive (and not disruptive) until the class is adjourned

Point deductions will result if you fall below this standard, including zero credit for non-attendance.

Excused absence(s)

You will be excused from class if there is a “legitimate reason.” More than one excused absence will be subject to review. An excused absence(s) requires:

1. An email request in advance sent to your TA or the instructor
2. Documentation that supports the reason for your absence, and
3. A “legitimate reason,” which may include one of the following:
 - Your illness or injury
 - The illness, injury, or death of a family member
 - The observance of an official religious holiday
 - The birth of your child

Examples of items that are ***not*** “legitimate reasons” include:

- Office visits and recruiting events
- A “tight” exam schedule
- Preparing for an exam or project in another class
- Extracurricular activities (i.e.: cheerleading practice, intramural sports)
- Family reunions
- Sporting events
- A transportation failure
- And other events not listed under “legitimate reasons”

An unexcused absence will result in a 50-point reduction to your timely and full attendance grade.

HOMEWORK

Homework assignments will be posted on Canvas and are indicated in the course schedule and explained on the following page.

Please note there are no group assignments (including the Microsoft Excel Projects). It is expected that all assignments will be done on an individual basis and not in conjunction with other students. Acts of scholastic dishonesty will be reported to the Dean of Students.

Assignment 1: Your Industry Night Preferences (10 points). You will receive a survey link via your UT email address and be asked to list your industry night preferences. **Due August 30 at 11pm.**

This assignment calls for you to research, select and rank order four of the entities from the companies listed below. You will enter the preferences in the survey.

For example:

1. *Phillips 66*
2. *Intel*
3. *Dell*
4. *ExxonMobil*

The following companies will be present at the Industry Night on September 12 (subject to change):

- *BASF*
- *Caterpillar*
- *Chevron*
- *Concho Resources*
- *Dell*
- *Dow Chemical*
- *ExxonMobil*
- *Intel*
- *Phillips 66*
- *Stryker*
- *Texas Instruments*

Assignment 2: Company Research Activity (3 exercises - 60 points total) Due September 12 at 5pm. Upload your project workpapers to Canvas. **The workpaper templates for this exercise will be available in Canvas.**

Exercise 1 (20 points): Pick an industry that is of interest to you. Research overall industry trends in that industry citing references **from at least two of the five market research databases** listed on the worksheet. Combine those insights and your own reflections and list them.

Exercise 2 (20 points): Pick the one U.S. state that you are most likely to live in after graduation. Use the best COMPANY & INDUSTRY DATABASES on the worksheet to locate five companies within that state that fall into the industry you selected in Exercise 1. Display the information in the columns listed on the worksheet for each of the 5 companies.

Exercise 3 (20 points): Pick two of your targeted companies from exercise 2 and utilize the listed databases to uncover major current events within those companies that happened within the last year. Please cite the databases you pulled your information from following your comments.

Assignments 3 & 4: Resume. The following summary will be explained further in our class on September 5.

Assignment 3 (50 points): Complete a draft of your resume and upload a copy to Canvas.

Due: September 12 at 5:00pm. Your resume will be evaluated and you will receive suggested corrections.

Assignment 4 (100 points): Make the necessary corrections to the resume and submit to Canvas for final evaluation. **Due October 24 at 5:00pm.**

Assignment 5: Your Career Portfolio (150 points) - This is the project that ties it all together. You will create a comprehensive portfolio that includes a detailed plan and a set of tools for navigating your career journey. This assignment will be discussed further on September 5.

ACE Portfolio-

- 1) Title Page
- 2) Table of Contents
- 3) Career and recruiting goals:

My career interests:

- First 5 years
- Long-term
- Dream job

My recruiting plan:

- 3rd Year – Fall
- 3rd Year – Spring
- 4th Year – Fall
- 4th Year – Spring
- 5th Year – Fall
- 3th Year – Spring

- 4) STAR Stories x 3
- 5) Informational interview summary - Conduct 2 informational interviews with off-campus contacts.
 - Name
 - Company
 - Title
 - Email
 - What did you learn?
 - Were you able to facilitate a LinkedIn connection?
 - Do you have plans for a follow-up?

- 6) ACE Learning Outcomes Response – please complete the template in Canvas and outline the following:
- Three things you learned about yourself in this class
 - Favorite session – why?
 - Least favorite session – why?
 - What will you do differently because of participating in this class?

Microsoft Excel Projects (16 Projects) (320 points)

You will use the Cengage SAM system to develop and improve your Microsoft Excel skills. The deadlines for each project are listed on the course calendar (see page 8).

Please make sure that you are completing **projects** not trainings or exams.

To receive full credit: you must have each Excel test completed by the assignment deadline with a score of 80% or better.

You will receive half credit if you completed the Excel test and received a score below 80%. You will receive no credit if you have not completed the test by its deadline or scored below 50%.

Note: If your score is below 80%, you may resubmit prior to the deadline. I would encourage you to do so, since your Excel skills will be extensively utilized in your upcoming internship.

EXPERIENTIAL CREDIT OPTIONS

Choose 3 options. Credit may be earned once for each option. (30 points each)

*Please note that options and dates are subject to change. Some options require appointments or RSVP and have limited availability. To obtain credit, you **must** sign official event logs.*

- **MPA Careers in Focus** - The *MPA Careers in Focus Series* provides a chance for you to learn more about the actual work done in a given position. You will meet a variety of employers, see live demonstrations, and have an open forum to ask questions. (RSVP Needed)
 - **September 17** **CBA Events Room 3.304** **11:00am-12:15pm**
 - **October 17** **CBA Events Room 3.304** **11:00am-12:15pm**
 - **TBD**
- **Energy Industry Lunch and Learn**

This event will give you key insights into Texas's #1 industry. Experts will be on hand to lead the discussion and answer your questions. Lunch will be served.

September 12, 11:00 AM – 12:00 PM, CBA Events Room (CBA 3.304)
- **MPA Mock Interview Marathon** Practice interviewing with real employers and gain valuable feedback that you can apply immediately. Sign-up through Recruit McCombs.

September 4 - Ford Career Center (Interview Suites)
- **MPA Resumania** Are you struggling with how to articulate your experience on a resume? Join the MPA career services team for 5-7 minute walk-in resume critique sessions in the MPA conference room to help you produce a dynamic resume.

September 10, 17, 24 & October 1, 3:30 – 5:30 PM, MPA Program Office
- **MPA Recruiting Confidence Workshop:** By attending this workshop you will learn to communicate professionally, work in a team, and keep a conversation progressing and present your body language in a confident manner. Sign-up through Recruit McCombs.

See Canvas for Dates, Times & Locations

- **Telling Your Career Story (STAR development):** You will learn how to master behavioral interviewing and construct relevant and compelling stories that recruiters will remember.
See Canvas for Dates, Times & Locations
- **MPA Dress for Success Webinar & Quiz:** This webcast has helpful tips for both men and women as they dress for social events, business casual and business professional.
Anytime in Canvas
- **Career Consulting Appointment:** Meet with an MPA career professional or peer career consultant (After August 29).

EXTRA CREDIT OPTIONS

- **50 Points - Ethics Unwrapped Modules - Implicit Bias, Self-Serving Bias, Appropriation and Attribution, and Media Representation – See Canvas for Dates, Times & Locations**

LATE ASSIGNMENTS AND GRADING POLICIES

Accounting 151 is graded on a letter grade basis, with each assignment worth a specified number of points. **All Accounting 151 assignments must be completed independently, unless otherwise directed by your instructor. Assignments are due at the beginning of class on the specified due date. No late assignments will be accepted. If you have an emergency, notify your Accounting 151 instructor immediately.** The instructor will determine if the assignment will be accepted. If you cannot attend class, it is still your responsibility to turn in a hard copy of the assignment prior to the beginning of class on the specified due date

POLICY ON SCHOLASTIC DISHONESTY

The McCombs School of Business has no tolerance for acts of scholastic dishonesty. The responsibilities of both students and faculty with regard to scholastic dishonesty are described in detail in the BBA Program's Statement on Scholastic Dishonesty at <http://www.mcombs.utexas.edu/BBA/Code-of-Ethics.aspx>. By teaching this course, I have agreed to observe all faculty responsibilities described in that document. By enrolling in this class, you have agreed to observe all student responsibilities described in that document. If the application of the Statement of Scholastic Dishonesty to this class or its assignments is unclear in any way, it is your responsibility to ask me for clarification. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since dishonesty harms the individual, all students, the integrity of the University, and the value of our academic brand, policies on scholastic dishonesty will be strictly enforced. You should refer to the Student Judicial Services website at <http://deanofstudents.utexas.edu/sjs/> to access the official University policies and procedures on scholastic dishonesty as well as further elaboration on what constitutes scholastic dishonesty.

STUDENTS WITH DISABILITIES

Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, 512-471-6259, <http://www.utexas.edu/diversity/ddce/ssd/>.

RELIGIOUS HOLY DAYS

By UT Austin policy, you must notify me of your pending absence at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

CAMPUS SAFETY

Please note the following recommendations regarding emergency evacuation, provided by the Office of Campus Safety and Security, 512-471-5767, <http://www.utexas.edu/safety/>:

- Occupants of buildings on the University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
- Students requiring assistance in evacuation should inform the instructor in writing during the first week of class.
- In event of an evacuation, follow the instruction of faculty or class instructors.
- Do not re-enter a building unless given instructions by the following: Austin Fire Department, University of Texas at Austin Police Department, or Fire Prevention Services office.
- Behavior Concerns Advice Line (BCAL): 512-232-5050.

Further information regarding emergency evacuation routes and emergency procedures can be found at: <http://www.utexas.edu/emergency>.

FINAL GRADE COMPONENTS

Assignments	Date Due	Points
Attendance	All Semester	220
Assignment 1: Industry Night Preferences Survey	8/30	10
Assignment 2: Company Research Activity	9/12	60
Assignment 3: Resume Draft	9/12	50
Assignment 4: Final Resume	10/24	100
Assignment 5: Career Portfolio	11/14	150
Excel Projects	Throughout Semester (See Schedule for Details)	320 (20 points per Excel Project)
Experiential Credits (choose 3)	11/14	90
Total Points:		1,000

FALL 2018 SCHEDULE

Week	Date	In Class Topics	Assignments Due
1	8/29	ACC 151 Course Introduction, Career Pathways Overview Code of Ethics	N/A
2	9/5	Resume Writing, Employer Research, Career Portfolio (Overview)	Assignment 1: Industry Night Preferences (Due 8/30 11pm)
3	9/12	MPA Industry Night	Assignment 2: Company Research Activity Excel Projects 1&2
4	9/19	No Class	Assignment 3: Resume Draft Excel Projects 3 & 4
5	9/26	Recruiter Straight Talk Panel & Student Recruiting Panel	Excel Projects 5a & 5b
6	10/3	Careers in Audit: Internal v. External	Excel Project 6
7	10/10	Careers in Banking/Finance	Excel 7a and 7b
8	10/17	Careers in Tax: Domestic, International & State/Local	Excel Projects 8a, 8b, 9a & 9b
9	10/24	Careers in Consulting and Advisory Services	Excel Project 10
10	10/31	No Class	Assignment 4: Final Resume
11	11/7	MPA Networking: Making Connections	Excel Project 11 & 12
12	11/14	Spring Recruiting, Class Wrap-up	Assignment 5: Career Portfolio

GRADING SCALE

Grade	Grade Points
A	940-1,000
A-	900-939
B+	870-899
B	840-869
B-	800-839
C+	770-799
C	740-769
C-	700-739
D+	670-699
D	640-669
D-	600-639
F	<600