

# TRANSFER GUIDE

## FISHER SCHOOL OF ACCOUNTING



# **Fisher School of Accounting**

**210 Gerson Hall (GER)  
University of Florida  
P.O. Box 117166  
Gainesville, FL 32611-7166**

**(352) 273-0200  
(352) 392-7962 (FAX)**

**[FSOA@cba.ufl.edu](mailto:FSOA@cba.ufl.edu)**

**[www.cba.ufl.edu/fsoa](http://www.cba.ufl.edu/fsoa)**

## TABLE OF CONTENTS

Using the Transfer Guide.....	2
<b>Fisher School of Accounting</b>	
<b>History</b> .....	3
<b>Programs</b>	
B.S.Ac. ....	3
3/2 Program (B.S.Ac./M.Acc.).....	4
Master of Accounting (M.Acc.).....	4
Juris Doctor/Master of Accounting (J.D./M.Acc.) .....	4
<b>Faculty</b> .....	5
<b>Registration Priorities for Newly Admitted Transfer Students</b> .....	6
<b>Making a Smooth Transition - Frequently Asked Questions</b> .....	8
<b>Junior and Senior Drop Policies</b> .....	9
<b>Unsatisfactory Performance</b> .....	11
<b>Administrative Procedures</b> .....	12
<b>Frequently Asked Questions</b>	
<b>Academics</b> .....	14
<b>Professional Development</b> .....	16
<b>Mission of the Fisher School of Accounting</b> .....	17

## USING THE TRANSFER STUDENT GUIDE

The purpose of this guide is to provide compact and comprehensive information about the Fisher School of Accounting and its degree programs. It is intended to help transfer students transition and complete all degree requirements in an efficient manner and in compliance with the University of Florida and Fisher School of Accounting policies.

We remind you that students are responsible for understanding and complying with the policies described within the University of Florida Catalog, (<http://www.registrar.ufl.edu/catalog.html>). The Fisher School of Accounting strictly adheres to the University and School policies described within the catalog, the FSOA Student Handbook (<http://www.cba.ufl.edu/fsoa/myfsoa/forms.asp>) and this transfer guide.

This guide is intended to aid, but not replace, the counseling provided within the School. It is not designed to cover unusual circumstances. In planning your specific program of studies, and for answers to questions not covered by this guide, we encourage you to seek help of an undergraduate advisor. All counseling is provided on an appointment basis so that we can give you our undivided attention. Appointments can be arranged through the School's receptionist (352-273-0200). To the extent possible, please try to make appointments early in the semester so that you will be able to take full advantage of your registration appointment for the next term.

We hope that this guide will be a useful supplement to our counseling in guiding you through your academic career. The faculty and staff sincerely wish that the time you spend as part of the Fisher School of Accounting will be both enriching and enjoyable. This guide can help in achieving those goals--please read it carefully.

# **FISHER SCHOOL OF ACCOUNTING**

## **HISTORY**

Accounting has been one of the basic academic programs at the University of Florida for more than 70 years. In 1977, the School of Accounting was established by the Board of Regents as a separate school within the College of Business, and was endowed in 1985 through the generosity of Frederick Fisher. The Fisher School is committed to scholarly research, teaching, and service to advance knowledge and prepare future leaders for business, professional, and academic careers. For 2008 U.S. News and World Report ranked the School's undergraduate accounting program 10th among public schools.

The Fisher School of Accounting has approximately 700 undergraduate and 200 graduate students. The School's faculty members have earned Ph.D. degrees from the nation's leading universities. The faculty is committed to excellence in teaching, research, and service. In addition to publishing the School's own research journal, the faculty actively contribute to the accounting profession by maintaining editorial positions for major accounting journals, participating in professional organizations at the national and state levels, and providing services to major corporations and public accounting firms.

## **PROGRAMS**

All Fisher School of Accounting programs are fully accredited by the American Assembly of Collegiate Schools of Business (AACSB). The School was one of the first in the country to meet the accreditation requirements for all of its accounting programs under the new AACSB standards. UF's undergraduate and graduate programs in accounting and business were re-accredited by the AACSB at their annual meeting in April 1998.

### **B.S.Ac.**

The Bachelor of Science degree in Accounting (B.S.Ac.) is a four year program that provides an excellent foundation in accounting and business. Its conceptual focus is designed to prepare students for success in a constantly evolving business environment and to also prepare students for graduate studies. Students are cautioned that completion of the B.S.Ac. degree alone will not satisfy the eligibility requirements to sit for the Uniform Certified Public Accountant Exam or to practice as a CPA in the State of Florida. Students aspiring to a career in professional accounting should plan on seeking admission to the 3/2 Program.

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### **3/2 Program (B.S.Ac./M.Acc.)**

The 3/2 Program is the Fisher School of Accounting's premier professional program. It is an integrated, five-year, 150-hour program which leads to the joint awarding of a Bachelor of Science in Accounting (B.S.Ac.) degree and a Master of Accounting (M.Acc.) degree. Students in this program are able to design an individualized plan of study including courses in the areas of financial accounting, auditing, taxation, and cost and managerial accounting.

This program is designed for the students who desire a professional accounting career. Completion of this program will fulfill the State of Florida's requirements to take the Uniform Certified Public Accountant Examination to practice as a CPA in Florida.

NOTE: Since students in the 3/2 program have a graduate classification, students receiving certain types of undergraduate scholarships or federal aid (such as Pell grants) typically lose eligibility for their funding. Students should verify their particular aid package with a financial aid advisor. For those who will lose eligibility, discuss alternate degree program planning with your academic advisor immediately.

### **Master of Accounting (M.Acc.)**

The M.Acc. program (after completion of the B.S.Ac.) is designed primarily for students who have completed their undergraduate work at another institution and now want to attend the Fisher School of Accounting for their graduate work. It also serves as a second opportunity for admission to the graduate program for those students who did not meet 3/2 admission requirements.

### **Juris Doctor/Master of Accounting (J.D./M.Acc.)**

The joint degree program culminates in the joint awarding of the Juris Doctor (J.D.) and the Master of Accounting (M.Acc.) degrees. The joint degree program is designed for students who have an undergraduate degree in accounting and are interested in advanced studies in both accounting and law. The joint degree program is open to students who have completed the equivalent of a major in accounting at the undergraduate level.

The purpose of the program is to enable students to obtain the appropriate education in the most efficient manner possible. The joint degree program requires 20 fewer credits than would be required if the two degrees were earned separately. A student must satisfy the curriculum requirements for each degree. However, because certain courses may be used in partial satisfaction of the requirements of both degrees, the total hours required under the joint program is less than those that would be required if the programs were pursued separately.

## THE FACULTY

<p><b>Professor:</b></p> <p>Bipin B. Ajinkya, Ph.D., University of Minnesota</p> <p>Joel Demski, Ph.D., University of Chicago Fisher Eminent Scholar</p> <p>W. Robert Knechel, Ph.D., UNC at Chapel Hill Ernst &amp; Young Professor</p> <p>Gary A. McGill, Ph.D., Texas Tech University Director, Associate Dean PricewaterhouseCoopers Professor</p> <p>Hadley P. Schaefer, Ph.D., University of Michigan</p> <p><b>Associate Professor:</b></p> <p>Stephen K. Asare, Ph.D., University of Arizona</p> <p>Jesse V. Boyles, Ph.D., University of Florida</p> <p>Sandra S. Kramer, Ph.D., University of Texas at Austin</p> <p><b>Assistant Professor:</b></p> <p>Vicki Dickinson, Ph.D., University of Wisconsin- Madison</p> <p>Haijin Lin, Ph.D., Carnegie Mellon Grant Thornton Term Faculty Fellow</p>	<p>Surjit Tinaikar, Ph.D., University of Toronto</p> <p>Jennifer W. Tucker, Ph.D., New York University Luciano Prida Sr. Term Professor</p> <p><b>Master Lecturer:</b></p> <p>Deborah Garvin, J.D., UNC at Chapel Hill</p> <p><b>Senior Lecturer:</b></p> <p>Charles L. McDonald, Ph.D., Michigan State University</p> <p><b>Lecturer:</b></p> <p>Dominique DeSantiago, M.Acc. University of Florida Associate Director</p> <p><b>Affiliate Faculty:</b></p> <p>David Sappington, Ph.D., Princeton University Eminent Scholar in Economics</p> <p><b>Honorary Faculty:</b></p> <p>J. Michael Cook, BSBA University of Florida</p> <p>Frederick E. Fisher, BSBA. Doctor of Humane Letters (Honorary degree) University of Florida</p> <p>Alfred C. Warrington IV, BSBA, University of Florida</p>
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## REGISTRATION PRIORITIES FOR NEWLY ADMITTED TRANSFER STUDENTS

1. Satisfy all lower division deficiencies. Common questions include:

- a. *Am I required to fulfill the Fisher School general education course requirements?*

Only students who enter the School with an Associate of Arts (AA) degree from a Florida public community college or an AA certificate from a Florida public state university are considered to have automatically met all general education requirements. All other students must meet University of Florida's general education requirements for the students' catalog year. Please refer to ([www.registrar.ufl.edu/catalog](http://www.registrar.ufl.edu/catalog)) for guidance.

- b. *I am not an AA recipient, how long do I have to fulfill this requirement?*

Students must complete all general education requirements, including international and diversity focus, University writing, University math and CLAST requirements in the *first semester of enrollment*.

- c. *I haven't completed all preprofessional courses and/or Survey of Calculus 2 (MAC2234 or its equivalent). How long do I have to fulfill this requirement?*

Students must complete all remaining preprofessional course work and MAC2234 or MAC2312 during the *first semester of enrollment*.

2. Satisfy all upper division conditional admission requirements in your first term of enrollment, i.e. ACG 3481, Accounting Information and Business Processes I, and ACG3482C, Accounting Information and Business Processes II.

On the last day of drop/add during your first term of admission, your registration will be verified. If your registration does not include ACG3481 and ACG3482C (excluding summer admission), your registration will be cancelled and your admission status will be rescinded.

3. Register for the right junior-level courses to stay on track towards your degree.

a. If you have satisfied all lower-division requirements, then your schedule for the first year should be:

Year 3 – Fall

ACG 3481C	Accounting Information and Business Processes I	3 (module I)
ACG 3482C	Accounting Information and Business Processes	4 (module II)
FIN 3403	Business Finance	4
QMB 3250	Statistics for Business Decisions	4

Year 3 – Spring

ACG 4133C	Financial Accounting	4
ACG 4352C	Cost and Managerial Accounting	4
ECP 3703	Managerial Economics	4
ORI 2000	Oral Interpretations of Literature (or SPC 2600 / AEE 3030C / GEB 3218)	3

b. If you have a lower-division course deficiency, then you must adjust your schedule to complete the deficiency during your first semester. This will likely require you to defer a junior-level course. Which course you chose to defer can drastically affect your future course sequencing. With a single deficiency, your schedule should be:

Year 3 – Fall

ACG 3481C	Accounting Information and Business Processes I	3 (module I)
ACG 3482C	Accounting Information and Business Processes II	4 (module II)
QMB 3250	Statistics for Business Decisions	4
	Lower-Division Course Deficiency	3

Year 3 – Spring

FIN 3403	Business Finance	4
ACG 4352C	Cost and Managerial Accounting	4
ECP 3703	Managerial Economics	4
ORI 2000	Oral Interpretations of Literature (or SPC 2600 / AEE 3030C / GEB 3218)	3

Year 3 – Summer

ACG 4133C	Financial Accounting (subject to availability)	4
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## MAKING A SMOOTH TRANSITION FREQUENTLY ASKED QUESTIONS

### 1. *What is a modular course?*

Modular courses are courses that meet for one half of the semester. The fall semester is divided into two modules with module one meeting the first half of the semester and module two meeting the second half of the term. Similarly, the spring semester is divided into module three and module four. For the B.S.Ac. program, ACG3481, Accounting Information and Business Processes I, and ACG3482C, Accounting Information and Business Processes II, follow the module format. The University Schedule of Courses does not provide information about when module courses are offered. This information can be viewed by visiting MyFSOA at <http://www.cba.ufl.edu/fsoa/myfsoa>.

### 2. *Can I receive credit for business core coursework completed at another institution?*

Transfer students who have taken junior/senior level courses at accredited universities prior to entering the Fisher School should submit junior/senior level course substitution forms to the School in order to establish the equivalency to UF requirements. Substitutions for required junior/senior level courses require approval of the School and of the UF department offering the required course. Note: Only one 3000-4000 level business course (upon approval) may fulfill required business core course work.

### 3. *I plan on returning home during the summer. Can I take courses at another 4-year institution near my home and apply these course credits towards my B.S.Ac. degree?*

Once a student has been admitted to the Fisher School of Accounting, the student may not take any additional accounting or business core coursework at any institution.

#### 4. *When do I apply for the 3/2 program?*

Students who matriculate during the fall semester, have no lower-division course deficiencies, and are following the suggested course sequencing should apply for admission to the 3/2 during the spring semester of their junior year. The minimum standards to be considered for admission into the 3/2 (M.Acc.) program are:

- a. Completion of, or in process of completing, at least 80 semester hours of coursework.
- b. GPA of at least 3.0 calculated on all courses taken after the student reaches 60 credit hours.
- c. A minimum GPA of 2.8 in all accounting courses completed at UF ( $\geq 3000$  level) in semesters prior to graduate admission. Once a student has earned a "C" grade in these courses, repeats of the same course will not be computed in the student's accounting GPA if the repeat grade is higher than a "D."
- d. A total score (verbal and quantitative sections) of 500 or more on the GMAT exam or 1100 or more on the GRE exam.

NOTE: Determining when to submit your application can be complex. Students are strongly encouraged to meet with an academic advisor to make sure they apply at the appropriate time. For additional information, refer to the Fisher School of Accounting Student Handbook, page 21.

## **JUNIOR AND SENIOR DROP POLICIES**

Transfer students are allowed two (2) drops.

1. The two-drop policy applies to all drops taken at the University of Florida during the last 60 hours of course work regardless of whether the student was in the Fisher School of Accounting at the time of the drop or another college.
2. The policy is intended to cover legitimate causes. They are not free drops and students should exercise judgment in using the drop allowance.

3. All drops become part of the student's official record with the School and will be recorded on the student's official transcript ("W").
4. Withdrawal in any term (Fall, Spring, or Summer) will count as one drop for the purpose of applying the two-drop policy.
5. All other drop requests must be acted upon by the Associate Director as advised by the Professional Program Committee. The Committee will be very strict in considering such requests and will not approve drops for reasons that are not beyond the student's control.

Note: When enrollment becomes a constraint, students who drop accounting courses will have the lowest priority for enrolling in the same course in following semesters (whether or not they successfully register for the course during advanced registration).

### **Submitting a Drop Request Prior to the Published Deadline**

1. Pick up a pink drop form and a schedule change form from the Fisher School office (210 Gerson Hall) download at <http://www.cba.ufl.edu/fsoa/myfsoa/forms.asp>.
2. Complete the pink drop form and obtain the signature of the course instructor.
3. Return the signed forms to the Fisher School for its approval and signature.
4. Submit the schedule change form to the Office of the Registrar (222 Criser Hall). It is the responsibility of the student, not the Fisher School, to submit it to the Office of the Registrar.

### **Drop Requests After the Published Deadline**

After the last day to drop by College petition (as published each semester in the Schedule of Courses) all petitions must be presented to the University of Florida Committee on Student Petitions. These petitions should be presented to the Office of the Registrar (222 Criser Hall) for referral to that Committee.

## UNSATISFACTORY PERFORMANCE

Students who do not make satisfactory academic progress will be dropped from the accounting program. In addition to University regulations concerning unsatisfactory performance, the School will exclude students from the accounting program for each of the following reasons:

1. The student earns two grades below “C” in accounting courses numbered 3000 and above regardless of whether the student was in the Fisher School of Accounting at the time they earned those grades.
2. The student’s cumulative grade point average on all coursework completed at the University of Florida grade point average falls below a 2.0 and remains there after **one** subsequent term of enrollment.
3. The student’s cumulative junior/senior grade point average falls below 2.0 and remains there after **one** subsequent term of enrollment.
4. The student’s accounting grade point average, calculated on **all attempts** of required accounting courses numbered 3000 and above, falls below a 2.0 and remains there after **one** subsequent term of enrollment.
5. The student withdraws from the University three times after admission into the Fisher School of Accounting.
6. The student fails to complete a required junior/senior level accounting course for **two consecutive semesters** of enrollment.
7. For purposes of all of the above policies, the following rules apply to the definition of a **term**:
  - a. Any term for which a student registers for courses at the University of Florida counts as a term of enrollment, even if the student subsequently withdraws from the term (after drop/add period).
  - b. Summer registration is viewed as registration for one term, (e.g., whether a student registers for Summer A alone, or registers for Summer A and B and C, the students is considered to have registered for one term.)
8. Refer to the University undergraduate catalog ([www.registrar.ufl.edu/catalog](http://www.registrar.ufl.edu/catalog)) for a discussion on grade point average computations.

## **ADMINISTRATIVE PROCEDURES**

### **Academic Advising**

Our undergraduate advisors are available for counseling on an appointment basis at the School's administrative office (GER 210). All students are advised to seek guidance well in advance of registration periods. Appointments may be scheduled by calling (352) 273-0200.

### **Part-Time Students**

The Fisher School of Accounting is similar to a lock-step program. Students who cannot take the suggested course loads listed on page five should seek academic advising. Delays may be encountered due to the lack of course availability and prerequisite deficiencies.

### **Student Academic Support System (SASS)**

It is each student's responsibility to be aware of academic requirements. Students can access the Student Academic Support System (SASS) at [www.isis.ufl.edu](http://www.isis.ufl.edu) each semester. The SASS lists all of the requirements for his/her particular program and indicates whether or not the student has met each requirement. The student should pay close attention to their audit and should, at a minimum, seek assistance from the appropriate advisor in a term prior to the semester in which they plan to graduate if they have any questions about their SASS audit. Failure to do so may delay graduation.

### **Honor Statement**

The Fisher School of Accounting expects its students to adhere to the highest level of academic integrity. Our students and faculty have developed a statement detailing each student's responsibility regarding academic honesty. To evidence awareness of these responsibilities, we require each student to sign an Honor Statement. This statement is mailed to each student upon admission and may also be obtained from the Fisher School of Accounting office (210 GER) or may be downloaded at <http://www.cba.ufl.edu/fsoa/myfsoa/forms.asp>. Failure to complete this statement will result in a hold being placed on the student's records barring further registration as an AC student.

## **Petition to Waive School Policies**

Any request for waiver of School policies requires the submission of a petition form to the Associate Director. Petition forms are available at the School office (GER 210), or may be downloaded. The Associate Director will either approve or deny the request, often based on the guidance of the School's Program Committee. Until a School decision is made, students should not operate under any presumption that the petition will be approved. If a student wishes to appeal the decision of the Associate Director and/or Program Committee he or she should request that the petition be submitted to the Petitions Committee.

Students should be aware of the importance of submitting documentary evidence to support petitions, and that events or circumstances beyond the student's control are generally necessary for the waiver of a School policy. Petitions on matters outside the School's jurisdiction are considered by the University's Petitions Committee which operates through the Office for Student Affairs (222 Criser Hall).

## **Minimum and Maximum Loads**

Fifteen hours is considered an average course load. Students with financial aid must carry at least a twelve-hour load to be eligible for aid. Students electing to carry twelve semester hours or less may be required to attend summer sessions (subject to availability) to remain on track towards a timely graduation.

The maximum load per term is eighteen credits. Students may exceed this maximum only with the permission of the Associate Director.

## **Registration at Other Institutions or Distance Learning at the University of Florida**

Courses may not be taken by correspondence or Distance Learning at the University of Florida. This policy does **not** include College of Business online courses. Required accounting and business core courses may **not** be taken outside of the University of Florida. No exceptions to this policy are permitted. Dual enrollment is not allowed unless advanced approval is obtained from the Associate Director. Elective and general education courses may be taken outside of the University of Florida only if:

1. The student will have more than 30 hour left to graduate from the Fisher School upon completion of such courses, and
2. Advanced approval is obtained from the Associate Director.

## **S/U Option**

Only undergraduate electives may be taken using the S/U grade option. However, M.Acc. preparatory coursework may **not** be taken with the S/U grade option.

## **Drop/Add Period During the First Week of Classes**

The University calendar specifies the length and specific timing of the drop/add period for each term. This period provides an opportunity for students to modify their schedule of courses. We try very hard to accommodate all students who go through the pre-registration process, so every effort should be made to complete this process during advanced registration. Students simply seeking to change course sections must use the ISIS registration system available during the Drop/Add period. Drops during this time period do not count towards the two-drop policy described on page 9.

## **FREQUENTLY ASKED QUESTIONS**

### **Academics**

1. *How can I keep up to date with academic updates, professional opportunities, and networking events at the School?*

The primary means by which the School will communicate announcements, events, changes in course offering, or other important information is via e-mail. Students who are admitted to the School should log onto <http://cba.ufl.edu/fsoa/myfsoa> and subscribe to the FSOA mail list to ensure that they receive notices from the School in a timely manner. Weekly announcements are distributed only by e-mail. Back issues will be maintained for a short period on the School's website.

2. *Can students dual major or minor in programs offered by the Warrington College of Business?*

No. Students are encouraged to add breadth to their academic experience and students may choose to minor in programs offered by colleges other than the Warrington College of Business. For a list of UF minors, visit <http://www.registrar.ufl.edu/catalog/programs/minors/>.

3. *How do I manage my time effectively to maximize my prospects for success?*

Weekly time organization is the key to effective time management. You should develop a semester-long calendar, which includes all major commitments and obligations. In addition, set specific goals and prioritize to help keep you motivated until the completion of each calendared item. Tasks carefully planned and crossed off your list will give you a sense of satisfaction when moving on to the next.

For more information on effective time management and other self-help information, visit the UF Counseling Center's website

[http://www.counsel.ufl.edu/selfHelpInformation/self\\_help\\_information.aspx](http://www.counsel.ufl.edu/selfHelpInformation/self_help_information.aspx).

4. *Am I required to purchase a laptop computer?*

All University of Florida students are expected to own a computer. You must have a notebook computer to begin your junior year. Minimum and recommended computer standards are provided at <http://wwwdev.cba.ufl.edu/itsp/techservices/students.asp>.

5. *How do I get access to study space in Gerson Hall?*

Juniors have access to the J. Michael Cook / Deloitte Commons Area. Use of this space is a privilege and requires adherence to the code of conduct described at <http://www.cba.ufl.edu/fsoa/myfsoa/studyspace.asp>.

## **Professional Development**

1. *How do I learn more about the accounting profession?*

Consider registering for the Professional Speaker Series (ACG3802). Offered Fall and Spring semesters, this course is designed to expose students to technical topics and emerging issues in accounting, business, and in related professions such as law. Guest speakers will provide a practicing professional's insights regarding technical issues and concerns affecting the accounting profession. Some sessions will relate to professional career planning, and the speakers will discuss various specialty areas, unusual occupations, unique firm practice structures, or non-traditional career opportunities.

Presentations are followed by a reception during which time students can interact one-on-one with the speaker and his or her associates. Attendance is limited to those students who have registered for the course or have advanced approval from the course coordinator. The course may not be repeated. For more information, visit <http://www.cba.ufl.edu/fsoa/myfsoa/speakers.asp>.

2. *How can I get involved on campus?*

Consider joining a student organization. Student Organizations such as Beta Alpha Psi and the Fisher School of Accounting Council offer unique opportunities for students to develop leadership and communication skills. In addition, students are encouraged to participate in the professional business fraternities of Alpha Kappa Psi, Delta Sigma Pi, and Phi Chi Theta and the Minority Business Society. Beta Gamma Sigma is a national honorary society that fills the place in education for business that Phi Beta Kappa holds in the field of classical education. For more information visit <http://www.cba.ufl.edu/fsoa/myfsoa/organizations.asp>.

3. *When should I begin to think about completing an internship or start my job search?*

Students should begin to build relationships with members of the profession, and prospective employers, well before graduation. In the second semester of the junior year students who have completed ACG 3482C can interview for firm-sponsored leadership conferences the following summer. In the fall of the senior year, students are encouraged to interview for internships to be completed the following spring or summer. For more details visit: Job Search Best Practices at <http://www.cba.ufl.edu/fsoa/myfsoa/bestpractices.asp>.

4. *Where can I get help developing my resume and preparing for interviews?*

To help you prepare for your job search the UF Career Resource Center offers many workshops and also provides individual counseling. Visit <http://www.crc.ufl.edu/studentalumni/students.asp> for more information.

# MISSION OF THE FISHER SCHOOL OF ACCOUNTING

## Our Mission

As a professional school in a major public research university, the Fisher School of Accounting is committed to scholarly research, teaching, and service to advance knowledge and prepare future leaders for business, professional, and academic careers.

## Shared Purposes

The FSOA serves business and accounting professionals and educators through innovative and high-quality teaching and research with a focus on providing the education necessary for successful careers in leadership positions. The School promotes the understanding and practice of accounting and business through its research, teaching and service.

## Shared Values

The mission is supported by the shared values listed below. We value a commitment to:

- The achievement of continuous improvement.
- High-quality, innovative and relevant research.
- High-quality, innovative and relevant professional and doctoral education.
- Utilization of the unique skills, talents and contributions of individual faculty and staff members.
- The sentiments and advice of the faculty are important to faculty governance.
- Academic excellence in the actions undertaken to fulfill our mission.
- An environment of collegiality and mutual respect.
- Active participation and support by our alumni and friends for our programs.
- Outreach to the business and professional community.

## Measures of Success

- Consistently ranked among the top ten public university accounting programs.
- Consistently ranked in the top half among the accounting programs of a select set of benchmark schools.
- Accounting research at Florida is competitive with that produced by our set of benchmark schools.
- Recognized for the high quality and diversity of our students, faculty and staff.
- Faculty and staff continuously work to improve teaching quality and develop new courses and programs.
- Faculty are sought out to serve on editorial boards of major academic research and professional journals and fill key professional leadership positions.
- Faculty work to continuously grow their intellectual capital.
- Highly-satisfied stakeholders.
- External support and fundraising levels continue to improve.