# Proposal Form For Addition And Revision Of Courses

1. **Proposing College / School:** College of Business  
   **Department:** School of Accountancy

2. **Course Prefix and Number:** ACCT 3810  
3. **Effective Term:** Spring 2014

4. **Course Title:** Professional Development in Accountancy  
   **Abbreviated Title (30 characters or less):** Professional Develop in ACCT

5. **Requested Action:**  
   - [ ] Renumber a Course  
   - **Add a Course**  
   - [ ] Revise a Course
   **Current Course Number:**  
   **Proposed Course Number:**  
   **Type of Revision:**

6. **Course Credit:**  
   - **Contact/Group Hours:** 1  
   - **Weekly or Per Term?** Weekly  
   - **Credit Hours:** 1  
   - **Anticipated Enrollment:** 100

7. **Grading Type:**  
   - [ ] Regular (ABCDF)  
   - [ ] Satisfactory/Unsatisfactory (S/U)  
   - [ ] Audit

8. **Prerequisites/Corequisites:**  
   - **P/C ACCT 3110**  
   - Restricted to juniors in accounting.

9. **Restrictions:** List specific restriction in space above.  
   - [ ] College  
   - [ ] Major  
   - [ ] Standing  
   - [ ] Degree

10. **Course Description:**  
    (20 Words or Less; exactly as it should appear in the Bulletin)  
    Career planning and preparation for transition from university student to accounting professional.

11. **May Count Either:**  
    (Indicate if this particular course cannot be counted for credit in addition to another)

12. **Affected Program(s):**  
    (Respond "N/A" if not included in any program; attach memorandum if more space is required)

13. **Overlapping or Duplication of Other Units’ Offerings:**  
    (If course is included in any other degree program, is used as an elective frequently by other unit(s), or is in an area similar to that covered by another college/school, attach correspondence with relevant unit)  
    - [ ] Applicable  
    - [ ] Not Applicable
14. Justification: This course will address practical, developmental, and interpersonal issues that must be addressed during the successful transition from life as an undergraduate accounting major to that of an accounting professional. In addition, this course provides a venue in which to educate all accounting majors about job placement and career expectations in the accounting profession in an efficient manner as opposed to meeting with students individually. This course will also provide a venue in which to involve accounting firms and companies in the classroom to address current issues in the job market and the overall profession. AACSB accreditation expects us to focus on placement of all accounting majors and not just the top students.

(Include a concise, yet adequate rationale for the addition/revision of the course, citing accreditation, assessments (faculty, graduate, and/or external) where applicable)

15. Resources: Not applicable.

(Indicate whether existing resources such as library materials, classroom/laboratory space, and faculty appointments are adequate to support the proposed addition/revision; if additional resources are required, indicate how such needs will be met, referencing the appropriate level of authorization – i.e.: Dean – where necessary; if no additional resources or shifting of resources will be necessary, respond “Not Applicable”)

16. Student Learning Outcomes: Students will demonstrate an understanding of the following:
- How to develop an accounting resume
- The recruiting process for the accounting profession
- Behavioral interview techniques
- Business etiquette
- Career options in Public Accounting and Industry
- Networking techniques
- Ethics in the accounting profession
- How to dress for success
- The importance of professionalism in the workplace
- Graduate school options and the GMAT
- CPA exam preparation and other accounting certifications

(State in measurable terms (reflective of course level) what students should be able to do when they have completed this course)

17. Course Content Outline:

COURSE CONTENT OUTLINE:

Date Topic/Reminders Guest Speaker (If Applicable)
August 21 Introduction to the Accounting Profession and Building a “Recruit-able Resume”
BRING A ROUGH DRAFT OF YOUR RESUME TO CLASS WITH YOU

August 28 The Accounting Recruitment Process at Auburn
RESUME DRAFTS DUE BY 5 PM Name, Title, Company TBD

September 4 Business Etiquette and Non-Verbal Body Language including phone and email etiquette Name, Title, Company TBD

September 11 Networking and Interviewing Name, Title, Company TBD

September 18 Becoming a CPA: Grad School, the CPA Exam, and Work Requirements Name, Title, Company TBD

September 25 Ethics & Regulation in the Accounting Profession Name, Title, Company TBD

October 2 Choosing a Career in Industry: Corporate Accounting and Internal Audit Name, Title, Company TBD

October 9 Public Accounting – The Culture of a Big 4 Firm Name, Title, Company TBD
October 16 Public Accounting – The Culture of a Regional or Local Firm Name, Title, Company TBD

October 23 Choosing a Public Accounting Path: Audit Name, Title, Company TBD

October 30 Choosing a Public Accounting Path: Tax Name, Title, Company TBD

November 6 Choosing a Public Accounting Path: Advisory & Forensic Accounting Name, Title, Company TBD

November 13 Non-traditional Paths in Accounting and Certifications Name, Title, Company TBD

November 20 Former Intern (Grad Student) Panel Q&A Session

November 27 Thanksgiving Break – no class

December 4 LAST CLASS DAY – Review of Concepts

FINAL RESUMES DUE IN TRL

(Provide a comprehensive, week-by-week breakdown of course content, including assignment due dates)

18. Assignments / Projects:

Assignments/Components of Course Grade

Class Attendance - 30 points
There are 15 class meetings, and you will receive 2 points for attending each class indicated on the schedule and conducting yourself in a professional manner while present. Professional behavior means being on time, being respectfully attentive to the speaker, and not leaving early. Attendance is evidenced by your signature on a sign-in sheet. It is your responsibility to make sure that you sign the sheet otherwise you will not receive credit for attendance. If I decide that your behavior is unprofessional, you will not receive credit for attending the class.

Speaker Surveys - 45 points
You will receive 3 points for submitting an evaluation of our class speakers in Canvas prior to the next class meeting (i.e. completing a survey of the September 7th meeting prior to the September 14th meeting). These surveys will assess your absorption of the material covered, and also help to improve the course for future semesters.

Class Participation - 10 points
A maximum of 10 points can be earned by preparing written questions for outside speakers based on content discussed that day. (1 point for preparing the written question and 1 point for asking the question aloud to the speaker. You must identify yourself by name when asking the question and turn in a written copy of your question at the end of class.

Resume - 10 points
Please bring a rough draft of your resume to class on August 21. You will receive 5 points for e-mailing the first revision of your resume to the mac@auburn.edu mailbox by 5 pm on Wednesday, August 26th. Save your resume as a Word document, entitled: LastName, First Initial.doc (example: Sally Smith =Smith, S.doc). In the subject line of the e-mail, please write "ACCT 3810 Resume." My graduate assistant will follow up with a quick response to let you know it has been received. I will return your resume with editing suggestions on September 11th. You will receive another 5 points for uploading the final revision of your resume to a profile in Tiger
Recruiting Link (TRL) prior to the semester end. Please save your e-mails to the MAc mailbox in case there is any question about whether you met the submission deadlines.

Career Development Event - 5 points
Attending a Career Development Event such as Meet the Firms and/or a Beta Alpha Psi meeting (FLS members only). A schedule of these activities will be provided and you will only receive credit if you sign the sign-in sheet at the event.

Total Possible Points 100

(List all quizzes, projects, reports, activities and other components of the course grade -- including a brief description of each assignment that clarifies its contribution to the course's learning objectives)

19. Rubric and Grading Scale:

Rubric and Grading Scale:
This course is graded on a satisfactory/unsatisfactory (S/U) basis. In order to earn a satisfactory (S) for this course, you must earn at least 80% of the total possible points.

Activity Points Available
Class Attendance............................30
Speaker Surveys..............................45
Class Participation..........................10
Resume.........................................10
Career Development Event..............5
Total Possible Points.....................100

Grade Assignment
Satisfactory (S) - 80 points or higher
Unsatisfactory (U) - 79 points or lower

(List all components of the course grade -- including attendance and/or participation if relevant -- with point totals for each; indicate point totals and ranges or percentages for grading scale; for S/U grading, detail performance expectations for a passing grade)

20. Justification for Graduate Credit: n/a

(Include a brief statement explaining how the course meets graduate educational standards (i.e.: rigorous standards for evaluation, development of critical thinking and analytical skills, etc.))

(Included below are standard statements regarding course policies. If necessary, a statement may be altered to reflect the academic policies of individual faculty members and/or the academic unit or department, provided that there is no conflict with the Student Policy eHandbook, Faculty Handbook, or any existing university policy.)

POLICY STATEMENTS

Attendance: Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence.

Excused Absences: Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student's immediate family, the death of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request, and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please consult the Student Policy eHandbook for more information on excused absences.

Make-Up Policy: Arrangement to make up a missed major examination (e.g., hour exams, mid-term exams) due to properly authorized excused absences must be initiated by the student within one week of the end of the period of the excused absence(s). Except in unusual circumstances, such as the continued absence of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date that the student initiates arrangements for it. Except in extraordinary circumstances, no make-up exams will be arranged during the last three days before the final exam period begins.

Academic Honesty Policy: All portions of the Auburn University student academic honesty code (Title XII) found in the Student Policy eHandbook will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.
Disability Accommodations: Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by e-mail. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Halley Center, 844-2088 (VTT).