ACCOUNTING CAREERS EXPLORATION (ACE)
Accounting 151
Fall 2016 Course Syllabus
Instructor: Jim Franklin

COURSE GOAL AND OBJECTIVES

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.

COURSE INFORMATION

Class Time: 5:00 – 6:30 p.m.
Thursday, August 25 – November 10
The class meets 11 times and concludes before Thanksgiving

Location: UTC 2.102A

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

Instructor:
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Office Hours: Tuesday 3-4pm and By Appointment

Career Services Team:
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Taylor Savage
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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.

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.

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/laptop during class are discourteous to our guests and will 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
   - 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)**

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 3-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 50 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 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 31 by 5pm.**

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

For example:

1. Phillips 66
2. BASF
3. Dell

The following companies will be present at the Industry Night on September 8:

- BASF
- Chevron Corporation
- Dell
- Dow Chemical
- ExxonMobil
- HP
- Intel
- Phillips 66
- Southwestern Energy
- Spectra Energy

**Assignment 2**: Company Research Activity (60 points total) Due September 8 at 5pm. Upload your project workpapers to Canvas. The workpaper templates for this exercise will be available in Canvas.

**Exercise 1**: 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 1- Worth 20 points)**

**Exercise 2**: Pick one state in the U.S. in which you can see yourself settling long term. Use the best COMPANY & INDUSTRY DATABASES on the worksheet to locate five companies within that state that fall into the industry that you selected in Exercise 1. Display the information in the columns listed on the worksheet for each of the 5 companies: **(Exercise 2- Worth 20 points)**

**Exercise 3**: Pick two of your targeted companies off of your spreadsheet from exercise two, 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 after your comments. **(Exercise 3 - Worth 20 points)**
Resume — Assignment 3 & 4. The following summary will be explained further in our class on September 1st.

**Assignment 3 (40 points):** Complete a draft of your resume and upload a copy to Canvas.

**Due: September 8 at 5:00pm.** Your resume will be evaluated and you will receive suggested corrections.

**Assignment 4 (90 points):** Make the necessary corrections to the resume and submit to Canvas for final evaluation. **Due October 20th at 5:00pm.**

**Microsoft Excel Projects (18 Projects) (360 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 page 9).

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.

**Your Career Portfolio (130 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 1st.

**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
     - 3rd Year – Spring
4) STAR Stories x 3
5) Final Draft Resume
6) Research Activity (Assignment 2)
7) Informational interview summary - Conduct 2 informational interviews with off-campus contacts/or one on- one off-campus contact.
   - Name
   - Company
8) ACE Learning Outcomes Response – please complete the template in Canvas and outline the following:
   a. Three things you learned about yourself in this class
   b. Favorite session – why?
   c. Least favorite session – why?
   d. What will you do differently as a result of participating in this class?

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 situation, 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.mccombs.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/ssp/.
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.

Further information regarding emergency evacuation routes and emergency procedures can be found at: http://www.utexas.edu/emergency.
### FINAL GRADE COMPONENTS

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<tr>
<th>Assignments</th>
<th>Date Due</th>
<th>Points</th>
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<tbody>
<tr>
<td>Attendance</td>
<td>All Semester</td>
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<tr>
<td>Assignment 1: Industry Night Preferences Survey</td>
<td>8/31</td>
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<td>Assignment 2: Company Research Activity</td>
<td>9/8</td>
<td>60</td>
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<tr>
<td>Assignment 3: Resume Draft</td>
<td>9/8</td>
<td>40</td>
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<td>Assignment 4: Final Resume</td>
<td>10/20</td>
<td>90</td>
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<td>Assignment 5: Career Portfolio</td>
<td>11/10</td>
<td>130</td>
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<tr>
<td>Excel Projects</td>
<td>Throughout Semester (See Schedule for Details)</td>
<td>360 (20 points per Excel Project)</td>
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<td>Experiential Credits (choose 3)</td>
<td>11/10</td>
<td>90</td>
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### 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.

- **August 26 | 9:30 - 11:30 AM | CBA 5.328 - Alvarez & Marsal Consulting Case Workshop:**
  Students will complete a mock group case interview and receive real-time feedback. This event will teach students how to succeed in case interviews, as well as provide information about consulting and everyday life as a consultant. Sign-up through Recruit McCombs.

- **September 1 | 11:00 AM – 12:00 PM | CBA Events Room CBA 3.304 - Energy Industry Lunch and Learn**
  (An invitation will be sent to you via email on August 26th)
  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 6 MPA Mock Interview Marathon**
  Practice interviewing with real employers and gain valuable feedback that you can apply immediately. Sign-up through Recruit McCombs.

- **September 7 & September 20 | 3:30 - 5:30 p.m. | MPA Conference Room - 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 product.

- **October 12th 2:30-3:30pm CBA Events Room - 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.

- **Early October | Time and Location TBD - Telling Your Career Story (STAR development):**
  You will learn how to master behavioral interviewing and construct relevant and compelling stories that recruiters will remember.

- **Early November | Time and Location TBD - MPA LinkedIn Workshop:**
  In this workshop, learn how to market your LinkedIn profile, network, conduct informational interviews and seek positions.
☐ **Check MPA Weekly Blog for dates, times locations:** MPA Educated Eats: Educated Eats are a series of faculty led professional discussions over a range of accounting and accounting career topics. Lunch is provided. Please place a star by your name on the sign in sheet to receive attendance credit.

☐ **Anytime in Canvas - 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.

☐ **By Appointment:** Meet with MPA career consultant or peer career consultant

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**SCHEDULE**

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<tr>
<th>Week</th>
<th>Date</th>
<th>In Class Topics</th>
<th>Assignments Due</th>
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<tbody>
<tr>
<td>1</td>
<td>8/25</td>
<td>ACC 151 Course Introduction, Career Management Systems Overview</td>
<td>N/A</td>
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<tr>
<td>2</td>
<td>9/1</td>
<td>Resume Writing, Employer Research, Career Portfolio (Overview)</td>
<td>Assignment 1: Industry Night Preferences (Due 8/31 5pm)</td>
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<td>4</td>
<td>9/15</td>
<td>Careers in Banking &amp; Finance &amp; Careers in Consulting</td>
<td>Excel Projects 1, 2, 3 &amp; 4</td>
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<td>9/22</td>
<td>Recruiter Straight Talk Panel &amp; Academic Services</td>
<td>Excel Projects 5a, 5b and 5c</td>
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<td>6</td>
<td>9/29</td>
<td>Careers in Audit: Internal v. External</td>
<td>Excel Project 6</td>
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<td>7</td>
<td>10/6</td>
<td>Professionalism, Communication &amp; Ethics, Working in Teams, Resume Briefing</td>
<td>Excel Projects 7a and 7b</td>
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<td>10/13</td>
<td>Careers in Tax: Domestic, International &amp; State/Local</td>
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<td>9</td>
<td>10/20</td>
<td>No Class – Excel Projects Workday</td>
<td>Assignment 4: Final Resume</td>
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<td>10/27</td>
<td>Careers in Advisory Services</td>
<td>Excel Projects 9a, 9b, 10a and 10b</td>
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<td>11</td>
<td>11/3</td>
<td>MPA Networking: Making Connections</td>
<td>Excel Project 11 &amp; 12</td>
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<td>Spring Recruiting, Class Wrap-up</td>
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