

# FLORIDA ATLANTIC UNIVERSITY™

## Graduate Programs—NEW COURSE PROPOSAL <sup>1</sup>

UGPC APPROVAL \_\_\_\_\_  
 UFS APPROVAL \_\_\_\_\_  
 SCNS SUBMITTAL \_\_\_\_\_  
 CONFIRMED \_\_\_\_\_  
 BANNER POSTED \_\_\_\_\_  
 CATALOG \_\_\_\_\_

DEPARTMENT SCHOOL OF ACCOUNTING

COLLEGE BUSINESS

RECOMMENDED COURSE IDENTIFICATION (TO OBTAIN A COURSE NUMBER, CONTACT [NMALDONADO@FAU.EDU](mailto:NMALDONADO@FAU.EDU))

PREFIX ACG COURSE NUMBER 6396 LAB CODE (L or C) \_\_\_\_\_

COMPLETE COURSE TITLE: COMMUNICATION SKILLS FOR ACCOUNTING PROFESSIONALS

### EFFECTIVE DATE

(first term course will be offered)

SPRING 2018

### CREDITS <sup>2</sup>

3

### TEXTBOOK INFORMATION

HACKER, D. & SOMERS, N. (2015.). *A WRITER'S REFERENCE* (8TH ED.) BOSTON: BEDFORD/ST. MARTINS.

MAY, C. B. & MAY, G. S. (2015). *EFFECTIVE WRITING: A HANDBOOK FOR ACCOUNTANTS* (10TH ED.). BOSTON: PRENTICE HALL.

GRADING (SELECT ONLY ONE GRADING OPTION): REGULAR  SATISFACTORY/UNSATISFACTORY \_\_\_\_\_

### COURSE DESCRIPTION, NO MORE THAN THREE LINES:

THIS COMMUNICATIONS COURSE PLACES STUDENTS IN A SEMESTER-LONG PROJECT THAT SIMULATES SITUATIONS ENCOUNTERED BY ACCOUNTANTS IN THEIR CAREERS. IT PREPARES THEM TO RESPOND STRATEGICALLY, SUCCESSFULLY, AND PROFESSIONALLY TO VARIOUS STAKEHOLDERS: (1) TO THINK CRITICALLY, (2) TO WRITE ACCURATELY AND CONCISELY, AND (3) TO SPEAK EFFECTIVELY AND CONFIDENTLY.

### PREREQUISITES\*

ADMISSION TO MASTER'S PROGRAM IN ACCOUNTING

### COREQUISITES\*

### REGISTRATION CONTROLS (MAJOR, COLLEGE, LEVEL)\*

\* PREREQUISITES, COREQUISITES AND REGISTRATION CONTROLS WILL BE ENFORCED FOR ALL COURSE SECTIONS.

### MINIMUM QUALIFICATIONS NEEDED TO TEACH THIS COURSE: DOCTORATE

MEMBER OF THE GRADUATE FACULTY OF FAU AND HAS A TERMINAL DEGREE IN THE SUBJECT AREA (OR A CLOSELY RELATED FIELD).


Faculty contact, email and complete phone number:

George Young, [gyoung@fau.edu](mailto:gyoung@fau.edu), (561) 297-3636

Please consult and list departments that might be affected by the new course and attach comments. <sup>3</sup>

None affected

### Approved by:

Department Chair: 

College Curriculum Chair: 

College Dean: 

UGPC Chair: 

Graduate College Dean: 

UFS President: \_\_\_\_\_

Provost: \_\_\_\_\_

### Date:

3/17/17

3-17-2017

4-17-2017

5/30/17

5/31/17

1. Syllabus must be attached; see guidelines for requirements: [www.fau.edu/provost/files/course\\_syllabus.2011.pdf](http://www.fau.edu/provost/files/course_syllabus.2011.pdf)

2. Review Provost Memorandum: Definition of a Credit Hour [www.fau.edu/provost/files/Definition\\_Credit\\_Hour\\_Memo\\_2012.pdf](http://www.fau.edu/provost/files/Definition_Credit_Hour_Memo_2012.pdf)

3. Consent from affected departments (attach if necessary)

Email this form and syllabus to [UGPC@fau.edu](mailto:UGPC@fau.edu) one week before the University Graduate Programs Committee meeting.

FAUewerseGrad—Revised July 2015

GRADUATE COLLEGE

MAY 16 2017



**ACG 6396**  
**Communication Skills for Accounting Professionals**  
**Virtual in Canvas**

**Professor Information**

Louisa Rogers, Ed.D  
School of Accounting Executive Programs, Florida Atlantic University  
777 Glades Road, DeSantis Center, Room 107, Boca Raton, FL 33431  
[lrger18@fau.edu](mailto:lrger18@fau.edu)  
561-297-0525

**Forensic Accounting Practitioner Information**

Rick Canavin, CPA  
[rcanavin@fau.edu](mailto:rcanavin@fau.edu)

**Office Hours**

Office Hours: by appointment

**Required Text and Materials**

Hacker, D. & Somers, N. (2015.). *A writer's reference* (8<sup>th</sup> ed.) Boston: Bedford/St. Martins.  
[Hacker]

May, C. B. & May, G. S. (2015). *Effective writing: A handbook for accountants* (10<sup>th</sup> ed.). Boston: Prentice Hall. [May]

**Course Prerequisites, Credit Hours, and Description**

Prerequisite: Admission to master's program in Accounting  
3 credit hours

This communications course places students in a semester-long project that simulates situations encountered by accountants in their careers. It prepares them to respond strategically, successfully, and professionally to various stakeholders: (1) to think critically, (2) to write accurately and concisely, and (3) to speak effectively and confidently.

**Objectives**

1. Write strategically effective and grammatically accurate reports and correspondence
2. Adapt messages for various audiences such as colleagues, clients, and/or other pertinent outside parties

GRADUATE COLLEGE

MAY 16 2017

3. Describe and interpret sets of facts accurately without ambiguity, bias, unnecessary language, or irrelevant detail
4. Critically think about and analyze sets of facts to apply them logically in developing strategies or opinions
5. Prepare clear but concise records that will stand up under the scrutiny of outside parties
6. Deliver an effective oral presentation appropriate for its audience and purpose

### **Class Time Commitments**

According to Florida State regulation 6A-10.033, students must spend a minimum 2,250 minutes of in class time during a 3-credit course. Additionally, students enrolled in a 3-credit course are expected to spend a minimum of 4,500 minutes of out-of-class-time specifically working on course-related activities (i.e., reading assigned pieces, completing homework, preparing for exams and other assessments, reviewing class notes, etc.) and fulfilling any other class activities or duties as required.

### **Course Delivery**

This is a fully online course accessible only through FAU's learning management system—Canvas. You must log into Canvas with your FAU ID and Password to access the materials and assignments in this course. If you do not know your FAU ID or Password click the following link for help. <http://www.fau.edu/oit/accounts/index.php>

The course is organized into weekly units with dates provided for each unit. The course begins with a Welcome unit that will familiarize you with the organization and navigation of the course. Each week you will open a new unit to access the materials relevant to the week's topic. Your assignments for each week will be listed within the unit.

### **Computer Requirements**

#### Operating System

A computer that can run Mac OSX or higher or Win XP or higher

#### Peripherals

A backup option should be available to minimize the loss of work. This can be an external hard drive, a USB drive, cloud storage, or your folder on the FAU servers.

#### Software

Please visit the <http://www.fau.edu/canvas/getting-started.php#Students> for more information on Canvas page such as mobile settings. Make sure your Internet browser is compatible and that you have all the recommended plug-ins installed.

Other software may be required for specific learning units and/or modules, but the links to download and install it will be provided within the applicable unit and/or module.

GRADUATE COLLEGE

MAY 16 2017

## Communication

**Email Accounts:** FAU requires all students use their assigned fau.edu email address. If you do not use your FAU account or if you forward your mail to another account, you may well miss the email messages sent through FAU: **You are responsible for being able to receive messages sent to your FAU email address.**

## Minimum skills required

Beginning the first week of the term, the instructor will assume that students are well acquainted with the Canvas environment and have become proficient at the following:

Navigating through Canvas;

Emailing through Canvas;

Attaching documents;

Creating discussion postings;

Submitting assignments to the Assignments section;

Browsing the Internet;

Creating and formatting documents in a standard word-processing application

Saving documents in rtf or "rich text format" or as a "compatible" WORD document

## Grading Scale

The total course points you can earn are 1000; the final grade will be calculated according to points shown on the following table (points will not be rounded up or down)

Grade	Points
A	920-1000
A-	900-919
B+	880-899
B	820-879
B-	800-819
C+	780-799
C	720-779
C-	700-719
D+	680-699
D	620-679
D-	600-619
F	Below 600

GRADUATE COLLEGE

MAY 16 2017

### Course Evaluation Method

Writing assignments (6 assignments for 100 points each and 1 for 200 points)	800
Threaded discussions (4 discussions @ 50 points each)	200
Total points	1,000

The final grade is based on threaded discussion participation and written assignments. Discussions and written assignments should demonstrate your comprehension and application of course content and assigned readings as well as your own critical analysis and relevant experience. Every threaded discussion can earn up to 25 points; every written assignment can earn up to 100 points, except for the Audit Report, which can earn up to 200 points. **No extra credit assignments will be available.** Individual written assignments are graded based on the benchmarks in the table above.

Threaded discussions: Your participation in each week's threaded discussion(s) will receive full credit if you (1) substantively address the issue under discussion and do not simply repeat the week's readings or what other students have previously posted; (2) write clearly and accurately, showing attention not only to what is said but to how it is said; and (3) include an initial posting by Friday of the assigned week and at least one well-considered response to someone else's posting at a date later than your initial posting.

Your contributions to the threaded discussions will be based on the quality and substance of your contribution. Both the quality and quantity of your postings may affect the substance of your contribution, and thus your grade. If you wait until the end of the assignment period to participate, you might find that you will have more difficulty contributing to the discussion in a substantive way. Do not expect to receive points merely for answering the question by repeating information that another has provided.

Weekly assignments will be posted online on Saturday at 12 a.m. and will be due in eight days, Sunday, at 11:59 p.m. **If you travel, you are still required to submit each week's assignments; being out of town for either business or pleasure is *not an excuse* for not participating in class activities or for missing the week's work.**

GRADUATE COLLEGE

MAY 16 2017

Course Schedule			
Opening Date	Topic	Written Assignments and/or Readings	Due Date
		Highlighted assignments are graded	
Module 1	Accountants as Communicators  Correlation Between Correct Writing and Credibility	May: Ch. 1 "Accountants as Communicators" and 5 "Standard English"  Hacker: (S) Sentence Style (G) Grammatical Sentences (P) Punctuation (C3) Reviewing, Revising, & Editing  Student Introductions-- 25 points  1 Discussion—25 points	
Module 2	Writing's Role in Preparing Oral Presentations  Introduction to Scenario	May: Ch. 16 "Oral Communication"  Knovio presentation to professional organization (networking)  Upload for – Peer Review	
Module 3	Peer Review	Peer review your group's Knovios – 100 points	

Module 4	The Writing Process  Coherence of Thought Through Organization	May: Ch. 2 “The Writing Process” and 3 “The Flow of Thought” Hacker: pp. 479-83 (Paraphrasing and Summarizing) and (S1) Parallelism  Henning: “Brevity Isn’t Enough – You Need to Write Tight”  Submit Knovio for grade ---100 points	
Module 5	Clarity Through Word Choice, Format, and Document Design	May: Ch. 4 “A Sense of Style” and 6 “Format for Clarity” Hacker: (W) Word Choice and (C6) Document Design  Glassman: SEC Commissioner’s remarks on plain language  Kimbel: Excerpt on clear writing movement from “Writing for Dollars, Writing to Please”	
Module 6	Proposal Scenario Update 1	May: Ch. 9 “Letters” Hacker (APA2) Plagiarism Upload your Proposal --- 100 points	
Module 7	Strategic Plan Memo Scenario Update 2	May: Ch. 10 “Memos” Coenen:	

GRADUATE COLLEGE

MAY 16 2017

		<p>Hacker: (APA4) Documenting Sources</p> <p>Upload Strategic Plan Memo – 100 points</p> <p>1 Discussion * peer review or self-assess) – 25 points</p>	
Module 8	Critical, Logical Thinking	<p>May: Review Figure 1-2 (p. 5) and pp 24-28</p> <p>May: Ch. 7 “Critical Thinking”</p>	
Module 9	<p>Delivery of Difficult or Sensitive Information</p> <p><b>Scenario Update 3</b></p> <p>Dispute with Vendor Letter</p>	<p>Brown: “Finding the Best Ways to Break Bad News”</p> <p>Burger: “In Delivering Bad News to Clients, Ask: What Would Winston Churchill Do?”</p> <p>Upload your Dispute with Vendor Letter – 100 points</p>	
Modules 10-12 (3 weeks)	<p>The Accountant’s Audit Report</p> <p><b>Scenario Update 4</b></p>	<p>May: Ch.11 “Reports”</p> <p><b>Note:</b> late submission of draft for review and/or the peer review will not be accepted, and you will lose the 100 points</p> <p>Draft due week 10 Peer Review week 11 --- 100 points</p>	

GRADUATE COLLEGE

MAY 16 2017



		Revise and submit Audit Report week 12 – 200 points	
Module 13	E-Communication and Social Media	May: Ch. 12 “E-Communication” & 15 “Writing for Publication”  Upload your Group Wiki – 100 points	
Module 14	Course Wrap-up	Final Discussion -- 25 points	

### Additional Course Policies

#### Missing Exams

This course does not have exams, but all assignments must be completed. You cannot earn a passing grade for the course if any assignments are not submitted.

#### Late Assignments

Written assignments must be uploaded to Canvas as stipulated in the assignment instructions, by the designated due date and time for each week. **If an assignment is posted late, its grade will be reduced by 5 points of the total available points for each 24-hour period following the due date.**

Threaded discussions will close at midnight (EST) on the due date for each week. **If you do not post your comments to the discussions by the due dates, you will not receive credit for them; late work for threaded discussions will not be accepted.**

All assignments must be completed before grades are issued for the Fall 2015 semester.

#### Attendance Policy

Since you are not required to physically attend this course, we do not grade attendance. We encourage you to log in at the beginning of each unit on Saturday and check in as often as necessary to keep up with the flow of activities.

#### Distance learning

Distance learning requires a high degree of responsibility, dedication, and self-discipline on your part. You are responsible for

1. Reading assigned material,
2. Completing and submitting any assigned homework on a timely basis, and
3. Participating in threaded discussions.

GRADUATE COLLEGE

MAY 16 2017

Problems using Canvas, Accessing Videos, and other Technology Problems: The School of Accounting Executive Programs maintains an information technology help desk dedicated exclusively to its executive students. The help desk is staffed by 5 full-time IT Professionals and is open 9:00 a.m. to 5:00 p.m. on weekdays and during limited hours on the weekends, according to the schedule published at <http://it.schoolofaccounting.com>.

Please report all technical issues directly to <http://helpdesk.schoolofaccounting.com>.

**Please do not report technical issues to me or to any of our staff by email or other means outside of <http://helpdesk.schoolofaccounting.com>, as this will only cause a significant delay in your getting help.**

Professors do not provide technical support for Canvas, course video, or other IT services. Emailing your professor (or other person) will likely add a long delay in your getting help. If you email your professor about a problem, it might take a couple of days before your professor forwards your message to one of the IT staff professionals. The IT staff professional might be out of office and not receive the forwarded email message for a couple more days. Then, when the IT professional person does receive your email message, he or she will have to contact you and manually create a support ticket. The entire process could take up to a week or longer. On the other hand, if you instead submit your report or request directly to <http://helpdesk.schoolofaccounting.com>, a support ticket will automatically be created, and an email copy of your request will instantly be sent to the IT staff professional on duty at the time. During normal business hours, your request will immediately be delivered to all 4 full-time IT professionals. Further, you will receive an immediate email response that contains a login ID and password that you can use to track progress relating to your issue.

Some typical IT problems served by <http://helpdesk.schoolofaccounting.com> include:

1. You can't login to Canvas
2. You are having problems within Canvas
3. You have problem viewing or hearing a class video

#### Anti-plagiarism Software

Written components of any assignment or project may be submitted to anti-plagiarism software to evaluate the originality of the work. Any students found to be submitting work that is not their own will be deemed in violation of the University's honor code discussed above.

#### Changes

Specific assignments, topics covered, and due dates are tentative may be adjusted as needed by the professor in order to deliver this course in the most effective way.

## Selected University and College Policies

### School of Accounting Policies

Students are responsible for School of Accounting policies available at <http://fau.edu/academic/registrar/FAUcatalog/business.php#accounting>.

***These policies are considered an integral part of this syllabus.***

Code of Academic Integrity Policy Statement Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see University Regulation 4.001.

### Disability Policy Statement

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS)—in Boca Raton, SU 133 (561-297-3880); in Davie, LA 131 (954-236-1222); or in Jupiter, SR 110 (561-799-8585) —and follow all SAS procedures.

### Religious Accommodation Policy Statement

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments. For further information, please see Academic Policies and Regulations.

### University Approved Absence Policy Statement

In accordance with rules of the Florida Atlantic University, students have the right to reasonable accommodations to participate in University approved activities, including athletic or scholastics teams, musical and theatrical performances and debate activities. It is the student's responsibility to notify the course instructor at least one week prior to missing any course assignment.

### College of Business Minimum Grade Policy Statement

The minimum grade for College of Business requirements is a "C". This includes all courses that are a part of the pre-business foundation, business core, and major program. In addition, courses that are used to satisfy the university's Writing Across the Curriculum and Gordon Rule math requirements also have a minimum grade requirement of a "C". Course syllabi give individualized information about grading as it pertains to the individual classes.

GRADUATE COLLEGE

MAY 16 2017

### Incomplete Grade Policy Statement

A student who is passing a course, but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete ("I"). The assignment of the "I" grade is at the discretion of the instructor, but is allowed only if the student is passing the course.

The specific time required to make up an incomplete grade is at the discretion of the instructor. However, the College of Business policy on the resolution of incomplete grades requires that all work required to satisfy an incomplete ("I") grade must be completed within a period of time not exceeding one calendar year from the assignment of the incomplete grade. After one calendar year, the incomplete grade automatically becomes a failing ("F") grade.

### Withdrawals

Any student who decides to drop is responsible for completing the proper paper work required to withdraw from the course.

### Grade Appeal Process

A student may request a review of the final course grade when s/he believes that one of the following conditions apply:

- There was a computational or recording error in the grading.
- Non-academic criteria were applied in the grading process.
- There was a gross violation of the instructor's own grading system.

The procedures for a grade appeal may be found in Chapter 4 of the University Regulations.

### Disruptive Behavior Policy Statement

Disruptive behavior is defined in the FAU Student Code of Conduct as "... activities which interfere with the educational mission within classroom." Students who behave in the classroom such that the educational experiences of other students and/or the instructor's course objectives are disrupted are subject to disciplinary action. Such behavior impedes students' ability to learn or an instructor's ability to teach. Disruptive behavior may include, but is not limited to: non-approved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive; or, other violations of an instructor's expectations for classroom conduct.

### Faculty Rights and Responsibilities

Florida Atlantic University respects the right of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise. To ensure these rights, faculty members have the prerogative:

- To establish and implement academic standards
- To establish and enforce reasonable behavior standards in each class
- To refer disciplinary action to those students whose behavior may be judged disruptive under the Student Code of Conduct.