	COURSE CHANGE REQUEST Graduate Programs	UGPC Approval _____ UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner _____ Catalog _____
FLORIDA ATLANTIC UNIVERSITY	**Department** **College**	

Current Course **Prefix and Number**	*Current* Course Title

*Syllabus must be attached for **ANY** changes to current course details. See Template. Please consult and list departments that may be affected by the changes; attach documentation.*

Change title to:	**Change description to:**
Change prefix **From:** **To:**	
	Change prerequisites/minimum grades to:
Change course number **From:** **To:**	
Change credits* **From:** **To:**	**Change corequisites to:**
Change grading **From:** **To:**	**Change registration controls to:**
Academic Service Learning (ASL) ** **Add** **Remove**	
* See Definition of a Credit Hour. ** Academic Service Learning statement must be indicated in syllabus and approval attached to this form.	Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade.

Effective Term/Year for Changes:	**Terminate course? Effective Term/Year for Termination:**

Faculty Contact/Email/Phone

Approved by	*Date*
Department Chair _____	2/2/23
College Curriculum Chair *Anita Pennathur*	_____
College Dean *Ken Johnson*	_____
UGPC Chair _____	_____
UGC Chair _____	_____
Graduate College Dean _____	_____
UFS President _____	_____
Provost _____	_____

Email this form and syllabus to UGPC@fau.edu 10 days before the UGPC meeting.

ACG 6396.202.20044
COMMUNICATION STRATEGIES
FOR PROFESSIONAL ACCOUNTANTS
Fully Online
3 credits

Fall 2021
Emily Sacks, PhD
Office: WebEx *(In-person office hours will be accommodated on request.)*
Office hours: TR, 8-9am, 11am-12pm, 2-4pm, & by appointment
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Accounting Practitioner	Rick Canavin
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Course Description
Old: Course provides strategies for communicating effectively as a professional accountant: (1) writing in discipline-specific language and formats; (2) delivering credible presentations; and (3) adapting messages for various stakeholders.

New: Beyond competency in accounting tasks, accountants also need to be skilled communicators to gain a competitive edge in the job market and continue career success. This course provides you with effective communication strategies for winning and retaining clients and expediting information exchange. You will develop skills with immediate, real-world application: how to relay accounting information clearly and concisely, use appropriate formats, adapt messages for various audiences, and deliver credible and persuasive presentations.

Instructional Method
This class is designated as "Fully Online" and is 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.

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. Logging in every week to complete weekly assignments will be mandatory; students will be expected to participate in class discussions based on assignment(s) for the current week.

Prerequisites
Admission to master's program in accounting.

Required Texts & Equipment
May, C. B. & May, *G. S.* (2018). *Effective writing: A handbook for accountants* (11th ed.). Pearson Education E-books.

You can rent the text from Amazon for $29.99.

Required Equipment: Computer with Internet access that can run Mac OSX or higher or Win XP or higher, Word, PowerPoint, camera, and microphone.

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

Course Objectives & Student Learning Outcomes
Upon completion of the course, you will be able to demonstrate the following abilities:

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
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

Course Evaluation Method

Writing assignments (3)	50%
Presentation	10%
Peer Reviews (2)	20%
Threaded discussions (4)	10%
Collaborative writing assignment	10%
Total	**100%**

The final grade is based on threaded discussion participation, written assignments, and a presentation. 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.

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 after 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.

Threaded discussions will close at 11:59 p.m. 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 and they will not be accepted.**

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.**

Course Grading Scale

Grade	Percentage
A	92-100%
A-	90-91.99
B+	88-89.99
B	82-87.99
B-	80-81.99
C+	78-79.99
C	72-77.99
C-	70-71.99
D+	68-69.99
D	62-67.99
D-	60-61.99
F	Below 60%

The 24/7 policy: *You must wait 24 hours before addressing any questions/disagreements you may have about an assignment grade, and the window to address your concerns closes 7 days after that.*

Policies on Exams, Attendance, Late Work, and Incompletes

Exams
This course does not have exams, but all assignments must be submitted to pass the course.

Late Assignments
All assignments should be uploaded to Canvas on the specified due date. For every day an assignment is late, whether it's an hour late or 20 hours late, 5% of the total points for that assignment will be deducted.

Attendance
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.

Incompletes
We do not issue incompletes for this class except in extreme and rare circumstances (e.g., hospitalization). Documentation will be required. To receive an I under these circumstances, you must be passing the course with only the final assignment(s) remaining and must make up the work in a specified time, which will be within the next semester. If the work is not completed satisfactorily by the designated time, the I will automatically become a U.

Classroom Etiquette Policy
Professional behavior is expected at all times whether in synchronous live lectures, synchronous office visits, group meetings with classmates, or videos you prepare for assignments. Professional behavior includes being well-groomed and appropriately dressed, never using offensive language, and treating others with respect.

Face-to-face interpersonal communication skills are crucial in business; unfortunately, we cannot fully simulate them in this online course. However, all communication (email, texts, calls, threaded discussions, etc.) with the instructor and other students should always be respectful and professional.

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 "virtual" 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: inappropriate writings or recordings, such as use of profanity or personal remarks directed toward others, or other violations of an instructor's expectations for professional, virtual classroom conduct.

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.

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,
Submitting documents,
Creating discussion postings,
Submitting assignments to the Assignments section,
Browsing the Internet,
Creating and formatting documents in Word, and
Saving documents as "compatible" Word documents.

Web Assistance
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 4 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 getting you 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 getting you 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 log into Canvas.
2. You are having problems within Canvas.
3. You have a problem viewing or hearing a class video.
4. You have a problem recording your video.

Academic Integrity
Students who submit work that is not their own will be deemed in violation of the University's honor code, which includes:
1. Turning in someone else's work
2. Having someone else write or rewrite your work for you
3. Completing someone else's work for him or her
4. Citing secondary sources as primary sources
5. Copying passages or critical words or phrases without necessary quotation marks and citation.
6. Paraphrasing ideas or borrowing the basic organization and structure from sources without providing proper documentation (Be sure paraphrasing is a restatement in your own voice and form and is not just a slight alteration of the source material.)
7. Submitting the same paper to two different courses without prior approval from the second course's professor

Such violations are **serious** offenses and may result in you failing the course and whatever other disciplinary action is allowed by the College and University (e.g., dismissal from your program).

Written components of any assignment or project may be submitted to anti-plagiarism software to evaluate the originality of the work. TurnItIn will be used along with other means to detect plagiarism for any papers submitted to this course.

Be on notice: You are hereby informed that ignorance of plagiarism is not an excuse if you are found to have plagiarized; as a graduate student, you are expected to know what it is and how to avoid it.

Selected University and College Policies

Code of Academic Integrity
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 to 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.

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.

Counseling and Psychological Services (CAPS) Center
Life as a university student can be challenging physically, mentally, and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider using FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services—individual counseling, support meetings, and psychiatric services, to name a few—offered to help improve and maintain emotional well-being.

Disability Policy
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) and follow all SAS procedures. SAS has offices across three of FAU's campuses—Boca Raton, Davie and Jupiter—however disability services are available for students on all campuses.

Religious Observance Regulation

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, observances, and beliefs regarding admissions, registration, class attendance, and the scheduling of examinations and work assignments.

FAU Email

FAU's primary source for correspondence with students is through the student's FAU email. Messages sent by the University may include time-sensitive information regarding student accounts, announcements and class information. Students are responsible for checking their FAU email on a regular basis. FAU has partnered with Google to bring students Owl Apps, a Gmail interface that replaces the MyFAU email and includes a 25 GB inbox, among other features. To switch to Owl Apps and for more information about FAU email, visit www.fau.edu/owlapps. For issues with logging into MyFAU, contact the Office of Information Technology Help Desk or 561-297-3999.

Grade Appeal Process

A student may request a review of the final course grade when he or she believes that one of the following conditions applies:
A computational or recording error in the grading
Non-academic criteria applied in grading process
A gross violation of the instructor's own grading system

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 which do not impede their exercise. To ensure these rights, faculty members have the following prerogatives:
- 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 to be disruptive under the Student Code of Conduct

Course Topical Outline

This course averages not less than six hours (two hours for each credit hour) of out-of-class assignments each week for the semester. Out-of-class assignments may include readings, research, homework assignments, research papers, interactive tutorials, study groups, or other activities appropriate for the course.

Course Calendar

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

Opening Date	Topic	Assignments & Readings	Due Date
Module 1 8/28/21	Accountants as Communicators Correlation Between Correct Writing and Credibility	Read May: Ch.1 "Accountants as Communicators" & Ch.5 "Standard English." Student Introductions Discussion	9/5/21
Module 2 9/4/21	Writing's Role in Preparing Oral Presentations **Introduction to Scenario** The Presentaiton First Try	Read May: Ch. 16 "Oral Communication." Presentation to professional organization (networking event) Upload Presentation for Peer Review	9/12/21
Module 3 9/11/21	Benefits of Peer Review	Read May: Chap 9 "Letters" Peer review of your teammates' Presentations Revise your Presentations, if necessary	9/19/21

Module 4 9/18/21	The Writing Process Coherence of Thought Through Organization Presentation Final Try	Read May: Ch. 2 "The Writing Process" & Ch. 3 "Coherent Writing" Henning: "Brevity Isn't Enough – You Need to Write Tight" Submit Final Version of Presentation for grade	9/26/21
Module 5 9/25/21	Clarity Through Word Choice, Format, and Document Design	Read May: Ch. 4 " A Sense of Style" and Ch. 6 "Format for Clarity." Glassman: SEC Commissioner's remarks on plain language Kimbel: Excerpt on clear writing movement from "Writing for Dollars, Writing to Please"	10/3/21
Module 6 10/2/21	Proposal **Scenario Update 1**	Read May: Ch. 10 "Memos." Upload your Proposal Note: As stated in the syllabus, we use plagiarism software. Any block of text included in an assignment that is taken from another source without attribution will result in the entire assignment earning zero points.	10/10/21
Module 7 10/9/21	Critical, Logical Thinking	Read May: Ch. 7 "Thinking on the Job."	10/17/21

Module 8 10/16/21	**Scenario Update 2** Planning Memo	Review May: Ch. 10" "Memos" and pp. 227-232, "emails." Upload Planning Memo Discussion	10/24/21
Module 9 10/23/21	Delivery of Difficult or Sensitive Information **Scenario Update 3** Dispute with Vendor Letter	Review May: Ch. 9 "Letters" Brown: "Finding the Best Ways to Break Bad News" Burger: "In Delivering Bad News to Clients, ask: What Would Winston Churchill Do?" "10 Commandments for Delivery of Bad News" Upload your Dispute with Vendor Letter	10/31/21
Modules 10-12 (2 weeks) 10/30/21 Caution: This module has three different due dates	The Pre- Audit Report **Scenario Update 4**	Read May: Ch. 11 "Reports" Draft of Pre-Audit Report due by 11:59 p.m., 11/6/21 Peer Review of Report due Midnight, 11/10/21 Revise and submit Pre-Audit Report by 11/59 p.m. 11/14/21	11/14/21

| Module 13 11/13/21 | E-Communication and Social Media

The Blog | Read May: Ch. 12 "E-Communication and Social Media."

Upload your Team Project (blog) | 11/21/21 |
|---|---|---|---|
| 11/20/21 | Happy Thanksgiving! | | 11/28/21 |
| Module 14 11/27/21 | Course Wrap-up | Final Discussion | 12/5/21 |