



**ACCT 5340 Masters Accountancy Capstone (CRN: 28377)**  
**Financial Accounting Issues – Cases and Presentations**  
**Spring 2019 Course Syllabus**

**Instructor:** Dr. Rebeca Pérez

**Classroom:** GBC 520K

**Office Location:** GBC faculty office

**Office Hours:** Saturday meeting days, 12:20 – 1:00 pm

**Email Address:** [rperez43@utep.edu](mailto:rperez43@utep.edu)

<b>COURSE INFORMATION</b>
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**Materials – Textbooks:**

Financial Accounting Software and cases will be provided

**Course Description:**

This applied course challenges students to research, analyze, and communicate topics in accounting. Through case study, students will answer accounting and auditing questions and will learn about accounting research. Developing presentation skills is also a large component of the course. This is a three-semester hour course.

**Course Objectives:**

- Demonstrate the effective use of research tools available for accounting and auditing.
- Demonstrate effective analysis of complex issues in accounting and auditing.
- Present findings effectively, clearly, and concisely in a professional format using commonly-accepted citation standards.

<b>COURSE REQUIREMENTS</b>
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**Graded Items:**

<b>Item</b>	<b>Points</b>
Participation/Professionalism	40
Completion of online assignments	110
5 team projects – cases	250
Final Case Presentation	50
Final Case Paper	50
<b>Total</b>	<b>500</b>

**Grading Scale:**

<b>Grade</b>	<b>Percentages</b>
A	90 -100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	Below 60%

A course website has been established on Blackboard. The syllabus and all necessary course materials will be made available on this website. If you have any problems accessing the website I suggest you ask a classmate or the computer help desk for assistance.

- It is expected that students will **check the website regularly** to obtain information about the course. It is possible that the syllabus will change as the semester progresses. All updates will be posted on the course website.
- **Email is the best way to contact me (rperez43@utep.edu)** as I check email every day. I do not check my office voicemail nearly as often.

## Course Grading:

### Online Assignments (10 points each)

Approximately every other week, you will have a Becker Unit assignment due. Please check the course calendar attached to this syllabus for a list of dates and units due. You must upload proof that the unit has been completed (through a screen shot). **Please note, each unit takes approximately 15-20 hours to complete**, so allow yourself enough time to complete the unit before the due date. I will grade these solely based on completion.

*Peregrine Assessment:* One of your assignments is the Peregrine Accounting Assessment. As you might remember, an entrance accounting assessment was completed when entering the MAcc program. This final assessment allows the program “to evaluate the quality of the program in compliance with AACSB accreditation requirements” by benchmarking your scores against other programs. Instructions are as follows:

- Go to <https://micro.peregrineacademics.com/utep/login.php>
- Enter UTEP-1001 as the Registration Password
- Select Outbound Master of Accountancy Exam

### Team Projects – Case Analyses (50 points each)

Some time will be allotted during class sessions for group meetings, but this time will be limited. You should expect to spend considerable time out of class working with your group to complete the case analyses. The final case analysis must be presented to the class.

### *Written Case Report Requirements*

1. The written case report should not be longer than 6 pages (not including figures and exhibits). Assume that the reader is familiar with the facts of the case and interested in your recommendations supported by solid analysis. Clear and concise writing is rewarded.
2. The first page should only include the following: course title and term, case title and group information, and an executive summary that clearly states your recommendations.
3. The executive summary should be single spaced. The next five double spaced and numbered pages should include your analysis of the case. All exhibits, such as figures, tables and calculations should be clearly labeled and referenced and should be placed at the end of your report. Pages should be numbered; Calibri or Times New Roman, 12 pt. font is preferred.
4. You must work as a group on the case. A group consists of no more than four persons. Everyone in the group is expected to contribute to the outcome of the project. Everyone in the group is also expected to help each other. Please note, the nature of group work make it such that issues between group members will arise. Part of professionalism is knowing how to effectively address and resolve those issues amongst yourselves. Please do not come to me to resolve these issues for you. In the event the problem becomes “unresolvable,” then please email me about it as soon as you reach that determination.
5. You are NOT allowed to ask help from anyone else outside the group. However, you can use all other resources available to you (library, internet, textbooks, etc.) **Academic integrity will be observed.**

6. The project will be graded based on both the written report (25 points) and the group presentation (25 points). Only one grade will be assigned to the group.
7. The scoring rubric for the oral presentations is below:

Category	Scoring Criteria	% Points
<b>Organization (5 %)</b>	The type of presentation is appropriate for the topic and audience	2.5 %
	Information is presented in a logical sequence	2.5 %
<b>Content (55 %)</b>	Presentation includes an agenda	2.5 %
	Introduction is attention-grabbing, lays out the problem well, and establishes a framework for the rest of the presentation	5 %
	Technical terms are well-defined in language appropriate for the target audience	2.5 %
	Presentation contains accurate information	10 %
	Material included is relevant to the overall message/purpose	10 %
	Appropriate amount of material is prepared, and points made reflect their relative importance	10 %
	Presentation and presenter appropriately reference data from various sources	10 %
	There is an obvious conclusion summarizing the presentation	5 %
<b>Presentation (40 %)</b>	Speaker maintains good eye contact with the audience and is appropriately animated (e.g., gestures, moving around, etc.)	5 %
	Speaker uses a clear, audible voice	5 %
	Delivery is poised, controlled, and smooth	5 %
	Good language skills and pronunciation are used	5 %
	Visual aids are well prepared, informative, effective, and not distracting	5 %
	Length of presentation is within the assigned time limits	5 %
	Speaker is dressed appropriately	5 %
	Information was well communicated	5 %
		<b>100 %</b>

Final Case Presentation and Paper (100 points)

There will be a final presentation that will serve as your “final exam” on Saturday, May 11, 2019. The presentation and written report will be evaluated more thoroughly and more critically. This final presentation and paper is a course requirement.

### Participation and Professionalism (40 points)

Your participation and professionalism score will be based on active participation in class discussions. Further, given that this is a master's level course in business, unexplained absences and tardiness will not be tolerated and will result in negative participation credit. If you cannot attend class for any reason, please communicate with me (via email) the reason for your absence **before** class. If you are absent without proper communication, you will lose 5 participation points per absence or per instance of being late to class.

Other unprofessional behavior (such as cell phone use during class time, inappropriate discussions, etc.) will also result in negative participation points. Please silence and put away your cell phones during class to minimize disruptions.

### **Student Responsibilities:**

Learning is every student's responsibility. My role is to facilitate and support your learning process. To accomplish the learning process, you are required to:

1. Check Blackboard frequently for announcements and other information and complete and submit assignments via Blackboard on time.
2. Actively participate in class. You should be asking questions or contributing thoughts and insights during class discussion on a regular basis.
3. Contact me about any questions or issues *when they arise*. It's much easier to help and work out a solution early-on, than later when it may be too late.
4. Please do not expect me to accept late projects. Other students have made adjustments to their schedules to permit them to complete the projects on time. It is unfair to them if I make exceptions for you.

**Policies and Notices to Students with Disabilities:**

If you feel you may have a disability that requires an accommodation as outlined by the Americans with Disabilities Act (ADA), contact the Disabled Student Services Office at 915-747-5148, go to Room 306E Union, or e-mail: [dss@utep.edu](mailto:dss@utep.edu).

**Academic Integrity:**

It is the official policy of the University that all suspected cases or acts of alleged scholastic dishonesty must be referred to the Dean of Students for investigation and appropriate disposition. It is contrary to University policy for a faculty member to assign a disciplinary grade such as an "F" or zero to an assignment, test, examination, or other course work as a sanction for admitted or suspected scholastic dishonesty in lieu of normally charging the student through the Dean of Students. Similarly, students are prohibited from proposing and/or entering into an arrangement with a faculty member to receive a grade of "F" or any reduced grade in lieu of being charged with scholastic dishonesty.

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, or any act designed to give unfair advantage to a student or the attempt to commit such acts.

Five different types of activities that will bring sanctions are as follows:

- **Illegal activity** – Violation of any local, state, or federal laws that prohibit the offender from performance of his or her duty.
- **Dishonest Conduct:** Seeking or obtaining unfair advantage by stealing or receiving copies of tests or intentionally preventing others from completing their work. In addition, falsifying of records to enter or complete a program will also be considered dishonest conduct.
- **Cheating:** The unauthorized use of another's work and reporting it as your own.
- **Plagiarism:** Using someone else's ideas and not giving proper credit.
- **Collusion:** Acting with others to perpetrate any of the above actions regardless of personal gain.

Note from instructor: Cheating includes obtaining copies of solutions manuals and/or test banks from any source. The instructor making selected solutions available doesn't mean that the entire solutions manual is open and approved for use.

Statements on Faculty and Student Responsibilities

Statements on faculty and student responsibilities may be found on the College of Business website at: <https://www.utep.edu/business/about/student-faculty-responsibilities.html>