ACCT 3285 – PROFESSIONAL SEMINAR
Expanded Course Outline/
Fall, 2017

Instructor: Bruce M. Bird
Phone: (678) 839-4813
Office Hours: M 3:15 - 5:15 P.M.
T 3:15 - 5:15 P.M.
W 3:15 - 5:15 P.M.
F 2:15 - 4:15 P.M.
(and by appointment)
Office: Adamson Hall Room 117
E-mail: bbird@westga.edu

I Catalog Description

Students attend presentations by UWG Career Services, public accounting firms, nonprofit and governmental accountants, corporate accountants, professional accounting organizations (IMA, GSCPA, etc.), accounting educators, and/or professional certification review services. A professional cover letter and resume must be prepared. This seminar is an Accounting B.B.A. degree requirement.

II Required Background or Experience

A. Prerequisites: ACCT 2102 with a minimum grade of C; Junior standing.
B. Prerequisites Justification: Students must demonstrate an ability to complete the Accounting curriculum by passing ACCT 2102 with a minimum grade of C.
C. General Education (Core) Contribution: This course utilizes basic accounting knowledge acquired in ACCT 2101 & 2102.

III Learning Goals:

A. Develop a life-long learning focus. (LG 4)
B. Improve oral and written communication. (LG1)
C. Develop a professional career focus. (LG4)

IV Textbook & Reference Material

No textbook is required for this course. Handouts and documents will be provided by presenters and faculty as needed.

V Special or Unique Student Materials:

None.
VI Expanded Description of the Course & Instructional Methods:

This seminar provides a framework for exploring careers and understanding the role of professional organizations and certification. Instructional methods involve discussion and presentation. Satisfactory completion of this 1-hour course is required for graduation with a BBA in Accounting.

VII Methods of Evaluating Outcomes:

Attendance (see below). Cover letter, resume, and LinkedIn profile for an accounting or accounting-related job. Your grade will be Satisfactory or Unsatisfactory.

VIII Class Rules:

1. No food or beverages in the classroom
2. Please dress appropriately.
3. Attendance policy—No more than 3 absences (including the 1st day of class.) Please note that no “make up” work for missed attendance will be available. You will simply be dropped from our class roster.
4. Late policy—If you are late by 6 minutes or more, then you are absent. Please enter our classroom quietly.
5. Seating arrangement – As a class, we will sit in the front of the classroom as a group. During the 1st session, a seating chart will be made.
6. If the course schedule on your syllabus reads “TBA”, please check the News/Announcements section of CourseDen.

IX Extra Credit:

There is no extra credit in this course other than that which is explicitly stated in the course syllabus.
Students should review the following information each semester:

**ACADEMIC SUPPORT**

**Accessibility Services:** Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact Accessibility Services.

**Center for Academic Success:** The Center for Academic Success provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu

**University Writing Center:** The University Writing Center assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu

**ONLINE COURSES**

UWG takes students’ privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the UWG Online site.

Students enrolled in online courses can find answers to many of their questions in the Online/Off-Campus Student Guide.

If a student is experiencing distress and needs help, please see the resources available at the UWG Cares site. Online counseling is also available for online students.
HONOR CODE

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student’s conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student’s account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the Student Handbook.

UWG EMAIL POLICY

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student’s responsibility to check his or her email.

CREDIT HOUR POLICY

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).
HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance:

http://www.usg.edu/hb280/additional_information#

You may also visit our website for help with USG Guidance:

https://www.westga.edu/police/campus-carry.php

XI Miscellaneous

In addition to submitting a resume and cover letter, you are required to establish a LinkedIn account and invite me to be your connection. You should have a photo that is professional-looking and include your anticipated graduation date along with your degree. Any other information (work experience, organizations, etc.) is up to you, but remember potential employers will be looking at your profile. In addition, work submitted for credit in other courses will not be accepted for credit in this course.
# ACCT 3285
## SCHEDULE
### Fall, 2017

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>TIME</th>
<th>TOPIC</th>
<th>SPEAKER/ORGANIZATION</th>
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<tbody>
<tr>
<td>August</td>
<td>T</td>
<td>15</td>
<td>Syllabus/ Introduction/ Resume, Cover Letter &amp; LinkedIn Profile</td>
<td>Bruce M. Bird</td>
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<td></td>
<td>T</td>
<td>22</td>
<td>Some Thoughts on the Job Search Process</td>
<td>Bruce M. Bird</td>
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<tr>
<td></td>
<td>T</td>
<td>29</td>
<td>Resume &amp; Cover Letter</td>
<td>UWG Career Services, Kristi Conner</td>
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<tr>
<td>September</td>
<td>T</td>
<td>5</td>
<td>Wolfworks &amp; Job Search Process / UWG Career Services, Lauren Johnson</td>
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<td>12</td>
<td>TBA</td>
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<td>T</td>
<td>19</td>
<td>Accounting Interview Day/ Campus Ballroom (please dress professionally and carry copies of your resume with you)</td>
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<td>T</td>
<td>26</td>
<td>Accounting &amp; Data Analytics, Dr. Joey Smith</td>
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<td>October</td>
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<td>My Journey in Accounting, Todd Anduze , SBDC</td>
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<td>Adventures in Accounting Advising/ Dr. Ron Colley</td>
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<td>31</td>
<td>Some Additional Thoughts on the Job Search Process</td>
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<td>Developing Technology Skills in an Ever-Changing World</td>
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<td>Bruce M. Bird</td>
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<tr>
<td>Date</td>
<td>No.</td>
<td>Presenter/Session</td>
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<td>Nov 7</td>
<td>TBA</td>
<td>No class / Thanksgiving Holiday.</td>
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<td>Nov 14</td>
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<td>Nov 21</td>
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<td>Nov 28</td>
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<td>Dec 5</td>
<td>TBA</td>
<td>No class (This will help give you time to study for your other Final Exams).</td>
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Note: Most of the following presenters are in the process of being scheduled

- Natasha Blum/ Georgia Department of Audits
- Bill Studdard, Forensic Accounting
- Tony Malik / Principal Consultant, Point Square Consulting
- Dr. Christine Haynes/ MPAcc Program
- Rodney Lanxton/ Serial Entrepreneur
- Corporate Accounting / Chick-Fil-A
- Ashley Bishop and Brianna Morris
- Adam Cleek/ HER Concepts