

Class Sessions

| <u>Section</u> | <u>Class</u> | <u>Days</u> | <u>Time</u> | <u>Professor</u> | <u>Room</u> |
|----------------|--------------|-------------|---------------|------------------|-------------|
| 14144R | ACCT 430 | M & W | 10:00 - 11:50 | Gary Smith | ACC 303 |
| 14145R | ACCT 430 | M & W | 12:00 - 1:50 | Gary Smith | ACC 303 |
| 14146R | ACCT 430 | M & W | 2:00 - 3:50 | Harris Smith | ACC 303 |

All class sections will meet as a combined class on seven (subject to change) selected Fridays at 12:30-1:50 pm (see the Course Schedule for specific dates and locations). Six of the Friday sessions will host prominent guest speakers and one is for the midterm exam. Attendance at all of the Friday sessions is **mandatory** for all students.

Professors:

Gary Smith

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Office Hours: Mondays & Wednesdays, 8:30 - 9:45 am and by appointment

Harris Smith

Office: ACC 214

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Office Hours: Mondays & Wednesdays, 12:30-1:45 pm and by appointment

Course Description and Objectives

This course provides the ethical grounding that accountants need both to identify ethical issues that they might face and to respond effectively to them. Students will be introduced both to the major theoretical ethical reasoning models and the ethical principles included in the Codes of Professional Conduct disseminated by the major accounting organizations, such as the AICPA, IMA, IIA and FEI. The course will present a range of ethics-related issues, including the causes of ethical violations and frauds, whistle blowing, and the design and operation of company compliance and ethics programs. Ethical issues are

illustrated in all major areas of accounting practice, including financial accounting and reporting, management accounting, audit, taxation, accounting information systems, forensic accounting and accounting-related consulting.

Blackboard Courses

All students will have two Blackboard (Bb) courses for the Ethics class:

1. The first Bb course is for **all students** : Bb course labeled **20163_acct_430_14147**

This is a single Bb course for all students across all class sessions and all professors for all sections of ACCT 530 and ACCT 430. This is the Bb course where we will post materials and correspondence *from the professors to the students* - this is where you will find the syllabus, course schedule, assignments, reading materials, discussion and lecture materials, PowerPoint slides, and class announcements.

2. The second Bb course is Professor-specific:

Bb course labeled **20163_acct_430_14144** is for students enrolled in **Professor Gary Smith's** classes (M & W at 10:00, and 12:00)

Bb course labeled **20163_acct_430_14146** is for students enrolled in **Professor Harris Smith's** class (M & W at 2:00)

The Professor-specific Bb course is where you will post materials *from the student to the professor* - this is where students will post reflective journal entries and upload assignments

Course Structure

The course will be taught using two distinct structures:

- Twice a week class sessions in a small class size setting which will involve lectures and active discussions of cases and vignettes designed to illustrate many of the ethical issues and dilemmas that accountants face in practice. These sessions are held on Mondays and Wednesdays (depending on each student's enrolled section).
- All class sections will meet as a combined class on seven selected Fridays at 12:30 – 1:50 pm (see the Course Schedule for specific dates and locations). Six (subject to change) of the Friday sessions are for prominent guest speakers and visitors from various aspects of professional practice and one is for the midterm exam. Attendance at the Friday sessions is **mandatory**.
- See the Course Schedule for date-specific class times and locations.

Required Course Materials

1. Gordon Klein, (2016). *Ethics in Accounting - A Decision Making Approach*. Wiley.

2. Justin M. Paperny (2010). *Ethics in Motion*. Etika LLC.
This book can be purchased at a reduced price for either the printed book (\$16.00) or electronic version (\$12.00) using the following link: <http://etikallc.com/books/>.
3. Tony A. Rose (2014). *Five Eyes on the Fence*. Business Expert Press (BEP)
This book is available as an eBook and will be posted on Bb.
4. M.C. Gentile (2010). *Giving Voice to Values: How to Speak Your Mind When You Know What's Right*. Yale University Press.
5. **ACCT 430 Fall 2016 Course Reader**. Available in the USC Bookstore.
6. Other reading materials will be distributed in class and/or via Blackboard.

Course Schedule

Please see attached Course Schedule. This schedule is tentative because we may need to change dates to accommodate guest speakers. Detailed assignments for each class session will be distributed periodically in class and/or on Blackboard.

Grading:

| | Percent of Grade |
|----------------------------------|------------------|
| Reflective journals | 10% |
| Papers (2) | 20% |
| Midterm exam | 20% |
| Final exam | 30% |
| Discussion section participation | <u>20%</u> |
| Total available | <u>100%</u> |

Reflective Journal

Every student is required to keep a Reflective Journal about topics covered in the course. Please take 10 minutes to think about the topic before writing anything, and then write whatever reflections come to mind.

This assignment is not intended to be a great burden. We are looking for only 100-150 words per week. We want to encourage *personal reflections* on the topics and issues presented in the course, *not just mere memorization and recitation of course content*.

We will use Bb as the tool for maintaining the Reflective Journals. The Journal is a self-reflective tool for students and only the student and the student's professor are able to add comments and read the comments.

Each week's Journal will be open/available for entry starting at 4:00 pm on the day of the last class session for the week and will close on Saturday at 6:00 pm. You can make a single entry or multiple entries until the time window for that week has closed. Late submissions (after Saturday at 6:00 pm) will not be accepted.

Papers

Details regarding the two paper assignments will be distributed approximately 1 month before the due date of the paper. The paper assignments are an individual effort and assignment.

Midterm and Final Exams

Both the midterm and the final exam are open book/open notes examinations. Each student will need a laptop computer for the midterm and the final exam.

The **midterm** exam will be held on **Friday, October 7, 2016 at 12:30 - 2:20 pm** for all sections.

The **final** exam will be held on **Saturday, December 10, 2016**-place and time TBD.

The midterm and final exams must be completed on the scheduled dates (there will not be a make-up exam) and cannot be taken early, except when the exam time conflicts with a student's observance of a holy day. If you have a conflict for either exam date, please discuss with your professor immediately; exam date conflicts must be discussed with your professor at least three weeks prior to the scheduled examination date.

Discussion Section Participation

Ethics is not a technical, quantitative subject like most accounting courses. There is often not one obviously best solution to an ethical dilemma. Learning ethics requires the development of problem finding and critical thinking skills. Developing these skills is best accomplished through active learning—student discussions of dilemmas of the type that will be faced in the real world.

I assign a material proportion of the grade in this course based on the extent to which students participate actively in the smaller discussion sections and the quality of their contributions to the discussion. I do this both to improve the grading accuracy and to encourage the building of a healthy “learning community.” I think we can learn more about effort and quality of thinking by hearing students share their ideas in a long series of classes than can be done by reading written answers to a few exam questions. Further, active class participation encourages students to be well prepared and thus to become active, rather than passive, learners. Participation provides students with the opportunity to gain from the experiences and talents of everyone in the class. Class participation also helps students improve their oral communication skills, which are vitally important in the working world.

Participation will be evaluated in each small-class session based on a near-continuous scale, the end points of which can be described as follows:

Outstanding Contributor: This person's contributions reflect exceptional preparation, and the ideas offered are always substantive and provide major insights and direction for the class. If this person were not a member of the class, the quality of the discussions would be diminished significantly.

Unsatisfactory Contributor: This person may be absent from class or someone who rarely participates in class discussion. Alternatively, this person's contribution in class reflects inadequate preparation and/or understanding. Ideas offered are not substantive and provide few, if any, insights and never a constructive direction for the class. Integrative comments and effective arguments are absent. Class comments are either obvious, isolated from the main discussion, or confusing to the class.

Retention of Papers

According to the Guidelines on Documents Retention, University policy requires that “final exams and all other grade work which affected the course grade” be kept for one year. Other papers or work that instructors hand back but that students fail to pick up will be held for one month.

Undergraduate Accounting Program Student Learning Objectives

The five Student Learning Objectives developed for this program by the USC Leventhal faculty and administration and filed with the AACSB, the accrediting body for accounting and business schools, are shown below.

This course will deal primarily with Learning Objective 3, *Ethical Decision Making* (course emphasis: High). To a lesser extent, this course will also touch on three of the other Learning Objectives: Objective 1, *Technical Knowledge* (course emphasis: Low), Objective 4, *Communication* (course emphasis: Moderate), and Objective 2, *Research, Analysis and Critical Thinking* (course emphasis: Moderate).

Undergraduate Accounting Program Learning Objectives

1. Technical Knowledge

Students will demonstrate technical proficiency in the accounting discipline, including the use of technical accounting knowledge to help solve problems and make decisions.

2. Research, Analysis and Critical Thinking

Students will demonstrate the ability to critically analyze, synthesize, and evaluate information for decision making in the local, regional and global business environment.

3. Ethical Decision Making

Students will demonstrate an understanding of ethics, ethical behavior and ethical decision making.

4. Communication

Students will demonstrate the ability to communicate ideas both orally and in writing in a clear, organized and persuasive manner.

5. Leadership, Collaboration and Professionalism

Students will demonstrate leadership skills and the ability to work cooperatively and productively to accomplish established goals.

Academic Conduct

Students enrolled in any class offered by the Leventhal School of Accounting are expected to uphold and adhere to the standards of academic integrity established by the Leventhal School of Accounting Student Honor Code. Students are responsible for obtaining, reading, and understanding the Honor Code System handbook. Students who are found to have violated the Code will be subject to disciplinary action as described in the handbook. For more specific information, please refer to the Student Honor Code System handbook, available in class or from the receptionist in ACC 101.

Plagiarism

Presenting someone else's ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in SCampus in Section 11 Behavior Violating University Standards <https://scampus.usc.edu/1100-behavior-violating-university-standards-and-appropriate-sanctions/>. Other forms of academic dishonesty are equally unacceptable. See additional information in SCampus and university policies on scientific misconduct, <http://policy.usc.edu/scientific-misconduct/>.

Class Notes Policy

Notes or recordings made by students on a university class or lecture may only be made for purposes of individual or group study, or for other non-commercial purposes that reasonably arise from the student's membership in the class or attendance at the university. This restriction also applies to any information distributed, disseminated or in any way displayed for use in relationship to the class, whether obtained in class, via email or otherwise on the Internet, or via any other medium. Actions in violation of this policy constitute a violation of the Student Conduct Code, and may subject an individual or entity to university discipline and/or legal proceedings.

No student may record any lecture, class discussion or meeting with the professor(s) without the professor's prior express written permission. The word "record" or the act of recording includes, but is not limited to, any and all means by which sound or visual images can be stored, duplicated or retransmitted whether by an electro-mechanical, analog, digital, wire, electronic or other device or any other means of signal encoding. The professors reserve all rights, including copyright, to lectures, course syllabi and related materials, including summaries, PowerPoint slides, prior exams, answer keys, and all supplementary course materials available to the students enrolled in class whether or not posted on Blackboard or otherwise. They may not be reproduced, distributed, copied, or disseminated in any media or in any form, including but not limited to all course note-sharing websites. Exceptions are made for students who have made prior arrangements with DSP and with the professor(s).

Support Systems

Students whose primary language is not English should check with the *American Language Institute* <http://dornsife.usc.edu/ali>, which sponsors courses and workshops specifically for international graduate students.

Students with Disabilities

The Office of Disability Services and Programs

http://sait.usc.edu/academicssupport/centerprograms/dsp/home_index.html provides certification for students with disabilities and helps arrange the relevant accommodations.

Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to your professor as early in the semester as possible. DSP is located in GFS (Grace Ford Salvatori) 120 and is open 8:30 a.m.-5:00 p.m., Monday through Friday. The phone number for DSP is 213-740-0776. Email: ability@usc.edu.

Discrimination, sexual assault, and harassment

Discrimination, sexual assault, and harassment are not tolerated by the university. You are encouraged to report any incidents to the Office of Equity and Diversity <http://equity.usc.edu/> or to the Department of Public Safety, <http://capsnet.usc.edu/department/department-public-safety/online-forms/contact-us>.

This is important for the safety of the whole USC community. Another member of the university community – such as a friend, classmate, advisor, or faculty member – can help initiate the report or can initiate the report on behalf of another person. The Center for Women and Men <http://www.usc.edu/student-affairs/cwm/> provides 24/7 confidential support, and the sexual assault resource center webpage <https://sarc.usc.edu/reporting-options/> describes reporting options and other resources.

Emergency Preparedness / Course Continuation

If an officially declared emergency makes travel to campus infeasible, *USC Emergency Information* <http://emergency.usc.edu/> will provide safety and other updates, including ways in which instruction will be continued by means of blackboard, teleconferencing, and other technology.

Important Dates for the 2016 Fall Semester

| | |
|------------|-------------------------------------------------------------------------------------------------------------|
| Aug. 22 | First day of classes |
| Sept. 5 | USC Holiday – Labor Day |
| Sept. 9 | Last day to register and add classes Last day to drop a class without a mark of “W” and receive a refund |
| Oct. 7 | Last day to drop a class without a mark of “W” |
| Nov. 11 | Last day to drop a class with a mark of “W” |
| Nov. 23-25 | USC Holiday-Thanksgiving |
| Dec. 2 | Last day of classes |
| Dec. 3 - 6 | Study days |
| Dec 10 | Final examination (date subject to change) |

Emergency Information

| | |
|-------------------------------------|-----------------------------------|
| Emergency Information Line | 213-740-9233 |
| USC Emergencies Information | 213-740-4321 |
| USC Info Line | tune into KUSC Radio at 91.5 (FM) |
| USC Public Safety - Non Emergencies | 213-740-2311 |
| | 213-740-6000 |

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