<table>
<thead>
<tr>
<th>DATE</th>
<th>SPEAKER</th>
<th>TOPIC</th>
<th>READING ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 21</td>
<td>Dr. McConnell</td>
<td>Orientation; Why this Course is Important</td>
<td></td>
</tr>
<tr>
<td>Jan 28</td>
<td>UTA Career Counseling Center Personnel</td>
<td>Dining Etiquette</td>
<td>Zoller Ch.5,8,12, 15,16,18</td>
</tr>
<tr>
<td>Feb 4</td>
<td>UTA Career Counseling Center Personnel</td>
<td>Business and Technology Etiquette</td>
<td>Zoller Ch.3,7,10,13,14</td>
</tr>
<tr>
<td>Feb. 11</td>
<td>UTA Career Counseling Center Personnel</td>
<td>The interviewing Process: how and when, do's and don'ts of interviewing, speed networking, and intro to Interview Stream</td>
<td>Zoller Ch.1,2,4,6,11 Latta Ch. 1,2</td>
</tr>
<tr>
<td>Feb. 18</td>
<td>UTA Career Counseling Center Personnel</td>
<td>Meyers-Briggs: understanding yourself and dealing with other personality types</td>
<td>Keirsey Ch.1, then corresponding material based on your type and temperament, [see Note 1]</td>
</tr>
<tr>
<td>Feb. 25</td>
<td>UTA Career Counseling Center Personnel; Individual students</td>
<td>Mock interviews done by each student via Interview Stream and critique by UTA career counseling personnel. [See Notes 2 and 3]</td>
<td></td>
</tr>
<tr>
<td>Mar 3</td>
<td>Darren Harriott, Senior Internal Auditor, Azz</td>
<td>The importance of networking in career development</td>
<td>Latta Ch. 6, 9, 12 (review Zoller Ch. 5)</td>
</tr>
<tr>
<td>Mar. 9-15</td>
<td><strong>Spring Break Week:</strong> Erin Go Bragh!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>SPEAKER</td>
<td>TOPIC</td>
<td>READING ASSIGNMENTS</td>
</tr>
<tr>
<td>---------</td>
<td>----------------------------------------------</td>
<td>--------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Mar. 17</td>
<td>Rahul Shah, Audit Senior manager. Weaver LLP</td>
<td>Dealings with clients</td>
<td>Latta 3, 4</td>
</tr>
<tr>
<td>Mar. 24</td>
<td>Lotis Butchko, Jos. A. Bank</td>
<td>Dressing Professionally: business and business casual for men</td>
<td>Zoller Ch. 9</td>
</tr>
<tr>
<td>Mar. 31</td>
<td>Ceasar Ruiz, Manager, formerly of White House Black Market Kelly Burger, Partner, White House Black Market</td>
<td>Dressing Professionally: business and business casual for women</td>
<td>Zoller Ch. 9</td>
</tr>
<tr>
<td>Apr. 3</td>
<td>LAST DAY TO DROP COURSE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr. 7</td>
<td>Jacob Eye, Audit Manager Grant Thornton LLP</td>
<td>Professionalism from the perspective of public accounting</td>
<td>Latta Ch. 8, 16</td>
</tr>
<tr>
<td>Apr. 14</td>
<td>Kim Carpenter, Audit Partner KPMG LLP</td>
<td>Professionalism from the perspective of public accounting</td>
<td>Latta Ch. 7, 13</td>
</tr>
<tr>
<td>Apr. 21</td>
<td>Jon Gee, Tax Partner Dixon, Hughes, Goodman</td>
<td>Professionalism from the perspective of public accounting</td>
<td>Latta Ch. 5, 11, 15</td>
</tr>
<tr>
<td>Apr. 24</td>
<td>(Mock interview critique due date to avoid 5 point penalty)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr. 28</td>
<td>TBA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 5</td>
<td>Andrea Lovelady, Partner Ernst &amp; Young LLP</td>
<td>Professionalism: From the perspective of public accounting</td>
<td>Latta 10, 14</td>
</tr>
</tbody>
</table>
COURSE OBJECTIVES AND STUDENT LEARNING OUTCOMES: Carnegie Institute of Technology analyzed the records of 10,000 people and concluded that 15% of job success is due to technical training, intellect and job skills. 85% of job success is due to personality factors. A Harvard study of thousands of men and women who'd been fired concluded that for every one person who lost a job for failure to do work, two persons lost jobs for failure to deal with other people successfully [Zoller and Preston, p.3, 2002]. This course is intended to improve the soft skills of our accounting graduate students. Topics included in this course are intended to engender a stronger sense of professionalism: business and social etiquette, self-assessment, professional deportment, networking, effective communication skills, stress management, time management, and dressing professionally.

COURSE PREREQUISITES: ACCT 5311 or equivalent [ACCT 3311] with a grade of C or higher are prerequisites for this course.

MEETING ROOM: Section 001 – Meets in COBA 151, Tuesdays at 7:00 – 7:50 p.m.

COURSE GRADE:

Grade %
Beginning of class quizzes over assigned readings [See note 4] 70 A -- 90%
[Turn in a quiz with your name every class night, as attendance is checked from submitted quizzes.]
Mock interview critique by UTA Career Counseling staff [You must submit UTA critique form via Canvas] 15 B -- 80%
Substantive class participation 5 C -- 70%
Completion of Keirsey temperament sorter 10 D -- 60%
____ F -- below 60%

100

Attendance is very important in this class for you to benefit from hearing about the experiences and life lessons imparted by these highly accomplished speakers. For each two full weeks of unexcused class absences (2 absences) a student's grade will be reduced by one letter grade. [Proof must be provided for excused absences.]

TEXT MATERIALS:

You Did What? The Biggest Blunders Professionals Make, K. Zoller and Preston, K.

Professional Success: How to Thrive in the Professional World, Latta, J.M. (This text will be given to you; you do not have to buy it!)

Please Understand Me: Character and: Temperament Types, Keirsey, D. and Bates, M.

Optional, but a life changing classic. Read it sometime:
The 7 Habits of Highly Effective People: Restoring the Character Ethic, 3d ed. (at least), Stephen R. Covey
OFFICE HOURS: Room 420 COBA, TTh 2:00 pm - 4:00 pm; Tuesday 8:00 pm - ? [It is advisable to let me know beforehand when you want to come by for office hours in case a presently unscheduled meeting arises during the semester.]
E-mail: McConnell@uta.edu
Website: http://www2.uta.edu/accounting/mcconnell

"The quality of people's lives is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor."

Vince Lombardi

"It is attitude, not aptitude, which determines altitude."

Author Unknown

Notes

1. Each student will do the Keirsey Temperament Sorter beginning on page 5 of the Keirsey and Bates book, recording your answers and resultant four-letter personality type on the Excel spreadsheet available on Canvas (Assignments > Meyers-Briggs Personality Test > "Meyers-Briggs Personality Test.xlsx"). This will be due (along with the related assigned readings) on the date of the Meyers-Briggs class session so that you can maximum benefit from the class discussion. In the spreadsheet provided, mark either a or b for each question number with a "1" or "x". As you complete the personality test, your personality type will automatically populate. To receive credit, upload your completed spreadsheet that displays your four-letter personality type to the Canvas assignment. These submissions will be anonymously graded on Canvas by my GTA. Once you have identified your personality type and temperament, you should read the material in chapters II, V, and the appendix, corresponding to your specific personality and temperament type. Beyond that, you can read the remainder of the book as you wish "for comprehensive knowledge or for personal insight, your choice depending largely upon your temperament." [paraphrasing Keirsey, Please Understand Me II, pg. 16]

2. You can do your mock interview at the career counseling offices kiosks or via your notebook computer, if it has web cam ("skype-like") capability. [If you do the mock interview with your notebook or similar computer, it is strongly recommended that you approximate a live interview session as closely as possible by dressing professionally, sitting as you would in an interview, etc.] Once you have done the mock interview, you will need to contact career counseling to schedule your mock interview critique. To receive course credit, you must upload to Canvas your mock interview critique signed by the staff member who did the critique with you. You should keep the original copy.
3. **Late submissions:** If the mock interview critique is submitted after April 24, your grade will be penalized 5 points. The Keirsey Temperament Sorter grade will be penalized 3 points if submitted after the Meyers-Briggs class session. Late assignments will not be accepted after May 5.

4. Your grades on quizzes and projects will be posted to Canvas. You can access your grades by going on the Internet to UTA/Canvas, or by accessing your UTA email on the UTA website which will tell you that grades are posted. You should check this periodically to make sure that you’ve gotten credit recorded for your projects and to see your quiz grades.

**OTHER IMPORTANT UNIVERSITY DISCLOSURES:**

**DISABILITY ACCOMMODATIONS:**
UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act* (ADA), *The Americans with Disabilities Amendments Act* (ADAAA), and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: **The Office for Students with Disabilities, (OSD)** www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**UNIVERSITY SUPPORT FOR ACADEMIC SUCCESS:**
UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

**NON-DISCRIMINATION POLICY:**
The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.
TITLE IX POLICY:
The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

UNIVERSITY ELECTRONIC COMMUNICATION POLICY:
UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

CAMPUS CARRY:
Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit http://www.uta.edu/news/info/campus-carry/.

STUDENT FEEDBACK SURVEY:
At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit http://www.uta.edu/sfs.

FINAL REVIEW WEEK:
A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

EMERGENCY EXIT PROCEDURES:
Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest building exit. To reach the nearest building exit you should turn left as you exit the classroom and then proceed down the stairs to the first floor. When exiting the building during an emergency, you should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.
UNIVERSITY AND DEPARTMENT POLICIES ON ACADEMIC DISHONESTY:

It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include dismissal from class with a grade of F, suspension, or expulsion from the University.

As defined in the university Handbook of Operating Procedures (Section 2-202) -

"Scholastic dishonesty [includes], but [is] not limited to, cheating, plagiarism, and collusion on an examination or an assignment being offered for credit. Each student is accountable for work submitted for credit, including group projects;

A. Cheating on an examination or an assignment includes:
   1. copying the work of another, allowing someone to copy, engaging in written, oral or any other means of communication with another, or giving aid to or seeking aid from another when not permitted by the instructor;
   2. using material during an examination or when completing an assignment that is not authorized by the person giving the examination or making the work assignment, including, but not limited to, electronic or digital devices such as calculators, cell phones, camera phones, scanner pens, palms, or flash drives, etc.;
   3. taking or attempting to take an examination for another, or allowing another to take or attempt to take an examination for a student;
   4. using, obtaining, or attempting to obtain by any means, the whole or any part of an examination or work assignment that is not provided for your use by your instructor;
   5. any act designed to give unfair advantage to a student or the attempt to commit such an act;
B. Plagiarism means the unacknowledged incorporation of the work of another in work that is offered for credit;
C. Collusion means the unauthorized collaboration with another in preparing work that is offered for credit;"

Accountants are invariably in positions of trust and responsibility. As such, the accounting profession demands that its members behave with the highest regard for ethical and moral conduct. You have elected to study accounting, and perhaps prepare yourself for a career in accounting. As such, the Faculty of the Department of Accounting at The University of Texas at Arlington must necessarily expect that you behave according to the same high ethical standards that are expected of the profession itself. Scholastic dishonesty will not be tolerated. The Department will, as a matter of policy and without exception, seek disciplinary action against any person committing any act of scholastic dishonesty.

In addition, each student should consider it their personal obligation to report any known or suspected acts of scholastic dishonesty. Failure to report a known act of scholastic dishonesty can be regarded as collusion with that act. Please advise me promptly of any known or suspected act of scholastic dishonesty.

ACADEMIC INTEGRITY:

Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.
I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents’ Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at https://www.uta.edu/conduct/.