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, graciously give of 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 time and location are:
- **5:10 – 6:30 pm** on the Tuesdays shown in the course schedule at the back of this syllabus
- **UTC 2.102A**

To register your Lyceum attendance, please have your UT identification card scanned at one of the laptop registration stations near the entrance (north) 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 meeting days.
**Meeting Time:** The sign-in and meeting times are as follows.

- **4:45 p.m:** Sign-in begins
- **5:10 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. 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 six requirements to pass:

1. **Canvas Syllabus Quiz.** Completion of a syllabus quiz, which is 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 7 in-class meetings after Sept. 1, 2015.
4. **Canvas TED Talk Quizzes.** View 2 online TED Talk videos and complete a quiz covering each one.
5. **Canvas Peer Reviews.** For each TED Talk you are required to assess 3 Quiz responses of peers. The quizzes you review will be randomly selected and you will be anonymous to the quiz authors.
6. **Canvas Speaker Evaluation.** 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 details are discussed after the table.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Comments</th>
<th>If not completed</th>
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</thead>
<tbody>
<tr>
<td><strong>1. Syllabus Quiz</strong></td>
<td>DUE 4:00 pm Tues., Sept. 8</td>
<td>A failing grade in the course</td>
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<tr>
<td><strong>2. One Thank-You Note</strong></td>
<td>DUE one week after your assigned speaker^</td>
<td>• A 2-page make-up paper*, or</td>
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<tr>
<td>for an in-class speaker</td>
<td></td>
<td>• A Lead TA-approved alternative activity, or</td>
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<td></td>
<td>• Absent the above, a failing grade in the course</td>
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<td><strong>3. In-class Meetings</strong></td>
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<tr>
<td>Attendance and</td>
<td>a. Up to 2 documented excused absences plus</td>
<td>For each unreserved unexcused absence:</td>
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<tr>
<td>Attentiveness at our 7 in-class meetings after Sept. 1, 2015</td>
<td>b. 1 reserved unexcused absence (i.e., a freebee) – reserved by entering your NAME and UT EID in the first “Reply” box in Canvas “Discussion.” (limit = 35 students per session)</td>
<td>• A 2-page make-up paper*, or</td>
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<td>• A Lead TA approved alternative activity, or</td>
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<td>• Absent the above, a failing grade in the course</td>
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</table>

**4 or more absences** from the 7 post-Sept. 1\textsuperscript{st} in-class meetings for any reason \(\rightarrow\) **a failing grade in the course** (should withdraw)

These absences include excused absences and reserved unexcused absences with or without a make-up paper or an alternative activity.
Six Course Requirements--detail: The six course requirements summarized in the table above are described in more detail below.

1. Syllabus Quiz

**Availability.** The Syllabus Quiz is available on the first day of UT classes, Wed., Sept. 26th, 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.

Given your character and the high standard of integrity required of accountants, I am confident that you will abide by the conditions for completing this quiz. As you know, abuse is scholastic dishonesty subject to the MPA Student Codes of Ethics as described at [http://www.mccombs.utexas.edu/mpa/student-codes-of-ethics](http://www.mccombs.utexas.edu/mpa/student-codes-of-ethics) and will result in a failing grade in the course.

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 scanning desk 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 scanning desk 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
    o Deliver your note to the front desk of the MPA Program Office within one week after our last in-class meeting.
    o 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 Lead 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 Lead TA) by the due date, you may make-up this assignment by doing one of the following:

- Write a 2-page make-up paper (approximately 500 words) on the topic addressed by your assigned in-class speaker. You are responsible for contacting the Lead 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 Lead TA, or

- Absent the above, regrettably you will receive a failing grade in the course.

**2-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 2-page make-up paper is due two weeks from the due date of your thank-you note.

- Papers will be reviewed by the Lead 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.mccombs.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 7 post-Sept. 1 in-class meetings.

**Attendance**

To register your attendance in the in-class meetings:

- Have your UT identification card scanned at one of the laptop registration stations near the door to our meeting room
- Make sure that after scanning your card, your Lyceum attendance has been recorded by stating your name to the person scanning.

**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 Lead-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.

**Reserved Unexcused absence.** One reserved **unexcused** absence (i.e., a freebee) is possible following our initial meeting on September 1st. However, no more than **35 total students** may have a registered **un**excused absence for any one session. These 35 slots are available on a first-come first-serve basis.

**You reserve** an **un**excused absence by entering your NAME and UT EID in the first “Reply” box in Canvas “Discussion.” At 7:30 pm following each in-class speaker, reservations will open for **un**excused reservations for the next in-class speaker. Reservations close at 5:30 pm on the Tuesday of each in-class speaker’s presentation date.

**If you attend a session you have reserved,** it will still be counted as using your one allowed **un**excused absence because your reservation may eliminate the opportunity for another student to make a reservation.
Each unexcused absence may be made-up with a 2-page make-up paper or alternative activity as described above under “Speaker Thank-You Note.”¹

— The 2-page make-up paper is not a “penalty.” It merely familiarizes you with the subject matter you missed, makes-up for the hours missed in class, and attempts to align with your colleagues’ efforts in commuting to and attending the Lyceum.
— The 2-page make-up paper is due two weeks from the date of absence.
— Papers will be reviewed by the Lead TA and a program that identifies plagiarism. For more information about plagiarism see http://plagiarism.org/. As above, your honesty and self-respect provide comfort that plagiarism will not occur. It is scholastic dishonesty under the MPA Student Codes of Ethics as described at http://www.mccombs.utexas.edu/mpa/student-codes-of-ethics and will result in a failing grade in the course.
— The most common reason for unexcused absences is conflicting employer recruiting activities, which is not an excused absence. The 2-page make-up paper is a safety valve that enables you to achieve your goal of attending recruiting activities and still receive credit for the course. At the same time,
  o 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.
  o If an employer is placing you in a difficult position please contact your MPA career consultant.
  o 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.

If 4 or more of our 7 post-Sept. 1 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 4 or more absences of any kind from our 7 post-Sept. 1 in-class meetings, you will be missing more than 50% the course’s central activity. Therefore, a passing grade in the course will not be possible.

¹ Each unregistered unexcused absence may be made-up by doing one of the following.

- Write a 2-page make-up paper (approximately 500 words) on the topic addressed by your assigned in-class speaker. You are responsible for contacting the Lead TA for approval of a topic in time to complete the paper by the due date. Or
- Complete an alternative activity identified by the Lead TA, or
- Absent the above, regrettably you will receive a failing grade in the course.
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 unregistered unexcused absence, including the make-up opportunity to submit a 2-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. TED Talks & Quizzes. You will view 2 online TED Talks and complete a two part quiz on each talk. There are no in-class meetings on the dates these quizzes are due.

Date available and access. The TED Talks and Quizzes are available on the first day of UT classes, Wed., Sept. 26th. A link to these assignments appears at the bottom of the Canvas Home page and under Canvas Assignments. You may view the TED Talks and complete the Quizzes any time before their respective due dates.

Due date. The due date for each quiz is shown in the Activities Schedule at the end of this syllabus, as well as at the bottom of the Canvas Home page and under the Canvas Assignments link.

Quiz questions. Each TED Talk Quiz has two parts, each of which is a separate item (link) on Canvas.

- **Part 1** is a multiple choice question from a question bank about something that was said in the TED Talk. Each question in the question bank has only one correct response. Canvas will indicate if your response is correct or incorrect. If your response is incorrect you will receive another question randomly selected from the question bank. You will have unlimited time to respond and you are allowed up to 4 attempts to submit one correct response. If no responses are correct across 4 attempts, this activity is treated like an unregistered unexcused absence.

- **Part 2** requires a short narrative response of 50 words or less asking how the idea(s) in the TED talks can be applied to your ongoing educational experience, career, and/or life. You are encouraged to discuss your opinion with others, but the final input and submission must be your own.

As noted before, accounting requires utmost integrity. This along with your high moral character and self-respect provide assurance that you will honor the conditions above for responding to the quiz questions. An abuse comprises scholastic dishonesty subject to the MPA Student Codes of Ethics as described at [http://www.mccombs.utexas.edu/mpa/student-codes-of-ethics](http://www.mccombs.utexas.edu/mpa/student-codes-of-ethics) and will result in a failing grade in the course.

To pass the TED Talk Quizzes, submit both parts of each quiz by their due date and:

- **On Part 1**, a correct response is necessary to receive credit. Canvas will indicate if your response is correct or incorrect. If your response is incorrect you will receive another question randomly selected from the question bank. Have unlimited time to respond and you are allowed up to 4 attempts to submit one correct response. If no responses are
correct across 4 attempts, the activity is treated like an unregistered unexcused absence as described in the syllabus.

- **On Part 2**, receive an average score of 2 ("acceptable") or higher. Your score on Part 2 of each quiz will be the average of three peer reviews described below. Responses with an average score below 2 (i.e., below “acceptable”) will be reviewed by the Lead TA with instructor oversight.

If you do not receive a passing quiz score on both parts of each quiz, the video and quiz will be treated like an unregistered unexcused absence, including the make-up opportunity to submit a **2-page make-up paper** or an alternative activity as described under footnote 1 above. The 2-page make-up paper is due two weeks after grades are posted on Canvas. It is your responsibility to monitor Canvas for the grade posting date and contact the Lead TA for approval of your paper topic before writing the paper.

5. **Canvas Peer Reviews.** For each TED talk quiz, you are required to provide a peer review of Part 2 for three quizzes completed by other students. The quizzes you review will be randomly selected from the class. As a reviewer, you will know the names of classmates you are reviewing.

**Date available and access.** Twenty-four (24) hours after each quiz’s due date, the “To Do” list on the right of our Canvas Home page will indicate that the quizzes you are assigned to review are available. Under the “To Do” list, click the name of the assignment you are reviewing. Also, when the quizzes for your peer review are available you will receive an email with a peer review link, which you can click to access the peer review screen.

**Due date.** Peer reviews are due one week after the due date for the quiz. A notice of this due date appears at the bottom of the Canvas Home page and under Canvas Assignments. This is merely a notice … it has no additional links. To access your assigned peer reviews please see “Availability” above.

**Peer review criteria.** You will assess only Part 2 on each quiz based on the scale below followed by a required comment justifying your evaluation.

1 = not acceptable  
2 = acceptable  
3 = good

Responses to this question are subjective. Use your professional judgment in assessing the quality of responses. **However**, quiz responses to Part 2 that could apply to any talk are “not acceptable.” For example, a response indicating that “The speaker's message will make me a better professional,” could apply to any talk and is “not acceptable.”

**More detailed review criteria and instructions are provided in the box labeled “Peer Review Requirements ...” “Criteria” visible when you open the Part 2 assignments.**

**To pass the Peer Review assignments,** provide a well-reasoned (a) score based on the 1-3 scale above, and (b) justification comment by the peer review assignment due date indicated in the Activities Schedule at the end of this syllabus.
6. **Canvas Speaker Evaluation Survey**

You are required to complete an evaluation of each speaker, including the online TED Talks speakers. This survey is due Tues., Nov. 10, 11:59 pm. However, you may wish to evaluate each speaker shortly after hearing her or him. 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 *un*registered *un*excused absence, including the make-up opportunity to submit a **2-page make-up paper** or alternative activity as described under footnote 1 above.

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. **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 comprise scholastic dishonesty subject to the **MPA Student Codes of Ethics** as described at [http://www.mccombs.utexas.edu/mpa/student-codes-of-ethics](http://www.mccombs.utexas.edu/mpa/student-codes-of-ethics) and will result in a failing grade in the course.

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. There may be unannounced exit scans on a random basis.

4. **Promptness.** Please be seated and ready to hear our speaker 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.

5. **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) 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 Canvas. 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!*
<table>
<thead>
<tr>
<th>Date</th>
<th>Presenter(s)</th>
<th>Your assigned speaker based on your last name below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 1</td>
<td>Course Overview</td>
<td></td>
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<tr>
<td></td>
<td>Mr. Phil Nemy</td>
<td>Adkins - Brickermann</td>
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<td></td>
<td>Executive Director, UTLA</td>
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<td>Sept. 8</td>
<td><strong>DUE: Syllabus Quiz, 4:00 pm</strong></td>
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<tr>
<td></td>
<td>Ms. Mahala Guevara</td>
<td>Brower - Culhane</td>
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<td>Controller, Big Bend Brewing Co.</td>
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<td>Sept. 15</td>
<td>Ms. Helen Sharkey</td>
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<td>Former Dynergy Accountant</td>
<td>Dam - Hammen</td>
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<td>Sept. 22</td>
<td>How does an IPO really work?</td>
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<td></td>
<td>PwC Speaker TBD</td>
<td>Hansen - Ko</td>
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<td>Sept. 29</td>
<td><strong>NO IN-CLASS MEETING</strong></td>
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<td></td>
<td><strong>DUE: TED Talk 1 Quiz, Parts 1&amp;2, 11:59 pm</strong></td>
<td>How Great Leaders Inspire Action</td>
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<td></td>
<td>Mr. Simon Sinek</td>
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<td></td>
<td>How Great Leaders Inspire Action</td>
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<tr>
<td>Oct. 6</td>
<td><strong>DUE: Peer Review 1 for TED Talk Quiz 1, Part 2, 11:59 pm</strong>, Mr. Simon Sinek</td>
<td>Leveau - Menzies</td>
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<td>Ms. Kellie Fischer</td>
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<td>CFO, Texas Rangers</td>
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<td>Oct. 13</td>
<td>The Honorable Mr. Gene Dodaro</td>
<td>Miller - Roberts</td>
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<td>Comptroller General of the United States</td>
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<td>Oct. 20</td>
<td>Ms. Mary Catherine Fixel</td>
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<td>Sustainable Business Solutions, PwC</td>
<td>Rogalla – Tzolova</td>
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<td>Oct. 27</td>
<td><strong>NO IN-CLASS MEETING</strong></td>
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<td></td>
<td><strong>DUE: TED Talk 2 Quiz, Parts 1&amp;2, 11:59 pm</strong></td>
<td>The Power of Introverts</td>
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<td>Ms. Susan Cain</td>
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<td></td>
<td>The Power of Introverts</td>
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<td>Nov. 3</td>
<td>Deloitte Leadership</td>
<td>Valdes - Zukis</td>
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<td>Nov. 10</td>
<td><strong>NO IN-CLASS MEETING</strong></td>
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<td><strong>DUE: Peer Review 2 for TED Talk Quiz 2, Part 2, 11:59 pm</strong>, Ms. Susan Cain</td>
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<td><strong>DUE: Speaker Evaluation Survey, 11:59 pm</strong></td>
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**Course activities are complete**