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FALL 2015

MGT 550 – Professional Accounting

Instructor Information

Instructor:	Ann K. Brooks
E-Mail:	brooks@unm.edu (use only when online systems are not functioning)
Phone:	277-3382
Fax:	277-7108
Office:	ASM 2132
Office Hours:	Face-to-Face: M-R :10:45 am – 11:15 am or by Appt. (In Office, by Phone or in Learn) (Online meetings will use Web Conference Link in our Learn course)
Department Chair:	Prof. Leslie Oakes loakes@unm.edu
Preferred Method of Contact:	Blackboard messages for personal communication Blackboard discussion board for class and homework questions

Instructor Response Time

Communication

I routinely check Blackboard for postings or emails, Monday (8 am) – Friday (12 pm) and sometimes on the weekend. You can anticipate a 24 to 48 hour response from me, Monday – Thursday. I will try and respond to all weekend (Friday afternoon to Sunday) emails and postings by noon on Monday or earlier.

Grading

Graded assignments are routinely returned to students within one week or the second Monday after an assignment has been submitted for grading.

Course Information

Course Description:

The course provides an overview of knowledge needed to be a successful accounting professional including:

1. Understanding the different accounting fields (jobs), their requirements and responsibilities
2. Professionalism in the Workplace
3. Professional responsibilities and ethical concerns of accounting professionals including auditors, tax practitioners, management, governmental, internal auditors, audit committees and board members.
4. Professional Communication Skills (writing, group work, and presentation) in order to be a successful professional accountant or business person.

Course Objectives:

Using the material presented in class, the course will teach and assess the following:

- Effective communication skills (writing and group work)
- Effective business etiquette and professionalism
- Knowledge of the structure of the accounting profession (fields of accounting and their respective requirements)
- Competency in ethical reasoning skills
 - Students will be able to identify ethical issues in accounting contexts and/or practice.
 - Students will be able to apply an ethical reasoning process to make a choice or evaluation and will be able to effectively justify this choice or evaluation.
 - Students will be able to discuss and identify AICPA independence and ethics rules within business cases and current news issues.
- Competency in critical thinking skills
 - Able to structure and synthesize ambiguous information
 - Able to sort relevant from irrelevant information
 - Able to apply technical knowledge to new problem settings
 - Able to analyze and summarize information
 - Interpret the results of analysis

Prerequisites:

Mgt 540 or equivalent

Course Orientation:

All Orientation information can be found in Learn under the “Start Here” link on the Course Information page.

Web Conferencing:

Web conferencing will be used in this course for meeting with the instructor.

For the online sessions, you will need:

- *A USB headset with microphone. Quality entry models are widely available at BestBuy, Walmart or online.*
- *A high speed internet connection is highly recommended for these sessions. A wireless internet connection may be used if successfully tested for audio quality prior to web conferencing.*

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Textbooks and Supplementary Materials

Required Textbook: None

Required Materials:

Headset w/mic (approx. \$50) for use in the Web Conference Link (used for Online Meetings with Instructor) for meetings and presentations with Professor. Students **MUST** use headset with mic not built-in mic to reduce mic noise feedback.

Technical Considerations

Required Technology:

In order to access your online courses students need to log onto [Blackboard Learn](https://learn.unm.edu) (<https://learn.unm.edu>). In addition, this course requires students to be able to open, use and read Word, Adobe pdf, PowerPoint and Excel files.

Online Course Requires:

- A high speed Internet connection is highly recommended.
- Supported browsers include: Internet Explorer, Firefox, and Safari. Detailed Supported Browsers and Operating Systems: <http://kb.blackboard.com/pages/viewpage.action?pageId=38830689>

Any computer capable of running a recently updated web browser should be sufficient to access your online course. However, bear in mind that processor speed, amount of RAM and Internet connection speed can **greatly** affect performance.

Learn course components perform best on a high speed Internet connection. Those using dial-up connections will experience longer page load times and much slower performance when accessing their online course. Many locations offer free high speed Internet access including Anderson's Computer Lab (ASM 1002), ([UNM's Computer Pods](http://it.unm.edu/pods/locations.html) (<http://it.unm.edu/pods/locations.html>) or one of UNM's many ([Statewide Centers](http://statewide.unm.edu/nm/index.html) <http://statewide.unm.edu/nm/index.html>).

For additional information: see <https://learn.unm.edu>

For UNM Learn Technical Support: (505) 277-5757 (M-F 8am - 5pm) or learn@unm.edu.

For UNM Blackboard Learn Technical Support: (505) 277-5757 (M-F 8am - 5pm) or learn@unm.edu.

For Web Conference Technical Help: (505) 277-0857 or media@unm.edu

Assessment and Grading

Instructor Expectations:

I will give each of you 100% of my commitment to help you successfully complete my class, however, I expect 100% of your commitment to this class, which includes:

- Participating in Class Discussions (this is NOT a correspondence course, we are going to create a learning community)
- Viewing all Course Material (under Course Resources) - Each week has a folder that contains ALL the links you need to complete the week's assignments
- Reading Announcements (which are posted on our Class Learn's Course Dashboard and are Forwarded to your Preferred Email)
- Collaborating and Reviewing Postings in your Group's Private Discussion Board
- Being a Productive and Reliable Group Member
- Using all provided resources and following posted instructions
- Submitting ANY files using your FULL Name as part of the filename

Grading Scale: List how graded will be assigned based on above grade weighting

Points	Grade
1037 to 1115	A
1004 to 1036	A-
970 to 1003	B+
925 to 969	B
892 to 924	B-
859 to 891	C+
758 to 858	C
669 to 757	D
Less than 669	F

Grade Weighting:

	Points
Orientation <ul style="list-style-type: none">• Welcome Posting• Questionnaire• UNM Survey• Ice Breaker – Inspirational Posting• Availability Schedule for Group Selection	10 10 10 30 20
Career Building <ul style="list-style-type: none">• Unique Interview Questions• Resume or Who am I Assignment• Interview Question Replies• Cover Letter or Personality Assessment Assignment	20 50 20 50
Networking <ul style="list-style-type: none">• Elevator Pitch or Empowering Yourself Assignment	50
Workplace Basics <ul style="list-style-type: none">• Formation of Groups• Diversity Assignment• Business Etiquette Assignment	20 25 25
UNM Mid-Course Survey (available around Fall Break – announcement will be posted)	10
Teamwork <ul style="list-style-type: none">• Groups complete the Ice Breaker Exercise• Groups Complete the Group Dynamic Exercises• Draft Group Charter• Final Charter	20 40 25 40
Field of Accounting Group Research Project <ul style="list-style-type: none">• Field of Accounting Choice• Task Assignment Sheet• Powerpoint Slides• Summary of Interviews• Presentation• Member Evaluations	20 25 50 50 100 25
Business Ethics <ul style="list-style-type: none">• Parish Library Research• Business Ethics	50 300
Prof. Brooks Evaluation	20
Total	900

Assignments, Participation and Presentations

Assignments:

This class covers lots of topics (Professionalism, Business Etiquette, Ethics, Fields of Accounting, etc.) therefore we are constantly changing focus. However, the Class Schedule and Course Resource link in Learn has been structured in weekly modules to help students stay organized and on track. ALL assignments and postings are due on their respective Sundays by 11 pm.

I will open weekly modules two weeks at a time to prevent students from moving too far ahead and to keep class discussions fresh and timely.

Class Participation:

General Participation Statement:

I want all of my students to succeed! Just because the class is a distance learning class does not mean we are disconnected.

Required Posting Information:

Participation in class and groups discussions is crucial to the success of the class and student experience. The instructor will use Learn's Discussions extensively in the class to lead discussions and gauge student participation.

Class participation points come from the quality of the posting not the quantity. Students are expected and required to read ALL previously posted responses before making their post to an assignment to ensure that their posting adds NEW INSIGHT. Therefore, it is recommended that students post early rather than wait until the last minute since it is easier to post fresh material before there are too many postings.

Blackboard Learn Tracking:

Blackboard Learn automatically records all students' activities including: your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, chat room discussion text, and posted discussion topics. This data can be accessed by the instructor to evaluate class participation and to identify students having difficulty.

Inclement Weather, Course Interruptions and Scheduled Maintenance

Inclement Weather

There are no proctored exams or required face-to-face meetings for the class so inclement weather should not impact us.

In the event of an unexpected course interruption

If Learn is down on the day a homework, assignment or presentation is due, email the instructor at my UNM email address (brooks@unm.edu) and let me know the problem you are encountering,. **If the instructor confirms that the system was down, the instructor will automatically extend the due date for 24 hours.**

Scheduled Maintenance

Blackboard Learn has a daily scheduled maintenance window from 4:30 am – 5:30 am when Blackboard Learn is not available. There is also a routine maintenance window every Saturday from 6:00 am – 12 noon which may be used for system maintenance. In addition, UNM IT may conduct general system maintenance that affects multiple systems on campus, including Blackboard Learn. The general system maintenance window is on Sundays from 6:00 am – 12 noon. Announcements for the Saturday and Sunday maintenance windows are normally posted in Blackboard Learn two weeks ahead of time to notify users of planned outages.

Course Expectations & Ground Rules

Course Expectations:

- *students are expected to learn how to navigate in Blackboard Learn*
- *it is expected that students will need to work on the class between 5-8 hrs per week*
- *students are expected to keep informed of course announcements*
- *students are expected to use the Blackboard Learn Messaging to contact instructor for personal matters as opposed to emailing the instructor at their UNM email address (exception is when Blackboard is down)*
- *students are expected to keep instructor informed of class related problems or problems that may prevent the student from full participation (send a message when you encounter problems so that the instructor knows you still have intentions of completing the course).*
- *students are expected to address technical problems immediately and to have a backup computer and internet access*
- *students are expected to observe course netiquette at all times*

Example of Netiquette Ground Rules:

- In following with the UNM Student Handbook, all students will show respect to their fellow students and instructor when interacting in this course. Take Netiquette suggestions seriously. Flaming (personal insults or attacks) is considered a serious violation and will be dealt with promptly. Postings that do not reflect respect will be taken down immediately.
- Respect Others' Copyrights
- Don't type in ALL CAPS
- Use proper grammar and spelling (type your postings in WORD first in order to use spell check then copy and paste into Blackboard Learn)

Instructor Drop Policy:

The instructor may drop a student, if the student does not complete the **ALL of the Orientation Assignments by the first Sunday per the class schedule**. The instructor may also drop a student during the semester, **if a student fails or misses a homework assignment and does not contact the instructor within one week of the failed or missed assignment**.

Students who have not dropped the class and miss a significant amount of work will receive a "F" for the course.

This course falls under all UNM policies for the last day to drop courses, etc. Please see <http://www.unm.edu/studentinfo.html> or the [UNM Course Catalog](#) for information on UNM services and policies. Please see the [UNM academic calendar](#) for course dates, the last day to drop courses without penalty, and for financial disenrollment dates.

Student e-Readiness

Online classes are often incorrectly thought to be easier than in person classes. Online courses are not correspondence courses. They are designed to mirror in person classes and due to the self-discipline required they can be more challenging than in person classes. If this is your first online class please take UNM's Online Class Readiness Quiz at <http://statewide.unm.edu/online/get-started/online-ready-quiz.html>

Online UNM Resources

- **Libraries:** <http://www.unm.edu/libraries>

Students with Disabilities

Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the Accessibility Resource Center (<http://as2.unm.edu/>). Please refer to UNM's Disability Policy for further information, <http://pathfinder.unm.edu/common/policies/academic-adjustments.html>

The American with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodations of their disabilities. If you have a disability requiring accommodation, please contact me immediately to make arrangements as well as Accessibility Services Office in 2021 Mesa Vista Hall at 277-3506 or <http://as2.unm.edu/index.html>. Information about your disability is confidential.

If you are a qualified person with disabilities who might need reasonable accommodations in academic settings, please communicate with me as soon as possible so that we may make appropriate arrangements to meet your needs. Frequently, we will need to coordinate accommodating activities with other offices on campus, so that course materials can be made available in alternative formats.

Technical Support

Students are responsible for meeting course deadlines. If you experience technical problems, please exercise one or all of the following options:

- Online Student Support w/contact info at <http://statewide.unm.edu/online/support/>
- NMEI Help Desk at learn@unm.edu or 505-277-0857
- UNM's Knowledge Base - http://fastinfo.unm.edu/prod/index_student.php

Copyrighted Materials

All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purpose outside this course. <http://pathfinder.unm.edu/common/policies/copyright-policy-and-law.html>

Academic Integrity

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. Dishonesty is defined as a lack of truth, honesty or trustworthiness. Cheating is defined as influencing or leading by deceit. Deceit is defined as intending to mislead and commonly suggests a false appearance.

Students should be familiar with UNM's [Policy on Academic Dishonesty](#) and the [Student Code of Conduct](#) which outline academic misconduct defined as plagiarism, cheating, fabrication, or facilitating any such act.

Examples (not exhaustive) of dishonest behavior include:

- Uses or attempts to use unauthorized aids in examinations or other academic assignments to be submitted for evaluation
- Misrepresentation of data, results or sources for papers or reports
- Copying another student's work or working with others when prohibited

Anderson School of Management faculty, staff and students commit to values of trust, honesty, integrity, and accountability. We will not tolerate academic dishonesty. **By enrolling in any course at Anderson, the student accepts the Anderson Academic Honesty Code and affirms the following pledge: I will not lie, cheat, fabricate, plagiarize or use any other dishonest means to gain unfair academic advantage.**

Any violation of the code of conduct will be taken very seriously and appropriate sanctions will be applied. For full text of Anderson's Academic Honesty Code, please visit <http://www.mgt.unm.edu/honesty>

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MGT 550 FALL 2015 CLASS SCHEDULE

NOTE 1 – To access Course Assignments and Material, click the Course Information Link on the Left Navigation Panel then click the Course Resource Folder, then click EACH link under the Current Week

NOTE 2 – ALL assignments are due on Sundays by 11 pm. Detail on each bullet item below can be found under Course Resources link in Learn.

Weekly Folder	Assignments
8/17 – 8/23	<p>Orientation/Introductions</p> <ul style="list-style-type: none"> • Watch Prof. Brooks’ Welcome Video • If you are New to Learn Watch the Learn Tutorial Videos • Read the Syllabus • Read and Print the Class Schedule • Welcome Posting – Reply to Prof. Brooks’ Welcome Posting – 10 pts • Complete Prof. Brooks’ Questionnaire Survey – 10 pts • Complete UNM Welcome Survey – 10 pts • Complete Inspirational Posting – 30 pts • Complete the Availability Schedule for Forming a Group – 20 pts
8/24 – 8/30	<p>Career Building</p> <ul style="list-style-type: none"> • Watch Prof. Brooks Videos on: <ul style="list-style-type: none"> ○ Who are you? ○ Interviewing Tips ○ Building a Resume • Post two (2) Unique (Unusual) Interview Question in Discussions under Interview Posting – 20 pts <ul style="list-style-type: none"> ○ Do NOT post answers to your questions ○ Each Interview Question MUST be a SEPARATE Posting • Choose one of the following Assignment Links - 50 points <ul style="list-style-type: none"> ○ Resume ○ Who am I?

Weekly Folder	Assignments
8/31 – 9/6	<p>Career Building (cont'd)</p> <ul style="list-style-type: none"> • Watch Prof. Brooks' Videos on: <ul style="list-style-type: none"> ○ Cover Letters ○ Personalities • Reply to two (2) Interview Question posted by someone else – 20 pts • Choose one of the following Assignment Links - 50 points <ul style="list-style-type: none"> ○ Cover Letter ○ Personality Assessment
9/7 – 9/13	<p>Networking</p> <ul style="list-style-type: none"> • Watch Prof. Brooks Videos on: <ul style="list-style-type: none"> ○ Elevator Pitches ○ Attitude • Choose one of the following Assignment Links - 50 points <ul style="list-style-type: none"> ○ Elevator Pitch ○ Empowering Yourself
9/14 – 9/20	<p>Workplace Basics</p> <ul style="list-style-type: none"> • Form Groups by Posting the Names of your Group Members in Discussions under Group Work – 20 points • Watch Prof. Brooks' Videos on: <ul style="list-style-type: none"> ○ Diversity ○ Business Etiquette • Complete the Diversity Assignment – 25 points • Complete the Business Etiquette Assignment – 25 points
9/21 – 9/27	<p>Teamwork</p> <ul style="list-style-type: none"> • Watch Prof. Brooks' Videos on: <ul style="list-style-type: none"> ○ Ice Breakers ○ Group Dynamics • Each Group completes the Ice Breaker Exercise in Group's Private Discussion – 20 pts • Each Group completes the Group Dynamic Exercises in their Group's Private Discussion <ul style="list-style-type: none"> ○ Complete Dysfunctional Group Behavior Posting in Group's Private Discussion – 20 pts ○ Complete Positive Group Attributes Posting in Group's Private Discussion – 20 pts

Weekly Folder	Chapter/Assignment
9/28 – 10/4	Teamwork (cont'd) <ul style="list-style-type: none"> • Watch Prof. Brooks Videos on: <ul style="list-style-type: none"> ○ Group Charters ○ Field of Accounting Group Project • Groups Submit their Draft of their Group Charter – 20 pts • Read Field of Accounting Project Instructions
10/5 – 10/11	Teamwork (cont'd) <ul style="list-style-type: none"> • Groups Post their Field of Accounting Choices • Each student submits the Parish Library Resource Paper - 50 pts • Fall Break
10/12 – 10/18	<ul style="list-style-type: none"> • Groups Submit their Final version of their Group Charter – 50 pts • Groups work on their Field of Accounting Projects
10/19 – 10/25	<ul style="list-style-type: none"> • Groups work on their Field of Accounting Projects
10/26 – 11/1	<ul style="list-style-type: none"> • Groups work on their Field of Accounting Projects
11/2 – 11/8	<ul style="list-style-type: none"> • Groups Present their Field of Accounting Presentation
11/9 – 11/15	<ul style="list-style-type: none"> • Business Ethics – 50 pts
11/16 – 11/22	<ul style="list-style-type: none"> • Business Ethics – 50 pts
11/23 – 11/29	<ul style="list-style-type: none"> • Business Ethics – 50 pts • Thanksgiving Weekend
11/30 – 12/6	<ul style="list-style-type: none"> • Business Ethics – 50 pts