Instructor: TerryAnn Glandon
E-mail: tglandon@utep.edu
I will respond to all emails within 24 hours.

Bio: The University of Texas at Arlington – Ph.D.
Eastern New Mexico University – MBA
Western Washington University – BA
(Accounting)
sCertified Public Accountant – Texas
(Retired Status)

Online Office Hours: Wednesdays
4:00 p.m. – 6:30 p.m. (MT)

COURSE DESCRIPTION: This course is designed to meet the writing requirements of the Texas State Board of Public Accountancy. As such, the course will help students learn basic writing mechanics; business writing principles including organization, clarity and conciseness; and preparation of documents that are accurate and supportive of the subject matter in order to communicate effectively in the accounting profession.

Prerequisites: Enrollment in the Master of Accounting or Certificate of Accounting programs

REQUIRED MATERIALS AND TECHNOLOGY:

- For course communications, you must either check your UTEP email frequently or change your “preferred email” to another email address. **Instructions.**
- Access to a computer that supports the use of the Blackboard Learning Management System
- Sufficient computer skills so that you can navigate the Blackboard Course Management System and **Microsoft Word.**
**COURSE OBJECTIVES:**
Upon completion students will:

- understand how to plan written communications to address a specific audience, e.g. clients, coworkers and other professionals
- have developed critical thinking skills through the practice of defining problems and generating and organizing alternative solutions
- understand how to draft, edit and refine business documents such as memos, letters, audit reports, and other business reports used in the accounting profession
- have utilized research material to support recommended client solutions
- be prepared to successfully respond to essay examination questions

**METHOD OF EVALUATION:**

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
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<tbody>
<tr>
<td>Writing Assignments</td>
<td>220</td>
</tr>
<tr>
<td>Discussion Blogs</td>
<td>10</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>20</td>
</tr>
<tr>
<td>Final Exam</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total points available</strong></td>
<td><strong>300</strong></td>
</tr>
</tbody>
</table>

Grades will be determined based on the following:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percent Earned</th>
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<tbody>
<tr>
<td>A</td>
<td>90%-100%</td>
</tr>
<tr>
<td>B</td>
<td>80%-89%</td>
</tr>
<tr>
<td>C</td>
<td>70%-79%</td>
</tr>
<tr>
<td>D</td>
<td>60%-69%</td>
</tr>
<tr>
<td>F</td>
<td>less than 60%</td>
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</tbody>
</table>

At the graduate level, academic standing is based on CUMULATIVE GRADE POINT AVERAGE not by major or program of study. All coursework (GR/DR/SP) completed at the student’s respective level is part of the graduate academic record/transcript, and all respective grades earned are part of the cumulative GPA. This applies to all courses even if the courses are not part of the degree requirements.

- Courses are listed on transcripts with their respective cumulative grade point average according to the level of the course not the level of student.
- At the graduate level, courses cannot be repeated for GPA recalculation.

**Probation**

- Graduate students (degree seeking) in graduate programs must maintain a minimum 3.0 cumulative grade point average.
- Post-baccalaureate, teacher and professional certification and/or endorsement students (non-degree) must maintain a minimum 2.5 cumulative grade point average.
- Failure to meet the minimum cumulative GPA requirement will result in academic probation.
- If placed on academic probation, the cumulative GPA must be raised to a 3.0 for degree seeking students or 2.5 for non-degree seeking students by the conclusion of the next nine semester hours of enrollment or the student may face permanent dismissal from the Graduate School.
WEEKLY WRITING ASSIGNMENTS:
Most of the weekly assignments are memos or letters to clients, supervisors, or firm partners in a tax, audit, or systems context. You are to conduct research on the topic, read the material, and rewrite it in your own words, using business language. Copying large sections of other people’s work and stringing them together with a few connecting words is not acceptable. Please read the section on formatting below.

The content of the weekly assignments is taken from the textbook. Be sure to watch for assignments that ask for reports, because you will write a memo or letter as instructed on Blackboard (under Weekly Exercises).

FORMATTING:
Document formatting: Document headers should include Student Name, Assignment Name, and Due Date in the upper right corner. Using the standardized format is an integral part of the assignment and failure to use such format will be reflected in the grade for the assignment. The only weekly assignment that does not require the header is the résumé, Ch. 14-2.

Memos and Letters formatting: Most CPA firms follow a standard format for memos and letters, rather than each department or individual employee creating a unique style for correspondence. For this class, you will follow the format found at the Memo and Letter formatting link on the course Home Page. Using the standardized memo or letter format is an integral part of the assignment and failure to use such format will be reflected in the grade for the assignment.

Double-space the memos and letters so that it is easier for me to read and edit them. Unless otherwise instructed, all assignments are to be two pages, a standard font (e.g. Times New Roman, Arial, or Calibri) at size 12. It is acceptable to go over two pages if absolutely necessary. Double-spacing the document is an integral part of the assignment and failure to use such format will be reflected in the grade for the assignment. The only weekly assignment that does not require double-spacing is the résumé, Ch. 14-2.

Save the documents as Microsoft Word documents before uploading to Blackboard. This will allow me to edit and track changes in your documents before returning them to you. Do not submit assignments using PDF or Google Docs.

FEEDBACK:
This is writing class, so responses will be graded for grammar, punctuation, and spelling, as well as content, clarity and conciseness. For the first weekly writing assignment, I will provide detailed feedback, including rewriting unclear and awkward sentences. I will also provide MS Word Comments to address other issues. As the semester progresses and you gain more practice, I expect your writing to improve. This means that the feedback you get will be in the form of MS Word Comments such as Awkward or Unclear. You can develop your writing skills by reviewing the feedback provided to you.

Why don’t I continue to rewrite your sentences throughout the semester so you can easily see exactly what is wrong? First, your skills will not improve as much if I do all the “heavy lifting.” Second, it is not possible for me to provide that much detailed feedback on almost 400 written assignments (30 students x 13 weekly assignments).
For your convenience, I have posted examples of grading/feedback from a prior semester. Please check Blackboard for a link to these examples. Review the examples so you know what to expect.

**SCHEDULE:**
Assignments will be posted on Monday of each week and will be due on or before the following Sunday at 11:59 p.m. The course is delivered asynchronously so that you can work on your assignments when it is convenient for you.

I do not accept late submissions. Failure to submit the work on time will result in a score of zero for that assignment/post/submission. All of the assignments are available on the first day of the semester—at any time, you can work ahead. Remember to keep copies of all your individual submissions. If you do not keep a copy and the Blackboard server goes down or some other computer malfunction occurs, you will have to rewrite the assignment.

**STUDENTS WITH DISABILITIES:**
If you have a disability and need accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu, or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at http://sa.utep.edu/cass/. CASS’ Staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.

**ACADEMIC INTEGRITY:**
The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve excellence based on the quality of the work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. It is imperative, therefore, that the members of this academic community understand the regulations pertaining to academic integrity and that all faculty insist on adherence to these standards.

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, any act designed to give unfair advantage to a student or the attempt to commit such acts. Proven violations of the detailed regulations, as printed in the Handbook of Operating Procedures (HOP) available in the Office of the Dean of Students, may result in sanctions ranging from disciplinary probation, to failing grades on the work in questions, to failing grades in the course, to suspension or dismissal, among others.

**Individual assignments are not to be shared at any time.** Please understand that the sharing of homework is a form of collusion, and instances of collusion will be forwarded to the Office of Student Conduct and Conflict Resolution.
DROP DATE:
The grade of "W" is available to all students until March 29, 2018. DO NOT ASSUME THAT I WILL DROP YOU FROM THE COURSE IF YOU STOP PARTICIPATING BEFORE THE March 29, 2018 DEADLINE. It is YOUR responsibility to drop the class if it is your desire to do so. After the University drop deadline, a grade of "W" can be assigned only under exceptional circumstances and only with the approval of the instructor and academic dean. Such students must petition for the “W” grade in writing and provide necessary supporting documentation. Exceptions to the March 29, 2018 deadline will be rare and determined under exceptional conditions as noted in the University catalogue. All other students dropping after the deadline must be dropped with the grade earned as of the end of the semester.

OTHER:

This syllabus is subject to change depending on the time needed to cover each particular topic. Any changes will be updated and posted on Blackboard.

Instructions from HELP Desk to change email: Select the down arrow next to your name on my.utep.edu, then select "view profile." To the right of the screen there is a button labeled "update preferred email."

Online tools: we will be using Blackboard to administer the class. All of your course documents will be available on Blackboard. If you are unfamiliar with Blackboard, spend some time getting to know it.

The purpose of Blackboard is not only to disseminate information but to create online communities for the classroom. Please follow the basic rules of etiquette when posting online—do not say anything online that you would not say in class. In other words, be respectful of your classmates and your instructor.
### Tentative Schedule

**ACCT5314 Professional Writing for Accountants**  
**Spring 2018**

<table>
<thead>
<tr>
<th>Week of</th>
<th>Topics</th>
<th>Due Dates</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/16/18 T</td>
<td>Read and follow the detailed instructions under Week 1-Getting Started on the Home Page. Click on the link in the Navigation pane of the Home Page to post your Introduction.</td>
<td>01/21/18</td>
<td>10</td>
</tr>
<tr>
<td>01/22/18 M</td>
<td>Overview of the Writing Process—Read Ch02. Complete Exercise 2-6.</td>
<td>01/28/18</td>
<td>20</td>
</tr>
<tr>
<td>01/29/18 M</td>
<td>Organizing for Coherence—Read Ch03. Test Yourself (p. 54) (optional); Exercise 3-7 (part 1): write a <strong>letter</strong> to your client, Jack Royce, explaining dependency &amp; personal exemptions.</td>
<td>02/04/18</td>
<td>20</td>
</tr>
<tr>
<td>02/05/18 M</td>
<td>Style: Writing with Conciseness &amp; Clarity—Read Ch04. Test Yourself (p. 79) (optional); Complete Exercise 4-1</td>
<td>02/11/18</td>
<td>20</td>
</tr>
<tr>
<td>02/12/18 M</td>
<td>Grammar, Punctuation, Spelling—Read Ch05. Test Yourself (p. 102) (optional); Complete Exercise 5-7</td>
<td>2/18/2018</td>
<td>20</td>
</tr>
<tr>
<td>02/19/18 M</td>
<td>Document Design—Read Ch06. Complete Exercise 6-6</td>
<td>02/25/18</td>
<td>20</td>
</tr>
<tr>
<td>02/26/18 M</td>
<td>Critical Thinking—Read Ch07. Complete Exercise 7-8</td>
<td>03/04/18</td>
<td>20</td>
</tr>
<tr>
<td>03/05/18 M</td>
<td>Accounting Research—Read Ch08 Exercise 8-5</td>
<td>03/11/18</td>
<td>20</td>
</tr>
<tr>
<td>03/12/18 M</td>
<td><strong>Spring Break</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/19/18 M</td>
<td>Exercise 8-1: write a <strong>memo</strong> (rather than a report) to Mr. Patterson.</td>
<td>03/25/18</td>
<td>20</td>
</tr>
</tbody>
</table>
| 03/26/18 M   | **Mid-term Exam. Timed, online exam**  
**Course drop deadline is March 29, 2018** | 03/26/18   | 20     |
| 04/02/18 M   | Memos and Email—Read Ch10 Complete Exercise 10-7.                     | 04/08/18   | 20     |
| 04/09/18 M   | Technical reports—Read Ch11  
Exercise 11-6: Write a **memo** (rather than a report) to be circulated to **all personnel**. | 04/15/18   | 20     |
| 04/16/18 M   | Reflection memo                                                       | 04/22/18   | 10     |
| 04/23/18 M   | Résumés—Read Ch14.  
Complete Exercise 14-2 (Draft résumé; you do not need to visit school's placement office.) | 04/29/18   | 10     |
| 04/30/18 M   | TBA                                                                   | 05/06/18   |        |
| 05/07/18 M   | **Final Exam. Timed, online exam.**                                  | 05/07/18   | 50     |

**Total Points:** 300