

**DEPARTMENT OF ACCOUNTING, FINANCE AND LAW
PLAN FOR WRITING ACCROSS THE CURRICULUM
(For: Accounting BS, Finance BS)**

I. GOALS:

At the completion of the degree requirements in Accounting and Finance, a graduate will be able to

Write using correct grammar, punctuation and spelling.

Write precisely and concisely.

Understand the vocabulary of business, accounting and finance.

Use the vocabulary of business, accounting and finance appropriately.

Synthesize information from a number of sources, and **demonstrate** an understanding of relevant points.

Present information in graphical and tabular forms.

Document sources of information appropriately.

Write for a specific purpose and audience - adapting content, tone and the level of writing to the purpose, experience, and education of the reader.

II. OBJECTIVES:

Students in degree programs in the Department of Accounting, Finance and Law will be required to write frequently as part of their coursework, and will receive constructive and extensive feedback on their writing, with some opportunity for rewriting earlier drafts.

A. Behavior: Specific Writing Experiences

Students will engage in a combination of writing experiences that include, but are not limited to, in-class essays, case analyses, summaries of journal articles, literature reviews, research papers, and specialized reports (such as audit reports, stock analyses).

B. Conditions:

Students will be provided with examples of the kinds of writing expected of them or specific instructions for each kind of writing assignment. Where necessary, students will be expected to follow prescribed formats when writing specialized or technical reports in accounting.

C. Criteria for Writing Experiences:

Each student in the Department of Accounting, Finance and Law is required to take five courses that have a substantive writing component. The five courses will include at least one introductory course, one intermediate level course, and three advanced level courses. The five courses will be chosen from a list of approved courses from the School of Business, or other departments that provide cognate courses for business students.

1. Introductory Writing Courses:

*Freshman
? MGT 100*

These courses will be taken during the sophomore year. An important purpose is to reinforce the writing skills taught in the freshman composition courses, and to introduce students to the thinking and language of business. Written assignments will include:

- * two to three small papers (3 - 5 pages) based on cases.
- * an outline for an oral presentation.
- * responses to comprehensive problems.
- * a memorandum on a particular business issue.

2. Intermediate Courses:

The writing experience in these courses is to facilitate learning. Emphasis is placed on the ability to synthesize information concisely, develop analytical reports and to make pertinent recommendations on courses of action in their own words. Extensive feedback will be provided to the students by faculty. Written assignments will be about 20 to 25% of the course grade and will include:

- * two to three small papers based on case analyses.
- * a literature review on a pertinent topic (3 - 5 pages).
- * responses to specific assignments by instructors.

3. Advanced Courses:

The purpose of the writing experience in these courses is to empower students to become competent in thinking and writing in the language of business, particularly accounting and finance. In these courses students will be required to write one of the following:

- * a research paper of about 12 - 15 pages which includes a critical review of the relevant literature on the subject (with appropriate citations).
- * a comprehensive case analysis in which the students demonstrate a thorough understanding of the issues, use knowledge of the relevant analytical methodology to evaluate the alternatives , and make recommendations on a course of action (12 - 15 pages).

Students will submit preliminary drafts of papers for comments and feedback on structure and content, and will be given the opportunity to revise their work. A significant component of the course grade will depend on the quality of the paper.

III. Courses: The courses that would fulfill the writing requirement for the Department of Accounting, Finance and Law fall under three categories.

Introductory:

MGT 100 - Gateway to Business
BLW 280 - Business Law I

Intermediate:

ACC 310 - Cost Accounting
ACC 320 - Managerial Accounting
ACC 330 - Income Tax Accounting
ACC 340 - Accounting for Non-Profit Organizations
BLW 381 - Business Law II
FIN 354 - Investments

Advanced:

ACC 430 - Auditing
ACC 431 - Taxation of Business Entities
ACC 440 - Advanced Accounting
FIN 426 - Multinational Financial Management
FIN 427 - Management of Financial Institutions
FIN 428 - Applied Financial Management
MGT 495 - Management Policy and Strategy