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Office: By appointment
Phone: 312-362-8770
Email: kklaus1@depaul.edu


Course Description: This course is a 2 credit course designed to explore and manage the professional expectations and career potential of your Accounting major. Students will participate in hands-on resume building activities, practice interviews and apply research and evaluation skills to execute job search and career management strategies. Students will learn about Career Center resources and internship opportunities as ways to prepare for successful job searches and to maximize their potential for long term professional growth.

Professionalism & Business Etiquette: Since this is a career management class, proper business etiquette is expected. Behavior such as leaving meetings before they are over, having your cell phone on during meetings, surfing the internet during a meeting, and talking while your boss is discussing important work information would not be tolerated in the business world. Since this course only meets 5 times during the quarter, your attendance at each session is mandatory. If you have a commitment that will make you late or you will need to leave early, please contact me before class begins. I am reasonable in my expectations and understand there are special situations, but it is integral to this course that you learn to conduct yourself in a business professional manner in and out of the classroom.

Course Learning Objectives:
1. Students will be assigned a mentor who is a member of the Chicago accounting community, and who are model examples of an accounting education in action. Students will apply networking, research, and communication skills in the process.
2. Students will apply writing skills in the preparation and/or updating of professional quality resumes, cover letters, emails, follow-up letters and building a professional LinkedIn profile.
3. Students will analyze and demonstrate the key elements of an effective approach to a job interview, including practice interviews, preparation, follow-up, and appropriate standards of business etiquette, offer acceptance and appearance during the interview and on the job.
4. Students will learn about career opportunities in the accounting field, working with diverse teams, and different company environments. Students will gain an understanding of the transition from college to a first job and learn realistic expectations for this transition and beyond.

REQUIRED ASSIGNMENTS:
1. The Inside Track to CAREERS IN ACCOUNTING- This book is a required reading and will be discussed in class using a discussion outline that will be posted on D2L. Quizzes—Students will take two online quizzes on the assigned readings from the book.
(2) Reflective Paper – Career Interview with Mentor: Students will be assigned a mentor for the quarter. Mentors will be obtained with the assistance of the professors. **The student must meet in person at least once with the mentor during the quarter.** Other contact with your mentor will be determined based on mutual agreement. At the conclusion of the quarter, the student must write a paper including the points below:

1. Summarize the content of the interview.
2. Reflect on the discussions you had and how these discussions will inform your own career choices.
3. Clarify how this individual and his or her career(s) respond to the objectives of corporate social responsibility.

During meetings and discussions with your mentor, your objectives should be threefold:

1. Discuss the career pathway of the individual. How did his/her Accounting major evolve into a career? What does he/she perceive to be the benefit of an Accounting background within his or her particular field and industry?
2. Discuss what advice the individual can provide you as you work toward establishing your own career pathway.
3. Investigate his or her views related to the social and ethical responsibilities of a career in Accounting.

Your paper should be 3 – 4 pages in length, double-spaced. This paper must be emailed to the individual you interviewed with a thank you note expressing your gratitude for their time. You need to copy (CC) the instructor when sending this email to your mentor.

(3) Group Presentation–Charting a Career Path

1. In your groups, (1) discuss a potential career from your assigned area; (2) discuss how and why this career suits your groups’ academic strengths and personal values; (3) support your reflections with research you’ve completed and information learned from your meetings and discussions with your mentor, classroom presenters, panelists, and peers; (4) clarify how you could prepare for this career and chart a plan for 3, 5 and 10 years from graduation; (5) create a vision for how this career will also attend to the social needs and development of a “good society.”

2. In your groups, develop a highly visual and thorough PowerPoint presentation (10-12 minutes) in which you discuss the career path for your chosen career in accounting. Your group presentation should: (1) clearly outline the progressions of the career path for 3, 5, and 10 years after graduation; (2) state the academic and professional skill development necessary for achieving the career path; (3) address how this career path relates to your groups’ personal values and will attend to the social needs and development of a good society; (4) support your presentation with research including discussions you have had with your mentor and career panelists, class readings and other research; (5) have vivid visual impact. All group members must be in attendance and speak during the presentation. A copy of your resource page must be provided along with a copy of your slides to the instructors.

(4) Attendance and Participation: This class meets once a week and students are required to attend every class, for the entire class period. During class meetings, students are expected to be prepared to discuss the assigned reading as well as participate in class discussion. Students who must miss class for
personal or professional reasons should inform the instructor via written communication. **Students who miss more than one class may be advised to drop the course.**

**(5) Resume completion, InterviewStream Project, and LinkedIn profile:** These three assignments will be worked on during the course and students are expected to complete them by the due dates on the syllabus for full credit. All three topics will be covered in class and assignment expectations will be reviewed in detail.

Interview Stream is an online interview preparation tool for DePaul students that allows you to simulate a live interview using your computer and a webcam. The video ‘interviewer’ will ask predetermined questions similar to what you will experience in an actual interview for an accounting internship or job. After answering their questions, you can replay your responses to evaluate your performance. Your practice interview will automatically be sent to the instructor for review. **How to Create Your InterviewStream Account:**

1. Go to depaul.interviewstream.com and click “Create Account”.
2. Once registered, you will receive a confirmation email with additional information. Click on the link provided to get started with your interview. **If you do not have a webcam, you may use the Career Center’s. Call (312) 362-5201 to schedule an appointment.**
3. If it’s your first time in the system, you’ll be prompted to watch a quick webinar that walks you through the entire interview process.
4. Start your interview. Click “Conduct Interview” on the top navigation bar. You will see 4 options on the “select questions” screen – choose “ACC 250 Practice Interview.” The interview will take approximately 30 minutes to record.
5. **You may view each question upon completion and re-record up to two times.** After you complete your recording, you will receive an email with a link to your interview. Please email your instructor the link. You can also email your recorded interview to others for review.

**COURSE GRADE**

Students’ course grades will be determined on a scale of 300 points. The distribution of points to the course assignments and the grading scale are as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>Attendance</td>
<td>50</td>
</tr>
<tr>
<td>Quizzes</td>
<td>50</td>
</tr>
<tr>
<td>Resume</td>
<td>40</td>
</tr>
<tr>
<td>Linked In Profile</td>
<td>10</td>
</tr>
<tr>
<td>Mentor Paper</td>
<td>60</td>
</tr>
<tr>
<td>Interview Stream</td>
<td>40</td>
</tr>
<tr>
<td>Final Group Presentation</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>300</strong></td>
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### Grading Scale:

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Letter Grade</th>
<th>Points Earned</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>282-300</td>
<td>A</td>
<td>222-230</td>
<td>C</td>
</tr>
<tr>
<td>270-282</td>
<td>A-</td>
<td>210-221</td>
<td>C-</td>
</tr>
<tr>
<td>261-269</td>
<td>B+</td>
<td>201-209</td>
<td>D+</td>
</tr>
<tr>
<td>252-260</td>
<td>B</td>
<td>192-200</td>
<td>D</td>
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<tr>
<td>240-251</td>
<td>B-</td>
<td>Below 192</td>
<td>F</td>
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<tr>
<td>231-239</td>
<td>C+</td>
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### CLASS SCHEDULE

<table>
<thead>
<tr>
<th>Class Meeting Date</th>
<th>Topic</th>
<th>Assignment – Due on this Date</th>
</tr>
</thead>
</table>
| Class 1 – September 11 | Course introduction  
Recruiting Timeline Discussion  
Writing Center Workshop  
Mentor Interview Discussion  
Resume Workshop  
Discussion of chapters 1,4 and 5  
Review of Group Project Assignment  
30 Second Pitch  
Social & Corporate Responsibility Interview Workshop  
Market Outlook | 1. Read Syllabus  
2. Resume draft due |
| Class 2 – September 25 | Discussion of Chapters 6 and 7  
Career Panel  
ASK Networking Workshop  
Linked In Profile  
Peer Sharing of Mentor Interviews  
Presentation Skills Workshop  
Discussion of Group Project - Outlines and Group meeting time | 1. Final Resume Due  
2. Read Panelist Bios  
3. Panelist Questions  
4. Read Chapters 6 and 7  
5. Quiz #2 due |
| Class 3 – October 9 | Interview Steam Demonstration  
Interview Stream Assignment  
Discussion of Chapters 6 and 7  
Career Panel | 1. Group Project Outline  
2. Mentor interview paper due  
3. Continue to work on group project |
| Class 4 – October 23 | ASK Networking Workshop  
Linked In Profile  
Peer Sharing of Mentor Interviews  
Presentation Skills Workshop  
Discussion of Group Project - Outlines and Group meeting time | 1. LinkedIn Profiles  
2. Read chapter 3 of text on CPA Exam  
3. Final group presentation - Bring printed slides and resources |
| Class 5 – November 6 | CPA Exam Review  
Group Presentations | 1. LinkedIn Profiles  
2. Read chapter 3 of text on CPA Exam  
3. Final group presentation - Bring printed slides and resources |
| November 13 | | Interview Stream Assignment Due |