SYLLABUS
ACCOUNTING CAREERS EXPLORATION (ACE)
Accounting 151--Unique #'s 2785, 2790, 2795 & 2800
Fall 2014

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TA’s:
Michelle Niakan (Unique #'s 2785 & 2795)
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Javier Mendoza (Unique #'s 2790 & 2800)
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Office Hour: Tuesday 9:00-10:00am and by appointment

Locations:
Unique #'s 2785 & 2795- UTC 3.122
Unique #'s 2790 & 2800- UTC 3.124

Time/date: 4:00 – 5:30 p.m., Monday, September 8 – November 24
The class meets 12 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 #2785 & #2795 will meet in UTC 3.122.*
- *Unique Numbers #2790 & #2800 will meet in UTC 3.124.*
Exceptions:
- On September 8, October 6 and November 17; the class will meet in William C Hogg Building (WCH 1.120).
- On November 24, the class will meet in Belmont Hall (BEL 328)

Meeting Time: Our meeting day is Monday, September 8- November 24.

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:

<table>
<thead>
<tr>
<th>Points</th>
<th>%</th>
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<tbody>
<tr>
<td>Timely and Full Attendance</td>
<td>25</td>
</tr>
<tr>
<td>Homework</td>
<td>50</td>
</tr>
<tr>
<td>Final Paper</td>
<td>25</td>
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<td>Total</td>
<td>100</td>
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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 Canvas and are indicated in the course schedule and explained below. Unless otherwise indicated, please bring your homework to class on the homework due date.

For all assignments and papers, you will receive no credit if submitted later than the deadline.
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 (1 point)- Assignment 1a. You will receive a survey link via your UT email address and be asked to list your industry night preferences. Due September 11 by 8pm.

This assignment calls for you to research, select and rank order three of the entities from the 11 companies listed below. You will enter the preferences in the survey.

For example:

1. Chevron Corporation
2. ConocoPhillips
3. Dell

• Paper (4 points)—Assignment 1b. Due Mon., September 15. Please bring the paper to your assigned class section.

The following companies will be present at the Industry Night on September 22:

- Chevron Corporation
- ConocoPhillips
- Dell
- Dow Chemical
- Exxon
- GE Capital
- Intel
- Marathon Oil
- Phillips 66
- Southwest Airlines
- Spectra Energy

You will 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, etc...

- **Paper (5 points)—Assignment 2. Due Monday, September 22 at assigned class time.** On Thursday, September 11, 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 paper to Canvas.*

- **Resume (5 Points)—Assignment 3. This assignment has two phases. The following summary will be explained further in our class on Monday, September 15.**

  **Phase 1:** Complete a draft of your resume and upload a copy to Symplicity (OCR). **Due: Monday, September 29.** Your resume will be evaluated and you will receive suggested corrections.

  **Phase 2:** Make the Necessary Corrections to the Resume and Submit to OCR for final evaluation. **Due Monday, November 17-** bring to your assigned class section.

- **Start Here Go Places Website (5 points) - Assignment 4- Due October 20 at your assigned class time.** Begin by going online to Startheregoplaces.com and reviewing the website. Click on the “Why Accounting?” and “What’s Next?” tabs. Note the most interesting aspects of the site and write a two page (double spaced paper) listing why you find those aspects interesting. *Please bring the paper to your assigned class section.*
- **Microsoft Excel Projects (1a-8b) (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). 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.

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**Final Paper- “What interests me?” (25 points)**

**Due November 10 at class time, bring to your assigned class section.**

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 Canvas (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 Canvas. 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/.
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<td>Introduction</td>
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<td>• Meet Your Teaching Team</td>
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<td>• The Syllabus</td>
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<td>• Introduction to Online Excel Training Modules</td>
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<td>Sept 15</td>
<td>Mid Term Prep (Academic Services &amp; Resume Writing)</td>
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<td>Tax (Domestic, International &amp; State/Local)</td>
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<td>Oct 27</td>
<td>Advisory Services — (IT Audit, Structured Finance, etc…)</td>
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<td>Jobs in Public Service</td>
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<td>Energy Night</td>
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<td>Nov 10</td>
<td>How to Research Employers: Opportunities and Locations</td>
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<td>Entrepreneurship</td>
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<td>Nov 17</td>
<td>Class Wrap-up and Spring Recruiting Q&amp;A</td>
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<td>Nov 24</td>
<td>MPA- Networking (Making Connections)</td>
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<td>Due Date</td>
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<tr>
<td>Sept. 11 8pm</td>
<td>Assignment 1a. Complete Qualtrics Survey Link for Industry Night Preferences</td>
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<td>Sept. 15 (Class Time)</td>
<td>HW Assignment 1b- Industry Night-Paper (see syllabus) Bring to your assigned class section.</td>
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<td>Sept. 15 (Class Time)</td>
<td>Excel Project 1a and 2a</td>
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<td>Sept. 22 (Class Time)</td>
<td>HW Assignment 2—Paper (see syllabus) Upload paper to Canvas.</td>
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<td>Excel Project 3a and 4a</td>
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<td>Sept. 29 (Class Time)</td>
<td>HW Assignment 3—Resume (explained in class), Phase 1: Upload a copy of resume to Symplicity (OCR).</td>
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<td>Oct. 6 (Class Time)</td>
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<td>Excel Project 8a</td>
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<td>Excel Project 9</td>
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<td>Nov. 10 (Class Time)</td>
<td>Final Paper- “What interests me?” Bring to your assigned class section.</td>
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<tr>
<td>Nov 17</td>
<td>HW Assignment 3- Resume Phase 2: Bring to your assigned class section.</td>
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