



SYLLABUS
ACCOUNTING CAREERS EXPLORATION (ACE)
Accounting 151 -- Unique #'s 2705, 2710, 2715 & 2720
Fall 2013

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**Career
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Locations: **Unique #'s 2705 & 2715- UTC 4.122**
Unique #'s 2710 & 2720- UTC 4.124

Time/date: **4:00 – 5:30 p.m., Monday, September 9 - November 18**
The class meets 11 times and concludes before Thanksgiving

Course purpose: The purpose of the Accounting Careers Exploration (ACE, ACC 151) 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 a significant decision you will face very soon.

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

1. It enables you to 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 if you decide to change your job in the future.

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

Comportment: This is predominantly a guest speaker class attracting leading professionals who will talk about career opportunities and their organizations. Many of them will travel to Austin just for this class! ***It is imperative that we show speakers our utmost respect and courtesy.*** Top rankings are earned, not an entitlement. An important part of earning our stature is being professional- staying engaged and asking questions, as is expected of a top program.

Course Format & Location: The format of this class is unlike any other MPA class.

The ACE class will be broken up into four sections to allow for smaller classes. All classes will be held on Monday afternoon/evening, two different sections of the class will run concurrently from 4:00-5:30pm. Two additional classes will run concurrently from 5:30-7:00pm. Because there are multiple sessions, the class will be team taught.

There will be different participants assigned to each room and every participant will either be part of a panel or paired with another employer from the same industry. At the 35 minute mark, the participants will rotate to the other classroom so they can carry on a discussion with the other section of the class.

This is the only course that you will ever take that will allow you to listen to and ask questions of an incredible variety of professionals across the private and public sector.

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!

Meeting Place: Your meeting place will depend on your unique number.
Unique Numbers #2705 & #2715 will meet in UTC 4.122.
Unique Numbers #2710 & #2720 will meet in UTC 4.124.

Meeting Time: Our meeting day is **Monday**, September 9- November 18.

Our meeting time is either:

4:00 – 5:30 pm or 5:30- 7:00pm: For full attendance credit, you must be in your seat and *ready to start* no later than the start of your class. You must remain attentive until official adjournment (including not packing belongings). You should always attend your assigned section to ensure you receive credit for your attendance.

Dress: Casual

Grading: **THIS IS A GRADED COURSE.** Your final grade will be evaluated according to the following.

	<u>Points</u>	<u>%</u>
Timely and Full Attendance	25	25%
Homework	50	50%
Final Paper	<u>25</u>	<u>25%</u>
Total	<u>100</u>	<u>100%</u>

A description of each evaluation category follows:

Timely and Full Attendance

The seat from your second class session will be your seat for the rest of the semester. When you arrive for class, you will find name tents on the desks. Please sit in the seat that corresponds to your name tent. At the end of class, please leave the name tent on the desk.

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.

There are **no automatic unexcused absences**. For full attendance credit you must be in your seat and *ready to go* no later than the start of your class time (4:00 or 5:30pm depending on your assigned section). You must remain fully attentive until the session is adjourned. Gathering materials, packing backpacks, and other pre-adjournment disruptions are discourteous to our guests and will result in point deductions. Please be attentive and respectful until each session is officially adjourned.

Full credit will be awarded each session if you arrive and are ready to start by the beginning of class, and 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 no 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
 - Your wedding
 - An immediate family member’s wedding
 - 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”

Unexcused absence(s)--possible make-up session upon approval. If you have an unexcused absence, a make-up assignment may be possible upon a written appeal by you to your TA with a copy to your course instructor.

If approved, to count as a make-up assignment you must conduct online research of the organizations that presented on the day that you were absent.

You will then write a 4-page paper describing:

1. The organization and its divisions,
 2. What you find interesting about those organizations including a detailed explanation of why you find it interesting.
- An unexcused absence without a makeup assignment will result in a 20 point reduction to your timely and full attendance grade.

Homework

There will be homework over the course of the class.

Homework assignments will be posted on Blackboard and are indicated in the course schedule and explained below. Unless otherwise indicated, please bring your homework to class on the homework due date.

Please note there are no group assignments. 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.

- Your Industry Night Preferences Paper (5 points)—**Assignment 1.** Due Mon., September 16, 9am. The following companies will be present at the Industry Night on September 23:
 - Chevron Corporation
 - ConocoPhillips
 - Dell
 - Marathon Oil
 - Phillips 66
 - Spectra Energy

This assignment calls for you to research, select and rank order 3 of the entities from this list. You will enter your rank order on the Qualtrics website (the link will be provided via Blackboard) For example:

1. Chevron Corporation
2. ConocoPhillips
3. Dell

Then write a one to two page double spaced paper that explains the reasons why those companies/programs were your chosen top preferences.

Your research can include:

- Visiting the website of the company,
- Undertaking a web browser search, such as a Google search, to determine issues facing the upcoming company or industry as the basis for a good question,
- Using library and online resources, such as Vault to research industries and career fields,
- Incorporating any other career relevant information into your question derived from your personal reading, experiences, media broadcasts, etc...

When finished with the paper, please upload the assignment to Blackboard.

- **Paper (5 points)—Assignment 2.** Due Thursday, September 19, noon. On Tuesday, September 10, each student will receive the name of a prospective company employer to research in depth and write about in a two-page (double spaced) paper. The paper should include the following:
 - When the company was established,
 - What kind of services or products the company provides,
 - Who are its competitors,
 - Where it is located,
 - Why (3 reasons) a student may want to start a career with this company,
 - Other observations you wish to include, and

- *Three* well thought out career questions to pose to the company you are researching.

For Assignment 2, full credit generally will be awarded for informed submissions. Point deductions will result if you fall below this standard, including zero credit if you do not hand in an assignment on a timely basis or if your paper and/or Q&A are grossly deficient.

When finished, please upload the assignment to Blackboard.

- ***Start Here Go Places Website (5 points)- Assignment 3- Due September 30 at your assigned class time. Please bring both parts to class. This assignment has two parts.*** First, begin by going online to Startheregoplaces.com and reviewing the website. Note the three most interesting aspects of the site and write a one page (double spaced paper) listing why you find those aspects interesting.

The second part of the assignment is as follows:

1. Log on to startheregoplaces.com
2. Click on the “Build A Future Me” link.
3. Answer all the questions.
4. Click on “Make this my future me”
5. Print the next page showing your name, position, key stats, and career path. You will turn this in on October 1 at your assigned class time.

Both parts must be completed to receive full credit.

- ***Resume (5 Points)—Assignment 4. This assignment has two phases. The following summary will be explained further in our class on Monday, September 16.***

Phase 1: Complete a draft of your resume and email it directly to your TA (not via Bb) by 11 pm, Monday, October 21.

Phase 2: Email your final resume directly to your TA (not via Bb) by 11 pm, Monday, November 18.

- **Microsoft Excel Projects (1-10) (30 points)**

You will use the Cengage SAM system to develop and improve your Microsoft Excel skills. The deadlines for each project is listed on the course calendar (see pages 9-10).

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.

Final Paper- “What interests me?” (25 points)
Due November 11 at class time, bring the paper to class.

The final paper project (minimum 4 pages (maximum 10 pages), double spaced) will serve as a practical tool that you will create to help you with your search for the ideal internship and/or full time position. Every week representatives from a variety of companies will visit us. You will have the opportunity to ask questions about the issues that are important to you.

You will then take your notes from the class session and evaluate that potential career opportunity. Is it something you’re interested in? Why or why not? What are the characteristics of the opportunity that you find attractive?

Some potential avenues to approach the project include the following questions:

- Do you want a rotational program where you have an opportunity to rotate between different job responsibilities within the same company?
- Would you prefer a job that lets you use both your finance knowledge and your accounting skills?
- Do you want to advise clients?
- Do you like to travel?
- Would you like to have an opportunity to combine information systems work with your accounting knowledge?

The above questions are just a few examples of criteria. The questions you can ask are practically limitless. A solid baseline of questions will help you engage the speakers and learn more about the opportunity. You should also be prepared to take good notes. The speakers will undoubtedly bring up key aspects of the position that you didn’t consider. All of this can be used in your final paper.

A full credit paper will reference every class session with a thoughtful analysis of the characteristics that make that potential career appealing or not appealing. Your reasoning should go beyond just what’s popular or what everyone else is doing.

There is no right or wrong answer. The depth and thoughtfulness of your analysis as well as your ability to write a grammatically sound paper will determine your grade.

Correspondence: ACE correspondence will be communicated via Blackboard (emails or postings) and/or placed in your mail slot located in the MPA mailroom. It is a challenge to keep up with other addresses you might have, such as *hotmail* or *yahoo*, so please check your UT address which is associated with Blackboard. It is also recommended that you check your mail slot and university e-mail regularly.

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/>.

Date	In Class Topics
Sept 9	Introduction <ul style="list-style-type: none"> • Meet Your Teaching Team • The Syllabus • Introduction to Online Excel Training Modules
Sept 16	Mid Term Prep (Academic Services & Resume Writing)
Sept 23	Industry Night
Sept 30	Finance and Consulting Opportunities
Oct 7	Recruiter Straight Talk Panel
Oct 14	Internal vs. External Audit
Oct 21	Tax (Domestic, International & State/Local)
Oct 28	Advisory Services — (IT Audit, Structured Finance, etc...)
Nov 4	Public Service Energy Night
Nov 11	How to Research Employers: Opportunities and Locations Entrepreneurship
Nov 18	Class Wrap-up and Spring Recruiting Q&A

Due Date	Homework
Sept. 16 (9am)	HW Assignment 1- Your Preferences for Industry Night- Paper (see syllabus) Due: Tuesday, Sept 16- 9am Please upload to Blackboard
Sept. 16 (Class Time)	Excel Project 1 and 2
Sept. 19 (noon)	HW Assignment 2—Paper (see syllabus) Please upload to Blackboard.
Sept. 23 (Class Time)	Excel Project 3 and 4
Sept. 30	HW Assignment 3- Start Here Go Places (see syllabus) Bring to your assigned class section.
Oct. 7 (Class Time)	Excel Project 5 and 6
Oct. 14 (Class Time)	Excel Project 7
Oct 21 (Class Time)	HW Assignment 4—Resume (explained in class), <i>Phase 1</i> : Email a draft of your resume to your TA by 11pm, Mon, October 21 Excel Project 8
Oct. 28 (Class Time)	Excel Project 9
Nov. 4	Excel Project 10 Extra Credit -Excel Project 11 (3 points)
Nov. 11 (Class Time)	Final Paper- “What interests me?” Bring to your assigned class section.
Nov 18	HW Assignment 5- Resume Phase 2: Email final copy of your resume to your TA by Nov 18 11pm.

