

SYLLABUS
MPA Distinguished Speaker Lyceum
ACC 180C (unique #02797) and
ACC 152 (unique #02725)
Fall 2013
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THE UNIVERSITY OF TEXAS AT AUSTIN



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

Our first **three** class meetings will address professional development based on feedback from recent MPA alumni.

In our remaining **seven** class meetings we will hear **nine** distinguished speakers. These speakers are highly accomplished, represent diverse areas relevant to professional development, graciously give their time (a privilege most schools could only hope for) and, on top of it all, they are simply nice individuals. 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 rooms and times are in the course schedule attached. We are in multiple locations and times may vary. **Please check the meeting schedule at the back of the syllabus before each class.**

To register your Lyceum attendance, please have your UT identification card scanned at one of the laptop registration stations near the door to our meeting room. Therefore,

- Please bring your UT identity card to Lyceum
- Make sure that after scanning your card, your Lyceum attendance has been recorded in the computerized system by saying your name to the person scanning

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

At the conclusion of class, there will be exit scans on random days.

Meeting Time: The sign-in and meeting times are as follows (except for the September 11th, 7:10 p.m. adjournment noted above).

4:45 p.m: **Sign-in begins**

5:00 p.m: **Please be seated** and ready to listen to our presenters. Sign-in ends and scanners will be deactivated shortly after this time.

5:10 – 6:30 p.m: **Presentation begins.** When the general assembly is adjourned please feel free to approach our presenters with individual questions and introductions

Exception: Our meeting time on **Tues., Sept. 24th is 5:00 – 7:10 pm**

To compensate for this extended meeting we **do not meet** on Tues, Oct. 1st

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

1. Completion of a syllabus quiz
2. One speaker thank-you note for a speaker you will be assigned
3. Attendance and attentiveness in class
4. Submission of a speaker evaluation survey at the end of the course

A summary of these course requirements is provided in the following table and discussed thereafter.

Requirement	Due	Failure to complete the requirement results in:
1. Online syllabus <i>quiz</i>	By the deadline indicated on the quiz	No course credit
2. One speaker <i>thank you note</i>	Due <u>one week</u> after your assigned speaker [^]	Two-page paper* or Lead TA-approved alternative activity
3. <i>Attendance and Attentiveness</i>	a. One <u>reserved unexcused</u> absence (i.e., a freebee) –reserved by “CREATE THREAD” and entering your name and UT EID in the subject line on our Bb Discussion Board (limit = 35 students) <i>plus</i> b. Up to three <u>documented excused</u> absences	Two-page paper* on a topic approved by the Lead TA or Lead TA-approved alternative activity . . . for each unexcused absence beyond the first reserved unexcused absence.
5 absences or more for any reason → no course credit (should withdraw)		
4. Online <i>speaker evaluation survey</i>	Sent to you after our last meeting, due by the deadline indicated on the survey.	No course credit

[^] 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.

*approximately 600 words

Four Course Requirements--detail: The four course requirements summarized in the table above are described in more detail below.

1. **Online syllabus quiz.** You will receive an online syllabus quiz. Please complete and submit your quiz by the deadline indicated on the quiz. You may refer to your syllabus, classmates, or any other resources to complete the quiz, but the final input and submission should be your own. Wrong answers must be redone until you have all answers correct. Non-completion will result in no course credit.
2. **One speaker thank-you note card.** After our first three sessions on professional development, we will hear nine distinguished speakers over the remaining seven class meetings. You must write a thank note for one of these nine speakers.
 - You are **assigned** a 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 an envelope and fold-over enabling your comments on the inside. It should not be an index card or crafted from regular paper that is folded, cut or otherwise improvised to look like a note card
 - The note card and envelope should indicate the 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
 - Address some positive insight about the speaker's presentation
 - Employ your professional judgment for guidance on what is a good note
 - **Hand-in** your note one week after your speaker's presentation.
 - Insert your note card in its envelope, but do not seal the envelope
 - There will be a box at the scanning desk in which you can deposit your card the week after your speaker's presentation.
 - If you are not attending the meeting following your speaker's session, deliver your card to the front desk of the MPA Program Office the week after your speaker's presentation.
 - If the next speaker is not for two weeks, submit your note at the meeting two weeks after your speaker's presentation.
 - If your speaker is the last speaker
 - Drop your note off at the front desk of the MPA Program Office within a week after our last class meeting
 - If you miss the last meeting and you are assigned to this speaker, write a note for the preceding speaker
 - If you are absent the evening of your assigned speaker, write a note for the next speaker or email the Lead TA for approval of another future speaker to whom you will write a note.
 - **Mailing** your note will be handled 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 Lead TA) on time, for course credit on this assignment you may write a **two-page paper** (approximately 600 words) on the topic addressed by your assigned speaker or on another activity agreed to by the Lead TA.

- 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 two-page paper is due three weeks from the date of absence.
- Failure to submit this paper on time will result in no course credit.
- Papers will be reviewed by the Lead TA and a program that identifies plagiarism. For more information about plagiarism see <http://plagiarism.org/>.

3. **Attendance and attentiveness.** The major requirement of this course is to attend all our meetings except as noted below, and to be attentive.

Attendance

Unexcused absence. ***One unexcused*** absence is allowed following our initial meeting on September 3rd. However, no more than 35 total students may have an unexcused absence for any one session. These 35 slots are available on a first-come first-serve basis. You must register for an unexcused absence spot by using our class's Discussion Board on Bb. Simply open a "New Thread" and enter your NAME and UTEID in the subject field of the new thread you've opened to secure your reservation. The first 35 thread entries will receive an unexcused absence. Reservations open at 7:30 PM on the Tuesday one week before each speaker's presentation date and close at 5:30 PM on the Tuesday of each speaker's presentation date. ***If you reserve one of the 35 unexcused absence slots, but still attend the session, it will still be counted as using your unexcused absence.***

Each unexcused absence (1) not within the 35 total student limitation or (2) after the first unexcused absence will result in a **two-page paper** approximating 600 words on the topic of the missed Lyceum presentation or another activity agreed to by the Lead TA.

- The two-page paper is not a "penalty" or "punishment." It merely makes-up for the hours missed in class and is fair to your colleagues who attend the Lyceum.
- The two-page paper is due three weeks from the date of absence.
- Failure to submit this paper on time will result in no course credit.
- Papers will be reviewed by the Lead TA and a program that identifies plagiarism. For more information about plagiarism see <http://plagiarism.org/>.
- The most common reason for unexcused absences is conflicting employer recruiting activities, which is not an excused absence. If needed, the two-page paper enables you to achieve your goal of attending recruiting activities and still receive credit for the course. At the same time, the McCombs Career Services Code of Conduct makes it clear to all employers and students that classes take precedent over recruiting activities. All employers are well informed that this is a college-wide policy. If an employer is placing you in a difficult position please contact your MPA career consultant. The vast majority of employers follow the code of conduct. However, every semester, a few employers violate the code and schedule a recruiting event in conflict with a class.

Excused absence(s). You will be ***excused*** from class if there is a legitimate **documented** reason. You are allowed one unexcused absence as well as an excused absence(s). An excused absence(s) requires proper documentation and must be for a "legitimate reason." "Legitimate reasons" include 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
- Mandatory university events the scheduling of which you have no control, with the Lead-TAs approval.

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

- Office visits and recruiting events
- A “tight” exam schedule
- Preparing for an exam or project in another class
- Extracurricular activities
- Family reunions
- Attending sports events

If **five or more of our ten class meetings are missed** for any reason, it is not possible to give you credit for the course. Therefore, please withdraw from the course or you will receive non-credit for the course. It is perfectly understandable if personal circumstances dictate a significant number of absences. However, with five or more absences from our ten meetings, you will be missing 50% or more of a course in which attendance and attentiveness are the primary requirements. Therefore, course credit will not be possible.

Attentiveness

If you are observed to be non-attentive in class, it will be treated like an unexcused absence in every way, including the requirement to submit a two-page paper. 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. **Online speaker evaluation survey.** An online speaker evaluation survey link will be sent to you after our last class meeting. Please submit your completed survey by the deadline indicated on the survey. Non-completion will result in no course credit.

Lyceum Procedures: In 2004, an MPA Student Committee was formed to provide recommendations on Lyceum attire and comportment. Our visitors are influential leaders in their fields and often the impression they develop about the Texas MPA, and share with others, is formed during their Lyceum visit. The student committee was concerned that Lyceum participants were not representing our program in a manner consistent with a premier masters program. The committee's recommendations included the following and were instituted.

1. **Attire.** Required Lyceum attire is intended to project a professional image without being uncomfortable. If you wish to check-out an MPA locker to store clothes before the Lyceum please see the receptionist at the MPA Program Office (GSB 4.112C). Above all, you are expected to exercise your professional judgment in determining an adequate image. In the interest of comfort in the Texas heat, casual attire is appropriate (although the 2004 student committee recommended business casual).

Unacceptable attire during Lyceum will be treated like an unexcused absence in every way, including the requirement to submit a two-page paper

While it is not possible to list every type of inappropriate clothing, examples of dress items to **avoid** are indicated below.

- Ragged or dirty t-shirts and shorts
 - Baseball caps worn during Lyceum
 - Soiled workout clothes
 - Flipflops
2. **Signing-in.** At the beginning of each Lyceum session please register your attendance at the scanning station. Of course, it should go without saying that you cannot register for another student or be registered by another student, both of which would violate the scholastic dishonesty code.
 3. **Departing.** Please do not prepare to leave or 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. There may be exit registration on a random basis.
 5. **Promptness.** Please be seated and ready to go by 5:10 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 Blackboard (emails or postings) and/or placed in your mail slot. It is a challenge to keep up with other addresses so please check your UT address associated with Blackboard. It is recommended that you check your mail slot and university e-mail regularly.

***I'M LOOKING FORWARD TO JOINING EVERYONE,
IT'S ALWAYS AN ADVENTURE!***

**MPA DISTINGUISHED SPEAKER LYCEUM
MEETING SCHEDULE
Fall 2013**

<u>Date</u>	<u>Location</u>	<u>Time</u> check in begins at 4:45 pm	<u>Presenter(s)</u>	<u>Your assigned speaker</u> based on your last name below
Sept. 3		5:00 – 6:30	Various, Professional Development	
Sept. 10		5:00 – 6:30	Various, Professional Development	
Sept. 17		5:00 – 6:30	Various, Professional Development	
Sept. 24	UTC 2.112A	5:00 – 7:10	Mr. Oliver G. Halle, Pres. Former FBI Special Agent Accompanied by: Mr. Josh Kenyon, and Ms. Diann Cattani	Ababgara - Byrnes Cal Y Mayor - Currie Darash - Graham
Oct. 1	NO CLASS			
Oct. 8	UTC 2.112A	5:00 – 6:30	Mr. Carl Allegretti Tax CEO, Deloitte	Greer - Kim
Oct. 15	UTC 2.112A	5:00 – 6:30	Mr. Rad Weaver Director of Development McCombs Enterprises, Inc.	Kleinman - Marmillion
Oct. 22	UTC 2.112A	5:00 – 6:30	Ms. Jane Gleeson-White Author, including <i>Double Entry: How the Merchants of Venice Created Modern Finance</i>	Marriott - Novoselov
Oct. 29	UTC 2.112A	5:00 – 6:30	Mr. James Springer Advisor, JPS Consulting	Oesch - Scheaffer
Nov. 5	UTC 2.112A	5:00 – 6:30	Ms. Erica Fitzgerald, CFO C3 Presents	Schramm – Van Horn
Nov. 12	UTC 2.112A	5:00 – 6:30	Ms. Mahala Guevara Skinner and Lara, PC	Vazquez - Zym laba