



Course #: ACCT 4600-02	Instructor: Todd R. Hess, CPA, MAcc
Course Title: Acct. Practicum - 27318	Office: Room 133, Udvar-Hazy Bldg.
Credit Hours: 3 semester hours	Phone: 435-879-4343
Meeting time: TR, 9:00 am to 10:15 am	Email: thess@dixie.edu
Location: Hazy 219	Office Hours: MW 9:00-10:30 am, TR 12:00-1:00 pm
Term: Spring 2015	and by appointment (appointments are encouraged)

COURSE REQUIREMENTS:

A professional attitude and willingness to learn and apply the concepts learned in this course and throughout your education.

COURSE DESCRIPTION:

This course is required for students pursuing a degree in Accounting. Provides an exceptional learning environment that places students in real-life, small business accounting practice and advising setting. Commercial accounting and tax software will be used to prepare financial statements and analysis and in tax compliance, return filing, and planning. Course fee required.

Prerequisites: ACCT 3500 and advanced standing in the business baccalaureate program. This course serves as the senior-year Accounting capstone course, and should be taken in the final semester of the Accounting baccalaureate program.

COURSE OBJECTIVES: (See Student Learning Outcomes)

Students successfully completing this course will be able to:

- (1) Evaluate several business models and offer appropriate entity structure recommendations. (SLO-1, SLO-2, SLO-3, SLO-4)
- (2) Describe several tax planning ideas as they related to various business situations. (SLO-1, SLO-2, SLO-4)
- (3) Relate to local small business owners and evaluate their accounting needs. (SLO-1, SLO-2, SLO-3, SLO-4)
- (4) Determine the payroll and sales tax filing requirements for Utah based small businesses. (SLO-1, SLO-2, SLO-3, SLO-4)
- (5) Prepare and evaluate financial statements for small businesses to enhance the accounting information's relevance and reliability for decisions makers. (SLO-1, SLO-2, SLO-3, SLO-4)
- (6) Explore various opportunities for individuals with education and background in accounting. (SLO-1, SLO-2, SLO-3, SLO-4)
- (7) Offer accounting and basic business consultation to small business owners. (SLO-1, SLO-2, SLO-3, SLO-4)
- (8) Prepare a professional resume. (SLO-1, SLO-2, SLO-3, SLO-4)
- (9) Communicate professionally through various methods of business communication both written and oral. (SLO-4)
- (10) Describe and implement professional interviewing techniques. (SLO-1, SLO-4)
- (11) Develop a professional network. (SLO-1, SLO-2, SLO-4)



PARTICIPATION/PROFESSIONALISM/CLASS ATTENDANCE:

This is your education. Take ownership of your investment by contributing in a positive manner to class discussions and lectures. Participation shows the instructor your concern for the subject matter and will directly affect your overall grade in this class. Disruptive or disrespectful behavior will cause students to lose all participation points. If a student does not show respect, maturity and professionalism in the classroom environment, he or she will most likely struggle in a post-academic environment. In addition, students who are tardy, inattentive or experience excessive absences will not receive full credit in this area.

Guest lecturers, problems and cases will be used from time to time to enhance learning in the classroom and provide real-world experience with various accounting and professional issues. Your participation in and completion of the problems and cases will affect the number of participation points awarded. **Students will be able to earn up to ten (10) points per week based on their participation, professionalism, and class attendance. (Note that “attendance only” will not result in being awarded the full ten (10) points.)**

CLASS ASSIGNMENTS:

Assignments will be given for various topics in order stimulate discussion in class and to provide you with opportunities to work with others to solve complex problems and gain insight into the way things work in the accounting profession. **Teamwork on the assignments is encouraged.** These assignments will provide a way for you to receive additional instruction from each other and the instructor and will provide you opportunities to learn through teaching and guiding each other through the process of solving problems. **Points will be awarded for your completion of the assignments and contribution to the group.**

PROFESSIONAL RESUME:

“As with so many things in life, accounting resumes fall into a few simple categories. Most are okay. Some are terrific. And a few... whew! Let’s just say they’re lucky if they hit a hiring manager’s recycle pile on their way out the door. Here are some examples to help you see the difference.” The statement above is taken from an article on resumes from thiswaytocpa.com, and how true it is. Students will be required to prepare a personal resume that they will be able to use to apply for a professional accounting related position. The resume will go through a series of edits and reviews by members of the class, the instructor, and others to ensure that it is ready to do its job. Points will be awarded based on the professionalism of the final resume.

PROFESSIONAL INTERVIEW:

A professional resume will get you in the door, but the interview will get you the job. Students will be required to participate in a mock interview based on the type of position they indicate they are looking for in their resume. Points will be awarded for overall professionalism during the interview, knowledge of the position being sought, professional dress and appearance, professional communication, etc. Remember...“Practice makes Perfect!”

THE STORM:

“The Storm” is a comprehensive business planning and accounting project. Students will work in groups of two (2) or three (3) to develop a business plan for a company of their choice, then perform the accounting for that company for the first three (3) months of its existence, and prepare a set of financial statements as of and for the three months completed. Students are allowed to use the accounting application of their choice to perform the accounting for the company. However, financial statements must be presented in accordance with GAAP. Students will then prepare a professional presentation where they present their company to a panel and the class. The presentation will last no longer than fifteen (15) minutes and will consist of two (2) parts; 1) a description of the company and pitch for points, and 2) a period of questions and answers or defense of the work performed. Points will be awarded by the panel upon completion of the presentation. Additional details and requirements will be provided in a document link in Canvas.

EXAM:

One exam will be given during the semester at the end of the first module. The exam will be designed to assess your understanding of the topics discussed in class during the first module. If you will be unable to complete the exam during the scheduled time, please make arrangements to take the exam at an **earlier** date. **No Late Exams will be allowed!**



CLASS PRESENTATIONS:

Students have the **option** to give presentations on various topics of their choice (subject to approval) during the semester for additional points. Students interested in giving a presentation will provide the topic of interest to the instructor for approval and scheduling so that it coincides with a topic being discussed in class. The student will then research the topic and give a professional presentation to the class. Presentations should be between ten (10) and fifteen (15) minutes in length and include supporting documentation of the material presented. Audiovisual needs should be communicated to the instructor well in advance of the presentation to ensure that they are available. **Points will be awarded for professionalism, communication/presentation skills, content, and evaluations by class members. A maximum of one hundred (100) points may be awarded for each presentation. Working in groups on presentations is allowed. However, points will be prorated equally to each member of the group. Students may earn up to two hundred (200) points from class presentations.**

SMALL BUSINESS CLIENT EXPERIENCE:

Dixie State University and Dixie Business Alliance have teamed up to offer free accounting services to emerging or struggling small businesses. **You have the option of participating in teams of two (2)** in providing these services, which include:

1. ***QuickBooks*** Setup, Evaluations, Reconciliations, and Training.
2. Business Entity Selection consulting.
3. Income Tax Planning and Evaluation.
4. Other Tax and Business Filing Requirements.
5. Evaluating Business Financial Statements.

Your instructor will be instrumental in instructing and supporting your team as you provide accounting services. You should see your role as a “staff accountant” in a small CPA firm. Your instructor will assume the role of “Partner” in the CPA firm. As such, you and your teammate are required to set up weekly meetings with the instructor to provide client updates, and to receive instruction and direction for the upcoming week.

Your complete attention and professionalism are required as you will be an ambassador for Dixie State University, the Udvar-Hazy School of Business, and the Accounting Program!

Clients will come from referrals from the Dixie Business Alliance, the Instructor, and from Students. All clients must be approved through the instructor before services are offered and the initial client meeting is scheduled. If you are aware of a potential client with whom you would like to work, or if you would like to take part in this experience, schedule an initial meeting with the instructor to receive specific instructions.

During the semester, you and your teammate are required to schedule all necessary appointments with your client(s). You should consider your dress and demeanor during your client meetings. **You are never allowed to meet with your client(s) without your teammate present!**

At the end of the experience, your team is required to provide a 10 minute presentation to the class, summarizing the semester events for each client. This presentation should include a brief background of the initial client meeting, paying special attention to the needs and issues surrounding the client. The presentation should then address the services your team provided to assist the client.

Evaluations are required to be completed and submitted by each team as follows: (1) Self-assessment rubric (2) Teammate rubric (3) Client rubrics. Instructions for the evaluations will be discussed during with you during your initial meeting with the instructor. **Grading will be based upon your efforts as viewed by your instructor, your client(s), and your teammate. A maximum of twenty (20) points per hour of service provided may be awarded for this project with total points not-to-exceed three hundred (300).** Timecards must be completed by each member of the team and signed by the client to verify hours of service provided.



PRESENTATION PAPERS:

Students will have the option to write a one (1) page paper following various class presentations during the semester. The papers should be in essay format, single spaced, and professionally written. The paper should summarize the presentation material and provide a personal reflection on the topic covered. **A maximum of ten (10) points will be awarded for each paper based on the content of the paper and your professionalism in writing. Students can earn up to one hundred (100) points during the semester for presentation papers.**

TEAM WORK RULES:

The primary purpose of encouraging teamwork on assignments is to develop and enhance research, writing, and presentation skills, while working in a small group environment. Teams may use any research source available, including the text or any other written or web resources to complete team assignments. This does not mean that copying homework from any source, including other students, is allowed. **DO NOT allow another student to copy your work. Copying homework or allowing another student to copy your homework is considered cheating and may result in receiving no credit for the assignment or a Failing grade for the course!**

GRADING:

Grading is not on a curve. Your grade will be based on the total number of points that you earn. The required elements of your grade are listed below as “Required Elements” along with the maximum number of points that can be earned from each element. Additional points may be earned through the completion of the “Optional Elements” also listed below. To ensure that students put forth their best efforts on the “Required Elements,” points from “Optional Elements” will only be counted if scores on each of the “Required Elements” exceed 60 percent of the total possible.

<u>REQUIRED ELEMENTS</u>	<u>Points Possible</u>				
Exam	100	A	950 - 1000	C	730 - 769
The Storm	400	A-	900 - 949	C-	700 - 729
Resume	50	B+	870 - 899	D+	670 - 699
Interview	50	B	830 - 869	D	630 - 669
Class Assignments	120	B-	800 - 829	D-	600 - 629
PPA	<u>150</u>	C+	770 - 799	F	below 600
Total	870				

<u>OPTIONAL ELEMENTS</u>	<u>Points Possible</u>
Client Experience	300
Class Presentations	200
Presentation Papers	100

Note: All points are approximate and may change at the discretion of the instructor!

ACADEMIC INTREGRITY:

The Accounting profession is well known for a reputation of honesty, integrity, and high ethical standards. As a result, scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. Students are expected to have read and understand the current issue of the student handbook (published by Student Services) regarding student responsibilities and rights, and the intellectual property policy, for information and procedures about what constitutes acceptable on-campus behavior (See DSU Policy Links listed below).

DISABILITY STATEMENT:

If you suspect or are aware that you have a disability that may affect your success in the course you are strongly encouraged to contact the Disability Resource Center (DRC) (<http://dixie.edu/drcenter/>) located at the North Plaza Building. The disability will be evaluated and eligible students will receive assistance in obtaining reasonable accommodations. Phone # 435-652-7516



*Udvar-Hazy School of Business
Accounting Department
225 South 700 East
St. George, UT 84770*

Dmail NOTICE:

You are required to frequently check your Dmail account. Important class and university information will be sent to your Dmail account, including DSU bills, financial aid/scholarship notices, notices of cancelled classes, reminders of important dates and deadlines, and other information critical to your success at DSU and in your courses. To access your Dmail account, visit go.dixie.edu/dmail. If you do not know your Dmail username or you have forgotten your PIN, visit go.dixie.edu/mydixie and follow the respective instructions.

DSU POLICY LINKS AND RESOURCES:

Click on this link - <http://www.dixie.edu/reg/syllabus/> - for comprehensive information on the Semester Dates, the Final Exam Schedule, University resources such as the library, Disability Resource Center, IT Student Help Desk, Online Writing Lab, Testing Center, Tutoring Center, and Writing Center. In addition, please review DSU policies and statements with regards to Academic Integrity, Disruptive Behavior and Absences related to university functions.



Mission

The mission of the Udvar-Hazy School of Business is to prepare students for successful employment, advanced learning and service to community. We are committed to providing an environment that embraces experiential learning, stimulates academic excellence and incorporates ethical considerations.

Goals

1. Provide students with accounting and core business knowledge and skills that enable attainment of advanced accounting degrees and success in a rapidly changing, competitive professional environment. (Core Theme One – A Culture of Learning)
2. Develop students' awareness of and analytical and decision-making skills regarding business ethical issues. (Core Theme Two – A Culture of Values)
3. Establish partnerships with the community and alumni to provide an education that responds to local and industry needs and affords valuable, applied learning opportunities and community engagement. (Core Theme Three – A Culture of Community)
4. Employ highly qualified faculty members who foster open, innovative, analytical, and student-focused learning environments. Support academically and professionally active faculty who model continuous improvement in their practice and service. (Core Theme One – A Culture of Learning)

Accounting Department - Student Learning Outcomes

Accounting professionals are looked upon as trusted business advisors and must develop and maintain high standards of professionalism, ethics, and technical competency. Irrespective of the interest area in which the individual works, be it accounting and bookkeeping, auditing, tax, or consultation, accountants are expected to be able to: **identify** relevant issues; **gather** information related to those issues; **compile and synthesize** that information into a format useful for its intended users; and **communicate or report** the results in an effective and reliable manner. Therefore, it is important that we as educators instill those competencies into our students. Upon completion of an accounting degree at Dixie State University, students will demonstrate the ability to:

1. **Identify:** identify accounting, tax, auditing and ethical issues in structured and unstructured fact-based situations.
2. **Gather:** perform research using the professional body of knowledge in the accounting discipline.
3. **Compile/Synthesize:** use a range of techniques to perform analysis, synthesize information and draw conclusions.
4. **Communicate/Report:** communicate effectively in quantitative and qualitative terms through writing and speaking.

Accounting Practicum - 24745 - ACCT 4600-01
Schedule & Assignments *
Spring 2015

Subject to change!

Hazy 219 / 7:30-8:45 T,R

Last Revised: Jan. 14, 2014

Date	Course Modules	Topics	Point Potential
January			
Tues. 13	Intro to Accounting Practicum	Course Outline and Expectations	PPA
Thurs. 15		Team Selection	Personal Bio
Tues. 20	Module 1 - Misc. Accounting Topics	Payroll Accounting and Payroll Taxes	PPA Class Assignments Exam
Thurs. 22			
Tues. 27			
Thurs. 29			
February			
Tues. 3			
Thurs. 5			
Tues. 10			
Thurs. 12		Entity Selection	
Tues. 17			
Thurs. 19			
Tues. 24	Module 2 - Professionalism in Accounting	Resume Writing Interviewing Professional Communication Professionalism Professional Networking	PPA Resume Interview Client Experience Class Presentation Presentation Paper
Thurs. 26			
March			
Tues. 3			
Thurs. 5			
Tues. 10	Spring Break		
Thurs. 12	Spring Break		
Tues. 17			
Thurs. 19			
Tues. 24			
Thurs. 26	The Storm	Team Presentations	PPA
Tues. 31	The Storm		The Storm
April			
Thurs. 2	Module 3 - Opportunities in Accounting	Public Accounting: International, Regional, Local Industry Accounting: Corporate/Executive Track, Bookkeeping Governmental Accounting Forensic Accounting	PPA Client Experience Class Presentation Presentation Paper
Tues. 7			
Thurs. 9			
Tues. 14			
Thurs. 16			
Tues. 21			
Thurs. 23			
Tues. 28			
Thurs. 30	Reading Day - No Class		
May			
Tues. 5	Final Opportunity for Additional Points		

* Note Schedule and Assignments are subject to change at the discretion of the instructor. The schedule may be changed if deemed necessary to better facilitate achievement of the course objectives.

Important Dates to Remember

Jan 12	Classwork Starts	Mar 2	Mid-Term Grades Due
Jan 16	Last Day to Add Without Signature	Mar 6	Last Day to Drop Individual Class
Jan 19	Martin Luther King Jr. Day	Mar 9-13	Spring Break
Jan 22	Drop/Audit Fee Begins (\$10 per class)	Apr 10	Last Day for Complete Withdrawal
Jan 27	\$50 Late Registration/Payment Fee	Apr 29	Classwork Ends
Feb 2	Last Day for Refund	Apr 30	Reading Day
Feb 2	Last Day to drop without receiving a "W" grade	May 1	Final Exams
Feb 4	Courses dropped for non-payment	May 4-7	Final Exams
Feb 6	Last Day to Add/Audit	May 8	Commencement
Feb 16	President's Day	May 11	Final Grades Posted