Boise State University
Department of Accountancy

Handbook for
Graduate Accountancy Students
Spring 2016

Master of Science in Accountancy (MSA)
Master of Science in Accountancy, Taxation (MSAT)
Concurrent JD/MSAT (with the University of Idaho College of Law)¹

¹ See “Disclaimer” on page 2.
Welcome and Introduction

Welcome and thank you for choosing Boise State for your graduate accountancy studies. Whether you are a recent undergraduate preparing to enter the accounting profession, a seasoned CPA looking to expand your knowledge, or a law student looking for a deeper understanding of taxation, we are glad to have you in our programs and hope you enjoy your time here. Our graduate courses are rigorous, and require a great deal of focus and study time. But there are many resources and opportunities available to you as a graduate student. We urge you to take full advantage of them. One of the best resources available to you is our accountancy faculty. They have open-door policies and are available to discuss technical issues, issues in your courses, career options, or other topics. Their contact information is provided in Part I, below.

We prepared this Handbook as part of our commitment to help you succeed in (and enjoy!) our programs. This Handbook consolidates some key information that you need to successfully navigate and complete your graduate program. The online version of this Handbook (with live links) is available on the Department of Accountancy’s website (http://cobe.boisestate.edu/accountancy/) under the “Student Resources” link on the menu on the left-hand side of the screen. We hope you find this information useful—and that it saves you some time. If you have any questions at any time, please do not hesitate to come and see us—or any of our accountancy faculty members. We are here to make your graduate experience rewarding and help you meet your goals. Best wishes for your graduate studies and your career beyond!

Troy Hyatt, PhD  
Associate Professor of Accountancy  
Chair, Department of Accountancy  
MSA Advisor

Mark J. Cowan, JD  
Professor of Accountancy  
MSAT Advisor  
JD/MSAT Advisor

Disclaimer: This Handbook is meant to assist accountancy graduate students by summarizing policies and procedures from various units at Boise State. At times, it refers to various websites (Boise State and external) where further information can be found. These links were active at the time this Handbook was produced, but may have changed since. This Handbook is not a substitute for, and does not supersede, other university policies. Indeed, this Handbook cannot cover all the applicable information that is available. Students are still subject to all policies and procedures as set forth in the Graduate Catalog; the Policy Manual; the Student Handbook; the Student Code of Conduct; the policies of the Graduate College, the College of Business and Economics (COBE), and the Department of Accountancy; and any other applicable policies (collectively “the Policies”). To the extent that the information contained in this Handbook conflicts with the Policies, the Policies take precedence. Because this Handbook is designed for admitted students, it does not cover admission requirements. Although this Handbook covers information that is important for JD/MSAT students, JD/MSAT students are subject to special rules and procedures and thus should work one-on-one with Professor Mark Cowan to plan their courses of study. This Handbook does not constitute a contract between any student and the university. This Handbook is current as of January, 2016 and will be updated at the start of each fall and spring semester.
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I. Faculty and Staff Directory

The Department of Accountancy maintains an “open door” policy whereby faculty and staff are available to help you succeed in your graduate studies and your career. Please feel free to meet with any of our faculty or staff members. Note: MBEB = the Micron Business and Economics Building (see Part XII, below for more info on MBEB).

| FACULTY | Troy Hyatt, PhD  
CHAIR, DEPARTMENT OF ACCOUNTANCY  
ASSOCIATE PROFESSOR, ACCOUNTANCY  

| troyhyatt@boisestate.edu  
(208) 426-3412  
Office: MBEB 3101  

| Graduate Classes: ACCT 512, Financial Reporting Theory  
Area of Expertise: Financial Accounting  
Note: Troy is the Chair of the Department of Accountancy and the MSA Advisor |
|---|---|
| Michael Aiello  
ADJUNCT FACULTY  

| Michaelaiello@boisestate.edu  
(208) 426-3461  

| Graduate Classes: ACCT 502, Advanced Tax Topics  
Area of Expertise: Taxation (Michael works full time at the IRS)|
|---|---|
| Paul R. Bahnson, PhD  
PROFESSOR  

| pbahnson@boisestate.edu  
(208) 426-2190  
Office: MBEB 3123  

| Graduate Classes: ACCT 510, Advanced Financial Reporting;  
Area of Expertise: Financial Accounting |
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
<th>Office</th>
<th>Graduate Classes</th>
<th>Area of Expertise</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ryan Baxter, PhD</td>
<td>ASSISTANT PROFESSOR</td>
<td><a href="mailto:RBaxter@boisestate.edu">RBaxter@boisestate.edu</a></td>
<td>(208) 426-2847</td>
<td>MEBB 3108</td>
<td></td>
<td>Accounting Information Systems</td>
<td>Ryan is the faculty advisor for the Boise Chapter of the Association of Certified Fraud Examiners</td>
</tr>
<tr>
<td>Fred M. Christensen</td>
<td>LECTURER, ACCT. INTERNSHIP COORDINATOR</td>
<td><a href="mailto:fchriste@boisestate.edu">fchriste@boisestate.edu</a></td>
<td>(208) 426-1472</td>
<td>MEBB 3105</td>
<td>ACCT 590, Internship</td>
<td>Financial Accounting and Audit</td>
<td>Fred is the Internship Coordinator for the Department of Accountancy; see Fred for information on getting approval for internship credit</td>
</tr>
<tr>
<td>Mark Cowan, JD</td>
<td>PROFESSOR</td>
<td><a href="mailto:MarkCowan@boisestate.edu">MarkCowan@boisestate.edu</a></td>
<td>(208) 426-1565</td>
<td>MEBB 3102</td>
<td>ACCT 525, Partnership Tax Law; ACCT 530, Corporate Tax Law I; ACCT 540, Taxation of Nonprofit Organizations; ACCT 570, Multistate Taxation</td>
<td>Taxation</td>
<td>Mark is the MSAT and JD/MSAT Advisor</td>
</tr>
</tbody>
</table>
Denise M. English, PhD
PROFESSOR, DEPARTMENT OF ACCOUNTANCY

denglish@boisestate.edu
(208) 426-1322
Office: MBEB 3253

Area of Expertise: Financial Accounting and Sustainability
Note: Denise is on sabbatical for the 2015-2016 academic year but will be coordinating the Department of Accountancy’s Mentorship Program

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Josh Filzen, PhD
ASSISTANT PROFESSOR

joshuafilzen@boisestate.edu
(208) 426-3423
Office: MBEB 3103

Graduate Classes: ACCT 516, Financial Analysis and Valuation
Area of Expertise: Financial Accounting and Audit

---

Dan Fox
LECTURER

DanFox@boisestate.edu
(208) 426-3402
Office: MBEB 3117

Graduate Classes: ACCT 518, International Financial Reporting
Area of Expertise: Financial Accounting and Audit
Note: Dan is the faculty advisor for Beta Alpha Psi. As a former Partner with PricewaterhouseCoopers, he is an excellent resource for information on accounting careers and interviewing.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
<th>Office</th>
<th>Graduate Classes</th>
<th>Area of Expertise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eric Gooden, PhD</td>
<td>ASSISTANT PROFESSOR</td>
<td><a href="mailto:ericgooden@boisestate.edu">ericgooden@boisestate.edu</a></td>
<td>(208)</td>
<td>MBEB 3107</td>
<td>ACCT 505, Advanced Auditing</td>
<td>Audit</td>
</tr>
<tr>
<td>Kathy E. Hurley</td>
<td>LECTURER</td>
<td><a href="mailto:KathyHurley@boisestate.edu">KathyHurley@boisestate.edu</a></td>
<td>(208)</td>
<td>MBEB 3121</td>
<td>ACCT 585, Volunteer Income Tax Assistance Program (VITA)</td>
<td>Managerial Accounting, Financial Accounting and Taxation</td>
</tr>
<tr>
<td>David R. Koeppen, PhD</td>
<td>PROFESSOR</td>
<td><a href="mailto:dkoeppen@boisestate.edu">dkoeppen@boisestate.edu</a></td>
<td>(208)</td>
<td>MBEB 3254</td>
<td></td>
<td>Financial Accounting</td>
</tr>
<tr>
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<td></td>
<td>Note: Dave is the Department of Accountancy’s representative on the Scholarship Committee. Please direct all scholarship questions to Dave.</td>
<td></td>
</tr>
<tr>
<td>Michael Lee, PhD</td>
<td>ASSISTANT PROFESSOR</td>
<td><a href="mailto:michaellee2@boisestate.edu">michaellee2@boisestate.edu</a></td>
<td>(208)</td>
<td>MBEB 3115</td>
<td>ACCT 514, Advanced Managerial Accounting</td>
<td>Managerial Accounting and Cost Accounting</td>
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<tr>
<td><strong>Judy Sage, PhD</strong></td>
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<tr>
<td>VISITING PROFESSOR</td>
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<tr>
<td><a href="mailto:judysage@boisestate.edu">judysage@boisestate.edu</a></td>
<td></td>
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<tr>
<td>(208) 426-1238</td>
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<tr>
<td>Office: MBEB 2219</td>
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</tr>
<tr>
<td><strong>Graduate Classes:</strong> ACCT 560, Income Taxation of Trusts and Estates</td>
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<tr>
<td><strong>Area of Expertise:</strong> Taxation</td>
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<table>
<thead>
<tr>
<th><strong>STAFF</strong></th>
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</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Alex Williamson</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATIVE ASSISTANT II</td>
</tr>
<tr>
<td><a href="mailto:alexwilliamson@boisestate.edu">alexwilliamson@boisestate.edu</a></td>
</tr>
<tr>
<td>(208) 426-3461</td>
</tr>
<tr>
<td>Office: MBEB 3124</td>
</tr>
<tr>
<td><strong>Note:</strong> Alex is the Department’s Chief Administrative Officer. If you don’t know where to go with your question, go to Alex and she will direct you to the right place. Her office hours are Mon-Thurs 8am-5pm; Fri 8am-1:30pm.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Trisha Stevens Lamb</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC ADVISOR, MSA, MSAT and JD/MSAT PROGRAMS</td>
</tr>
<tr>
<td><a href="mailto:trishastevenslamb@boisestate.edu">trishastevenslamb@boisestate.edu</a></td>
</tr>
<tr>
<td>208-426-1120</td>
</tr>
<tr>
<td>Office: MBEB 4104</td>
</tr>
<tr>
<td><strong>Note:</strong> Trisha is your contact for questions on Graduate College policies, academic requirements and applying for graduation.</td>
</tr>
</tbody>
</table>
II. General Advice

It is an understatement to say that graduate work is more intense than undergraduate work. Undergraduate accounting courses are rigorous. But you probably only took two accounting courses a semester. In graduate school, you may be taking up to four accounting courses a semester. And those courses will require more reading, homework, etc. and on more difficult subjects. Also, you may be in a different stage in your life than you were as an undergraduate. Many of you now have family responsibilities, jobs, or other commitments that take up more of your time than in your undergraduate years. Here are some tips:

- Don’t overextend yourself.
  - Nine credits is considered a full-time course load at the graduate level. We recommend that full-time students take no more than 12 credits a semester.
    - As noted below in Part III.A, most full-time students complete the program in one calendar year (fall, spring and summer) rather than one academic year.
  - We recommend that full-time students with jobs and taking 12 credits a semester work no more than 20 hours a week.
  - We recommend that part-time students who are employed full time take no more than six credits a semester.
  - You are free to skip a semester, go from full-time to part-time status or vice versa at any time.

- Don’t get behind. Keep up with your assignments. Life (family emergencies, sickness, a crisis at work, etc.) will happen. If you get behind in class and an emergency comes up, you may not be able to catch up. If you are current (or even ahead) in your studies, you’ll be better able to handle outside disruptions.

- If you are looking for a full-time job, treat the recruiting process like an additional three credit course. As noted below in Part VII, the recruiting process will take a lot of time and energy. Please plan accordingly.

- Keep in touch.
  - Pay particular attention to emails you receive from the Department of Accountancy, Troy Hyatt, Mark Cowan, Dan Fox, Trisha Stevens-Lamb, Alex Williamson, Beta Alpha Psi, and Denise English. These contain important information and often require a timely response.
  - You should automatically have access to the Accountancy Majors and Minors Blackboard site, which contains important information.
  - Sign up for the Graduate Business News List (see Part IV.A, below).

- Pay attention to the important policies and deadlines summarized in Part IV, below.

- If you are having trouble or falling behind, seek out your professors for advice.
III. MSA and MSAT Curriculum

A. General Comments

- The program is flexible; no specific courses are “required.”
- Not all courses listed in the Graduate Catalog are offered. See Part B below for the typical offerings and Part D below for courses being offered in the upcoming year. The courses that we offer regularly are only offered once a year (e.g., every fall or every spring rather than in both the fall and the spring) so you’ll need to plan your schedule carefully in order to take the courses that you are most interested in.
- Both the MSA and MSAT require a minimum of 30 credit hours.
  - Students must complete at least 21 credit hours in graduate-level ACCT courses (since most courses are 3 credits each, this means a student must take at least 7 graduate ACCT courses)
    - For MSAT students, at least 15 of the 21 credit hours must be in graduate-level ACCT courses that are designated as TAX courses (see list below in the MSAT Checklist in Part B).
  - Students must complete an additional 9 credit hours, which can be in graduate-level ACCT courses or non-accountancy graduate courses (see list at Part C below).
    - All non-accountancy electives must be approved by the student’s graduate advisor
- Because of the intensity of the graduate curriculum, full-time students should not take more than 12 credits a semester. A full-time student can normally expect to complete their 30 credits over a 12 month period—taking 12 credits in the fall, 12 in the spring and 6 in the summer.

B. Checklists

The checklists on the next two pages are helpful in planning your curriculum. Additional copies are available at the Accountancy Home Base (MBEB Room # 3124). The checklists only list the courses that are expected to be regularly offered; they do not list all of the courses that qualify for accountancy/taxation credit. See Part D, below, for upcoming course offerings.
## Master of Science Accountancy (MSA)

### Accountancy / Taxation Courses

<table>
<thead>
<tr>
<th>Term</th>
<th>Instructor</th>
<th>Credits</th>
<th>Course Number and Title</th>
<th>Completed</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Michael Aiello</td>
<td>3</td>
<td>ACCT 502 Advanced Tax Topics (Designed for MSA students; Cannot be taken if student completed two undergraduate tax courses; Instructor permission required)</td>
<td></td>
<td>21-30</td>
</tr>
<tr>
<td>Spring</td>
<td>Eric Gooden</td>
<td>3</td>
<td>ACCT 505 Advanced Auditing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>Paul Bahnsen</td>
<td>3</td>
<td>ACCT 510 Advanced Financial Reporting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>Troy Hyatt</td>
<td>3</td>
<td>ACCT 512 Financial Reporting Theory</td>
<td></td>
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</tr>
<tr>
<td>Fall</td>
<td>Michael Lee</td>
<td>3</td>
<td>ACCT 514 Advanced Managerial Accounting</td>
<td></td>
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</tr>
<tr>
<td>Fall</td>
<td>Josh Filzen</td>
<td>3</td>
<td>ACCT 516 Financial Analysis and Valuation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>Dan Fox</td>
<td>3</td>
<td>ACCT 518 International Financial Reporting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>Mark Cowan</td>
<td>3</td>
<td>ACCT 525 Partnership Tax Law</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>Mark Cowan</td>
<td>3</td>
<td>ACCT 530 Corporate Tax Law I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Su (Even yrs.)</td>
<td>Mark Cowan</td>
<td>3</td>
<td>ACCT 540 Taxation of Non-Profit Organizations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>Vince Skinner</td>
<td>3</td>
<td>ACCT 550 Internal and Information Systems Audit (Cannot be taken if Acct 450 has been taken)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>Judy Sage</td>
<td>3</td>
<td>ACCT 560 Income Taxation of Trusts and Estates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>Mark Cowan</td>
<td>3</td>
<td>ACCT 570 Multi-State Taxation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>Kathy Hurley</td>
<td>1</td>
<td>ACCT 585 Volunteer Income Tax Assistance (VITA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All</td>
<td>Fred Christensen</td>
<td>1-3</td>
<td>ACCT 590 Internship**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occasionally</td>
<td>Staff</td>
<td>1-3</td>
<td>ACCT 597 Special Topics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>Staff</td>
<td>3</td>
<td>ACCT ___ (Tax Course TBA)</td>
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</tbody>
</table>

### Non-Accountancy Electives

Non-accountancy electives must be pre-approved: 1-4  

<table>
<thead>
<tr>
<th>Credits</th>
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<tbody>
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<td>0-9</td>
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</tbody>
</table>

**MSA Total**  
30

** Boise State policy allows a graduate student to apply a maximum of 3 hours of graduate internship credit toward graduation.
** Boise State policy allows a graduate student to apply a maximum of 3 hours of graduate internship credit toward graduation.**
C. Non-Accountancy Electives

Reminder: MSA and MSAT students have the option of counting up to 9 non-ACCT credit hours toward their degrees. Electives must be pre-approved by the student’s advisor. All of the electives must be taken on a graded basis (courses taken on a pass/fail basis are not allowed).

1. Allowed MBA Electives

Here is a complete list of all MBA classes that you can consider using as a non-accountancy elective. The BUSMBA classes are part of the online MBA program and require an additional fee. Please check the current schedule of classes to determine which courses are being offered in any given semester. Note: You must get permission numbers from Brian O’Morrow, Director of the Professional MBA Program (briantomorrow@boisestate.edu) to enroll in any of these courses. Class sizes are limited and MBA students have priority on seats. Thus, Brian will only be able to provide a permission number if there is sufficient room in the course.

- BUSMBA 501 Design Thinking (online, 4 cr)
- BUSMBA 505 Marketing Strategy (online, 4 cr)
- BUSMBA 510 People and Organizations (online, 4 cr)
- BUSMBA 515 Corporate Finance (online, 4 cr)
- BUSMBA 520 Global Economics (online, 4 cr)
- BUSMBA 530 Managerial Communication (online, 4 cr)
- BUSMBA 535 Information Technology and Business Alignment (online, 4 cr)
- BUSMBA 540 Managing Successful Projects (online, 4 cr)
- BUSMBA 550 Operations and Supply Chain Management (online, 4 cr)
- MBA 531 Strategic Perspectives (F, 3 cr)
- MBA 540 Marketing Strategy (F, 3 cr)
- MBA 543 Managing Corporate Finance (S, 3 cr)
- MBA 544 Global Economics (S, 3 cr)
- MBA 549 Successful Project Management (Su, 3 cr)
- MBA 554 Managing People Organizations (F, 2 cr)
- MBA 555 Organizational Issues (F, 2 cr)
- MBA 559 Issues in Supply Chain Management (S, 3 cr)
- MBA 562 Business Modeling (Su, 3 cr)
- MBA 568 Managerial Communication (S, 3 cr)
- MBA 569 IT and Process Management (S, 3 cr)
- ECON 440G Heath Economics (S, 3cr.)
- ECON 510 Public Finance (F, 3cr)
- ECON 511 Introductory Seminar in Technical Communication (F, 3 cr)
- ECON 512 Technical Rhetoric and Applications (F, 3 cr)
- ECON 513 Technical Editing (F, 3 cr)
- ECON 514 Technical Communication Ethics (F, 3 cr)
- ECON 517 Oral Communication for Technical Communicators (F, 3 cr)
- DISPUT 500 Basic Mediation Skills (F, 3 cr)
- DISPUT 501 Human Factors in Conflict Management (F, 1 cr)
- DISPUT 502 Negotiation Theory and Practice (F, 1 cr)
- DISPUT 503 Conflict Intervention Methods (F, 1 cr)
- DISPUT 504 Facilitating Groups in Conflict (F, 1 cr)
- DISPUT 505 Culture and Conflict (S, 1 cr)
- OPWL 536 Foundations of Organizational Performance and Workplace Learning (F, 4 cr)
- OPWL 560 Workplace Performance Improvement (F, 4 cr)
- OPWL 577 Change Management (Su, 3 cr)
- OPWL 578 Designing Sustainable Organizations (F, 3 cr)
- PUBADM 501 Public Policy Process (F, 3 cr)
- PUBADM 504 Public Budgeting and Financial Administration (F, 3 cr)
- PUBADM 545 Energy Policy (F, 3 cr)
- PUBADM 580 Administrative Theory and Practice (Staff Availability, 1-3 cr)
- PUBADM 583 Public Management Skills and Techniques (Staff Availability, 1-3 cr)
D. Upcoming Course Offerings

Reminder: Not all the courses listed in the Graduate Catalog or the Checklist in Part B are offered each semester. The following are the courses that will be offered in upcoming semesters.

1. Spring 2016 MSA and MSAT Course Offerings

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Day and Time</th>
<th>Room</th>
<th>Instructor</th>
<th># Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 505</td>
<td>Advanced Auditing</td>
<td>Tu &amp; Th 4:30pm-5:45pm</td>
<td>MEBB 4003</td>
<td>Eric Gooden</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 510</td>
<td>Advanced Financial Reporting</td>
<td>Tu &amp; Th 10:30am-11:45am</td>
<td>MEBB 4003</td>
<td>Paul Bahnson</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 518</td>
<td>International Financial Reporting</td>
<td>Tu &amp; Th 12:00pm-1:15pm</td>
<td>MEBB 4003</td>
<td>Dan Fox</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 530</td>
<td>Corporate Tax Law I</td>
<td>Tu &amp; Th 3:00pm-4:15pm</td>
<td>MEBB 4003</td>
<td>Mark Cowan</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 550</td>
<td>Internal and Information Systems Audit</td>
<td>M 6:00pm-8:45pm</td>
<td>MEBB 1110</td>
<td>Vincent Skinner</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 560</td>
<td>Income Taxation of Trusts and Estates</td>
<td>Th 6:00-8:45pm</td>
<td>MEBB 4001</td>
<td>Judy Sage</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 585</td>
<td>Volunteer Income Tax Assistance</td>
<td>W 12:00pm-4:00pm</td>
<td>Boise Library!</td>
<td>Kathy Hurley</td>
<td>1</td>
</tr>
</tbody>
</table>

In addition, students may register in the spring for up to three credits of ACCT 590, Internship if they qualify. See information on internship credit at Part E, below.

Officers in Beta Alpha Psi can qualify for graduate credit in the spring semester. See Dan Fox for details.

2. Summer 2016 MSA and MSAT Course Offerings

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Day and Time</th>
<th>Room</th>
<th>Instructor</th>
<th># Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 540</td>
<td>Taxation of Nonprofit Organizations</td>
<td>M &amp; W 5:30pm-8:15pm</td>
<td>MEBB 4003</td>
<td>Mark Cowan</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 597</td>
<td>Special Topics: Taxation of Corporate Mergers and Acquisitions</td>
<td>Tu &amp; Thu 5:30-8:15pm</td>
<td>MEBB 4003</td>
<td>Debbie Bell</td>
<td>3</td>
</tr>
</tbody>
</table>

Both of these courses meet during the first 7 week summer session, which runs from May 9 thru June 23.
3. Fall 2016 MSA and MSAT Course Offerings—TENTATIVE

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Day and Time</th>
<th>Room</th>
<th>Instructor</th>
<th># Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 502</td>
<td>Advanced Tax Topics</td>
<td>Tu 6:00pm – 8:45pm</td>
<td>MEBE 4003</td>
<td>Mike Aiello</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Not Open to MSAT Students</em></td>
<td></td>
<td></td>
<td></td>
<td>NON-TAX</td>
</tr>
<tr>
<td>ACCT 512</td>
<td>Financial Reporting Theory</td>
<td>Tu &amp; Thu 10:30am – 11:45am</td>
<td>MEBE 4003</td>
<td>Troy Hyatt</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NON-TAX</td>
</tr>
<tr>
<td>ACCT 514</td>
<td>Advanced Managerial Accounting</td>
<td>M 9:00am – 11:45am</td>
<td>MEBE 4003</td>
<td>Michael Lee</td>
<td>3</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>NON-TAX</td>
</tr>
<tr>
<td>ACCT 516</td>
<td>Financial Analysis and Valuation</td>
<td>Tu &amp; Thu 9:00am – 10:15am</td>
<td>MEBE 4003</td>
<td>Josh Filzen</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NON-TAX</td>
</tr>
<tr>
<td>ACCT 525</td>
<td>Partnership Tax Law</td>
<td>Tu &amp; Thu 7:30am – 8:45am</td>
<td>MEBE 4003</td>
<td>Mark Cowan</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TAX</td>
</tr>
<tr>
<td>ACCT 570</td>
<td>Multistate Taxation</td>
<td>Tu &amp; Thu 4:30-5:45pm</td>
<td>MEBE 4003</td>
<td>Mark Cowan</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TAX</td>
</tr>
</tbody>
</table>

In addition, students may register in the fall for up to three credits of ACCT 590, Internship if they qualify. See information on internship credit at Part E, below.

4. Course Descriptions from the Graduate Catalog for Upcoming Offerings

Courses marked with a “*” qualify for tax credit.

ACCT 502 – Advanced Tax Topics (fall 2016)
Theory and application of federal income taxation to corporations, partnerships, limited liability companies, S corporations, fiduciaries and tax-exempt organizations. Specific topics include the tax effects of forming and operating these various entities. The course includes an introduction to estate and gift taxation, the tax consequences of international transactions and tax research techniques. Permission of Instructor is required to register. **Note: This course is designed for non-tax students wanting some tax content to prepare for the CPA exam. This course is NOT appropriate for taxation students or for any student who took two tax courses as part of their undergraduate studies.**

ACCT 505 – Advanced Auditing (spring 2016)
In-depth study of auditing from an external auditor's perspective. Topics include substantive testing, evidence, planning, reporting, documentation and case studies. The course includes a major project in external auditing.
ACCT 510 – Advanced Financial Reporting (spring 2016)
Topics include financial reporting for segment and interim reporting, international financial reporting including foreign currency transactions and translation, partnerships, estates and trusts, insolvency and SEC reporting. PREREQ: ACCT 308 [or ACCT 410]

ACCT 512 – Financial Reporting Theory (fall 2016)
Study of measurement theory and its implications for asset valuation and income determination. Emphasizes development of analytical and written communication skills.

ACCT 514 – Advanced Managerial Accounting (fall 2016)
Advanced applications of managerial accounting information for strategic management decisions. Coverage includes specialized tools for planning, operating and control decisions such as strategic cost management, strategic performance measurement and incentive systems and activity- and resource-based costing. Emphasis is placed on the understanding and use of state of the art managerial accounting techniques. PREREQ: ACCT 314 or MBA 532 and OPERMGT 345 or MBA 527 or PERM/INST.

ACCT 516 – Financial Analysis and Valuation (fall 2016)
Study of the theory and practice of financial statement analysis and business valuation. Methods of fundamental analysis and business valuation are examined and applied in problems, cases and projects.

ACCT 518 – International Financial Reporting (spring 2016)
Contemporary accounting practices of the major national economies. Includes directives of the European Community affecting financial reporting and pronouncements and activities of the International Accounting Standards Board. [Note: The CPA Exam now tests IFRS.]

ACCT 520 – Research in Federal Taxation (Won’t be offered until spring 2017)*
Instruction in all aspects of tax research including legislative, administrative and judicial sources; major tax services; internet-based tax research libraries; writing and negotiation skills.

ACCT 525 – Partnership Tax Law (fall 2016)*
Tax meaning of partnership, formation transactions between partner and partnership; determination and treatment of partnership income; sales and exchanges of partnership interest; distributions; retirement; death of a partner; drafting the partnership agreement.

ACCT 530 – Corporate Tax Law I (spring 2016)*
Tax considerations in corporate formation, distributions, redemptions and liquidations. The accumulated earnings tax, personal holding company tax and S corporations are included.

ACCT 540 – Taxation of Nonprofit Organizations (summer 2016)*
Overview of tax issues affecting nonprofits. Topics include: qualifying for and maintaining federal tax-exempt status, the unrelated business income tax, private foundations and charitable deductions.
ACCT 550 – Internal and Information Systems Audit (spring 2016)
Upon completion of the course, the student should have an understanding of the role of the internal and information systems audit functions, the standards by which audits are conducted, the general risks faced by any entity and its information system, the purpose of controls, the procedures and skills needed to perform audits and be familiar with current issues facing audit professionals. Students will assume leadership roles with respect to group and team assignments. Students can only take ACCT 450 OR ACCT 550, not both. PREREQ: ACCT 350.

ACCT 560 – Income Taxation of Trusts and Estates (spring 2016)*
Taxation of income of trusts and estates, with emphasis of income required to be distributed currently, equivocal distributions of income corpus and accumulation distributions; other fiduciary tax problems, including the treatment of income in respect of decedents.

ACCT 570 – Multi-State Taxation (fall 2016)*
State income tax issues and sales and use tax issues with a special focus on issues faced by multistate taxpayers.

ACCT 579 – Personal Financial Planning (Won’t be offered until spring 2017)*
Focuses on the tools to help individuals reach their personal financial goals. There will be five main areas of emphasis: investments, insurance coverage/asset protection, income tax planning, retirement planning and estate planning. The areas will be covered in the personal finance framework.

ACCT 590 – Practicum/Internship
[Can be offered as needed; See Fred Christensen and Part E, below, for details. May qualify as a tax class depending on content.]

ACCT 585 – Volunteer Income Tax Assistance (VITA) Program (spring 2016)*
Supervised participation in the Volunteer Income Tax Assistance (VITA) Program. VITA is an IRS initiative designed to promote and support free tax return preparation services for underserved low-to-moderate income individuals, persons with disabilities, the elderly and those with limited English speaking ability. PREREQ: ACCT 302. [See Professor Kathy Hurley for details.]

ACCT 597—Special Topics: Taxation of Corporate Mergers and Acquisitions (summer 2016)
This course analyzes the practical and technical tax aspects of corporate mergers and acquisitions. Topics include structuring alternatives (such as tax-free reorganizations, taxable acquisitions, and §338 elections), due diligence, integration issues, and tax impacts to the parties. The course will be taught by Debbie Bell, International Tax Director at Micron Technology, Inc.
E. Internship Credit

With approval from the Internship Director, Fred Christensen, you may be eligible for up to three graduate accounting credits for accounting employment to apply to your MSA or MSAT degree. If your internship is in tax, your internship credits can count as tax credits.

Note: An “internship” can be a permanent, full-time job. Internship credit applies not only to a position that an employer designates as an “intern.” You may receive “internship” credit for full-time work that you do in accounting. For example, if you work full time at an accounting firm, you can apply for three credits of internship to apply to your degree.

If you are not currently employed in accounting but wish to find an internship, see Part VII below on recruiting. Also, new internship opportunities are posted on BroncoJobs and the Department of Accountancy’s Accounting Majors and Minors Blackboard site. The list of current internships available can be found in the Course Documents section. The list is updated as new internships become available so check back frequently. Of course, you may also find a position that qualifies for an internship on your own through other job sites or your own networking.

The following information is provided to help you understand how to obtain credit for internships:

Boise State requires concurrent registration during the semester the internship work is performed. This means that if your internship takes place during the fall semester, you must register and pay for the internship credits during fall semester. You must do this even if your internship is a full-time position and you are not taking any other classes.

INTERNSHIP CREDIT: To receive internship credit you need to do the following:

a) Obtain employment that qualifies for accounting internship credit. The type of work must relate directly to a graduate class that you have or will be taking. Work related to undergraduate level classes such as bookkeeping or individual income tax work will not qualify. Graduate tax work such as partnership, corporate, nonprofit, employee benefit plans or multistate filing will qualify. Also auditing, budgeting, or cost accounting duties generally will qualify upon approval by the internship director.

b) Add the internship as a Boise State class. If you are not a full-time student you will have to pay the additional per credit fees for adding the class. To enroll for an internship you must complete an online internship application. The application is available on the Boise State website at the Career Center. Go to [http://career.boisestate.edu/](http://career.boisestate.edu/) and click on the “Internship Application for Academic Credit” link. You cannot enroll for an internship on the regular class registration site at myBoiseState. Email Fred Christensen at fchriste@boisestate.edu for information about the application and how to complete it.

Note: Please plan ahead. There are deadlines for adding an internship each semester. For the current semester’s deadline, see Part IV.D, below.
c) Write a two to three page internship paper describing the internship, how it related to your accounting curriculum and your evaluation of the experience. Note: You will need to have a meeting with Fred Christensen in which he will give you the formal internship paper instructions and explain the expected content and format of the paper.

d) You will receive one credit hour for each 45 hours of work directly related to some area of accounting. The work must involve responsibilities related to your graduate program. The maximum hours you will receive credit for is 135 hours because the maximum credits earned for a graduate internship is 3 credits.

e) Boise State policy allows a graduate student to apply 3 hours of graduate internship credit toward graduation.

**INTERNSHIP PAPER:** To receive credit for your internship, you must submit an internship paper to Fred Christensen before the date specified on the internship paper instructions. From the perspective of the Internship Director two things are important – First, be candid in your evaluation of the internship. Was the internship useful, did you learn a lot, were you properly supervised and evaluated, would you do the internship again knowing what you know now? Second, please be brief, two to three pages is sufficient to receive a passing grade.

**SUMMER INTERNS:** As mentioned above, if you are enrolling for a summer internship you must enroll and pay for all three credits during one of the two summer terms. If your internship extends at least two weeks into the fall semester, you may wait and enroll during the fall.

**Remember, you must enroll for the internship during the semester that you are actually working at the internship.**
IV. Important Policies and Deadlines

Please consult the [Graduate Catalog](#) for the full details of masters degree requirements. The following section highlights some important issues that frequently arise. If you have questions, contact Trisha Stevens Lamb at trishastevenslamb@boisestate.edu, Academic Advisor for Graduate Accountancy Programs.

**A. Graduate Business News List**

The Grad Business News List is an email list system that broadcasts messages to all MBA, MSA and MSAT students, faculty and alumni. It is recommended that all graduate business students subscribe to this group to receive information regarding class schedules, schedule changes, cancellations, guest speakers, job postings, networking events and more.

To sign up for the graduate business news list go to [http://cobe.boisestate.edu/graduate/student-resources/email-group/](http://cobe.boisestate.edu/graduate/student-resources/email-group/) and follow the instructions.

**B. Important Graduate Policies**

Graduate students are subject to the policies and requirements of the Graduate Catalog. All students should consult the Graduate Catalog for all policies that apply to the MSA and MSAT programs. Included in these policies are the following important rules:

- In order to graduate, students must have an overall GPA of 3.0 or better. *All courses taken while a graduate student—including undergraduate courses and courses that are not required to attain the graduate degree—count towards the 3.0 requirement.*
- A course cannot count towards graduation if the student earns a grade of a C- or lower.
- All requirements for the degree must be started and completed within a single seven year period. Thus, course credits will not count towards the degree after seven years. If you are running up against this deadline, contact Trisha Stevens Lamb.

**C. Graduation Deadlines**

The application process for graduation begins several months before graduation. Please note the deadlines explained below and plan accordingly. Applying for graduation is a two-step process:

1. **Admission to Candidacy**

   Complete the “Graduate College Application for Admission to Candidacy” form. The form can be accessed here: [http://graduatecollege.boisestate.edu/wp-content/uploads/2013/12/2-9-1-R-Candidacy.pdf](http://graduatecollege.boisestate.edu/wp-content/uploads/2013/12/2-9-1-R-Candidacy.pdf) [Note: Depending on your web browser, you may need to download and save the form before being able to access the drop-down menus embedded in the form.] On the Graduate Program line, select MS Accountancy or MS Accountancy, Taxation or MS Accountancy, Taxation JD from the pull down menu. **Present your completed form to Trisha Stevens Lamb for approval.** Failure to submit the Admission to Candidacy form on time could result in your graduation being delayed until the next semester.
2. Apply for Graduation

The application will be available online through Peoplesoft in myBoiseState in your student account once your Candidacy form has been approved. If you fail to meet the deadline (see below), you can still apply for graduation, but instead of the $25 diploma fee you will be charged $50.

3. GRADUATION DEADLINES!

Boise State has three graduation dates each year: May, August and December. Although there are three graduation dates, there are only two commencement ceremonies held each year: one in May and one in December. If you graduate in August, you may participate (“walk”) in the ceremonies held the following December (you cannot walk in the May ceremony).²

May 2016 Graduation Deadlines:
10/9/15 Admission to Candidacy form to Trisha Stevens Lamb
1/15/16 Graduation Application

August 2016 Graduation Deadlines:
2/19/16 Admission to Candidacy form to Trisha Stevens Lamb
6/3/16 Graduation Application

December 2016 Graduation Deadlines:
6/24/16 Admission to Candidacy form to Trisha Stevens Lamb
8/26/16 Graduation Application

Commencement Ceremony Dates:
Spring 2016 – Saturday, May 7, 2016
Winter 2016 – Saturday, December 17, 2016
Spring 2017 – Saturday, May 6, 2017
Winter 2017 – Saturday, December 16, 2017

Note: Be sure that your address is up to date in myBoiseState, since that is the address the Registrar will use in mailing your diploma.

² Per Boise State University Policy # 4130: “All students who have completed requirements for graduation since the previous ceremony will be invited to participate, and their names will be included in the printed program.”
D. Other Important Deadlines

All students should consult the Academic Calendars on the Registrar’s website at http://registrar.boisestate.edu/boise-state-academic-calendars/ for important deadlines. For convenience, a few important deadlines are provided here:

Spring 2016 Deadlines:
- Last day to add without a Permission Number: Jan. 15
- Drop Fee begins: Jan. 17
- Last day to add and last day to drop without a “W” (and get a refund): Jan. 25
- Last day to add an internship: Feb. 19
- Last day to drop with a “W” or completely withdraw: Mar. 18

E. Exit Interviews

Every graduating MSA, MSAT and JD/MSAT student is required to complete an exit interview with the Chair of the Department of Accountancy. The Department Chair will contact you prior to graduation to set up this interview. Among other things, the exit interview lets us get your feedback on the quality of our graduate programs and how we might improve them in the future.
V. Library Information and Databases

As part of your course work, you will be asked to research primary and secondary sources to complete assignments, research papers and presentations. It is important that you use the library-provided materials (noted below) to do so (rather than simply using a Google search, Wikipedia, or questionable online information).

Boise State’s library (Albertsons Library) provides access to a variety of online and print resources that you will be using in your courses. Our library staff is excellent and very responsive to student needs. The library liaison for the Department of Accountancy is Amber Sherman. Please contact her if you are having any issues finding or accessing the information you need. She can be reached at ambersherman704@boisestate.edu. Library hours vary, but during the semester the normal hours are:

<table>
<thead>
<tr>
<th>Regular Hours</th>
<th>Monday–Thursday</th>
<th>7:00 am–midnight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Friday</td>
<td>7:00 am–7:00 pm</td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>10:00 am–7:00 pm</td>
</tr>
<tr>
<td></td>
<td>Sunday</td>
<td>10:00 am–midnight</td>
</tr>
<tr>
<td>Finals Week</td>
<td></td>
<td>24 Hours</td>
</tr>
<tr>
<td>Reference Desk: 8:00 am–10:00 pm, M–Th; 8:00 am–7:00 pm F; closed Sat; 2:00 pm–7:00 pm, Sun</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Collections: 9:00 am–5:00 pm, M, T, Th, F; 9:00 am–8:00 pm W; closed Sat–Sun</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For special hours during the Summer, holidays, etc. see http://library.boisestate.edu/about/hours.php#sthash.BhsgSRCR.dpbs

We are fortunate to subscribe to every major tax research database used in practice today. These include:

- CCH (Intellyconnet)
- BNA Tax and Accounting Research (federal only)
- Checkpoint
- Tax Analysts Web Services (includes Tax Notes Today, State Tax Notes Today and Worldwide Tax Notes Today; access requires you follow special registration procedures)

We also subscribe to the following law databases, which are often useful in tax research:

- LexisNexis Academic
- Westlaw Campus

Accounting journals (both academic and practitioner) are available through the following databases:

- ABI/Inform
- Business Source Premier
- ProQuest Central
When you must use such databases for a course, your professor will give you an overview of how they can be used most efficiently. We strongly urge you to take advantage of these robust (and expensive!) databases that you will be using someday in practice.

To access any of the above databases:

- Go to http://library.boisestate.edu/
- Click on “Articles and Databases”
- Use the A-Z function to find the database you are looking for
- Once you find a database, click on it. If on campus, you should get right in; if you are off campus you will be asked to enter your myBoiseState ID and password. (Some databases, like Tax Analysts Web Services, require special one-time registration procedures; see Mark Cowan or Amber Sherman for details.)

If you are simply looking for a specific journal, article, or book, use the search box at http://library.boisestate.edu/ or in any of the tabs provided therein. The pages looks like this:

If the library has the item you are looking for, it will direct you to it online or give you the call number for the physical item in the library. If the library does not have what you are looking for, there will be instructions for how to obtain the item via interlibrary loan.

**We also have access to the FASB Accounting Standards Codification.** If you need to use the Codification for a course, your professor will provide you with instructions and passwords to do so.
A handy guide for navigating the library resources available to accounting students can be found at http://guides.boisestate.edu/accountancy. See the screen shot below. This page gives you direct access to many of the accounting databases you’ll be using. In addition, the tabs across the top provide access to more accounting research materials and links to important accounting websites.

As explained below in Part XII.D, below, many study/team rooms are available in the Micron College of Business and Economics Building. In addition, graduate students may reserve study rooms in the library. See http://boisestate.libcal.com/booking/staffstudyrooms
VI. Financial Information

A. Graduate Assistantships

Each year, five accountancy graduate students are awarded graduate assistantships (GAs), which waive tuition and provide a stipend. Graduate assistants staff the undergraduate accounting tutor lab, assist faculty with research and provide other assistance to the Department of Accountancy and COBE. GA positions are very competitive. GA openings vary, but normally one GA position becomes available at the start of the spring semester and four become available at the start of the fall semester. Students interested in a GA position should apply here: http://cobe.boisestate.edu/graduate/financial-information/graduate-assistantship/

The following are the deadlines to apply for a GA position:

- Oct. 1 to begin a GA position in the spring semester.
- Feb. 1 to begin a GA position in the fall semester.

B. Scholarships

GEM Scholarships for Non-Residents of Idaho: Graduate students who are not residents of Idaho are automatically considered for a GEM Scholarship, which waives non-resident tuition for full-time out-of-state and international graduate students that meet certain requirements. Details are available at http://graduatecollege.boisestate.edu/fundinggraduateschool/gem-scholarship/. Residency information is available at http://registrar.boisestate.edu/general-information-and-policies/idaho-residency/.

Other Scholarships: We are very fortunate to have many need-based and merit-based scholarship opportunities available to graduate students. To maximize your chances of receiving a scholarship for the academic year, you should complete your FAFSA (if applying for need-based scholarships) and apply by March 15 for scholarships to begin in the fall semester. Scholarships are only available to full-time students (enrolled in nine graduate credits or more). Students interested in scholarships should apply by the March 15 deadline in two places:

1) Via Boise State’s Financial Aid Office:
http://financialaid.boisestate.edu/scholarships/boise-state-scholarship-application/

2) Via the Department of Accountancy:
http://cobe.boisestate.edu/accountancy/student-resources/scholarships/

This website also includes a list of outside (non-Boise State) scholarships that have separate applications and deadlines. For questions on scholarships, contact Professor Dave Koeppen at dkoeppen@boisestate.edu.

**Important Note**

If you did not apply for scholarships by the March 15 deadline, but plan to be a full-time student in the fall or spring semesters, fill out the Department of Accountancy application (referenced in #2, above) anyway and submit it to Professor Dave Koeppen. Often, graduate students who have been awarded scholarships for the fall or spring semesters change their plans (e.g., they take a full time job, get an internship, etc.) and decide to take a semester off or become part-time students. When this happens, their scholarships then become available to remaining full-time students. If you have a scholarship application on file with the Department of Accountancy, you may be eligible to receive some of these redeployed scholarship funds.
VII. Careers/Recruiting Information

A. General Comments

If you have not already secured post-graduation employment, please note the following:

- **You cannot wait until graduation approaches to find a position. CPA firms generally interview for entry-level hires once a year—in the fall.** Thus, if you are interested in working in public accounting, you must interview in the fall for jobs to start the following January (for December grads) or the following August/September (for May or August grads). Other employers (corporations, governments, etc.) recruit on an as-needed basis. But if you are interested in these non-CPA firm positions you must be constantly networking and preparing to apply for such positions so you’ll be ready when opportunities arise. **Many students are surprised to learn that they must begin recruiting for jobs within a few weeks of starting their graduate program.**

- **The recruiting process is intense and it takes its toll both in terms of time and emotional energy. Many students say that going through the recruiting process is the equivalent of taking a three-credit course.** Over a three month period, you have to attend several networking events, clearly articulate your career goals, prepare your resume and cover-letter, practice interviewing skills, meet strict application deadlines, interview on-campus, attend firm social events, go on second-interviews and constantly consider your options and strategies. And you must do all this while keeping up with your school work and personal obligations. Be sure you plan your schedule accordingly.

- Recruiting is done through BroncoJobs, Boise State’s online job posting service. For information on using BroncoJobs see [https://boisestate-csm.symplicity.com/students/](https://boisestate-csm.symplicity.com/students/)
1. Things to Do NOW

If you have not already done so, we recommend that you do the following as soon as possible—and certainly BEFORE recruiting begins:

- Get access to, and get familiar with, BroncoJobs.

- Attend Professor Dan Fox’s Recruiting Workshop held in the late Summer.

- Make sure you have **appropriate attire** (that fits!) on hand for interviews.
  - Employers will expect you to wear business attire (business suits).
  - It is best to be conservative in your dress; wearing informal or overly-fashionable attire will make you stand out—and not in a good way.
  - If you are not sure what to buy, don’t guess. You should consult with sales associates at one of the major clothing stores (e.g., Dillards, Macy’s). Explain that you are shopping for an interview suit in a conservative field (accounting). The associates should be able to find you an appropriate outfit that meets your budget.
  - Remember you can’t expect to shop for interview clothes the day before an interview. Often, suits require alterations that can take a few days to a couple of weeks.
  - Your interview clothing will be expensive (perhaps running to a few hundred dollars), but it is well worth it as an important investment in your career.
  - Note that Beta Alpha Psi usually has a “Dress for Success” workshop each year.
  - Feel free to talk to a faculty member about these issues if you have concerns.

- Clean up your social media accounts. Assume that prospective employers will be checking your online profiles.
  - Create or update your professional profile on LinkedIn. COBE offers seminars throughout the year on how to best use LinkedIn.
  - Remove or secure anything that might be embarrassing or cast you in a bad light from your Facebook, Instagram, Twitter, etc. accounts. If you have to think about whether something is embarrassing, it probably is.

- Update your resume.

- Draft a general cover letter that you will then customize for each employer.

- Speak with one or more accounting faculty members about your career goals. The more we know about the type of position you are looking for, the more we can help direct you to opportunities and provide timely advice. Also, keep those faculty members advised of your progress as the recruiting process continues.
• Make an appointment with COBE’s Career Services Office. They can review your resume and cover letter, give you interview tips and direct you to resources (mock interviews, etc.) that are available at Boise State’s Career Center. We highly recommend you take advantage of these convenient resources early and often. Holly Connley is in charge of COBE’s Career Services Office:

Holly Connley  
STUDENT CAREER COORDINATOR  
hollyconnley@boisestate.edu  
(208) 426-3855  
Office: MBEB 1123F

2. Other Helpful Actions/Importance of Networking

We highly recommend that you join Beta Alpha Psi (see Part IX.B, below).

• Beta visits every major firm in the Boise area in the fall, at about the same time as recruiting season. This affords you the chance to see each firm’s offices and meet some of each firm’s staff before interviewing.
• Beta has meetings on alternatives to CPA firm careers, such as corporate, nonprofit, government, etc. each spring.
• Beta produces a guide to CPA firms that can be helpful in planning your job search.
• Beta produces a catalog for firms that includes pictures and brief biographies of Beta members. This helps the firms to get to know you.

If you are unable to join Beta, you should at the very least attend the following Beta-sponsored events (open to all for a small fee), held near the beginning of the fall semester:

• Meet the Firms. This is a great opportunity to meet and talk on-on-one with recruiters and staff from all the major CPA firms and other employers in one place.
• The Beta Picnic. This is a great opportunity to meet with major employers in a relaxed, informal setting.

CPA firms tend to keep track of their contacts with students. If a recruiting manager meets you at the Picnic, then again at Meet the Firms and then at a Beta office visit, they will have had the chance to get to know you prior to formally interviewing you. The more networking you have done and the more contact you have had with employers you are interested in prior to the formal interview process, the better. Doing so will make the interview process less stressful.

Overall, remember that the faculty are here to help you in your search. Do not hesitate to seek advice from any of the Department of Accountancy’s faculty members.
B. CPA Firm Jobs

1. The Interview Process for CPA Firm Jobs

Most CPA firms that recruit on campus do so in the following manner:³

- **September—JOB POSTINGS:** CPA firms post openings on BroncoJobs and give you a window of time to apply. Each firm has their own designated window. During each firm’s application window, you will be required to apply by uploading your resume, cover letter and transcript (and sometimes other materials) to BroncoJobs. Some CPA firms also require you to go to their website to fill out a formal application. It is critical that you pay attention to the deadlines to apply and that you submit all the required materials. Once a firm’s application window has closed, you will no longer be able to apply to that CPA firm.

  - Sometimes CPA firms have GPA cut offs. If you are interested in a firm but don’t have the requisite GPA, please discuss the matter with a faculty member. Depending on the situation, you may be able to explain your lower GPA (e.g., you majored in something else earlier in your academic career and discovered it was not a good fit or you were working full time, etc.) and still be able to secure a campus interview. Note: GPA is important in the recruiting process; but it is not everything. Firms are looking for well-rounded individuals who have not only done well in their course-work, but who also have held down a job, done volunteer work, or actively participated in sports or student groups. Many firms would rather hire someone with a 3.3 GPA who worked their way through school and participated in extra-curricular activities than someone with a 4.0 GPA who spent their college years on nothing but schoolwork.

  - If the firm is interviewing for audit and tax positions, you will need to pick one to apply for. The firm will normally send one team to interview for audit and another team to interview for tax. Some students (e.g., MSAT students) know they want tax; others are born auditors; and still others are not sure whether they want audit or tax. It can be difficult to make this choice if you have had little experience. But you must make it. Most of the firms want you to make up your mind before interviewing and not be wishy-washy about your choice. For more guidance, discuss this issue with a faculty member.⁴

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³ All time frames are approximate and can vary by firm. In addition, firms may decide to deviate from this general process.

⁴ Simplifying greatly: Auditors are rarely in the CPA firm’s office. They are working on-site at client locations. The work (at least in the early years) tends to be less technical than tax. If you like working at different locations, interacting with clients and working on different teams, audit may be for you. Tax associates tend to work at the same desk in the office each day on short-term, more technical projects (e.g., tax returns, tax research). Tax involves a variety of work, but at the same location. Remember, you should be doing work that you (1) like and (2) have the potential to do well at. Again, discuss your particular situation with a faculty member for more insight.
Some firms are interviewing for jobs that are in the Boise area. Others are interviewing for an out-of-state location (e.g., San Jose). Others are interviewing for jobs in Boise AND are doing the on-campus interviews on behalf of the firm’s other offices. Normally, as part of the application process, the firm will ask you for your preferred location. You have to decide whether you want to work in Boise or in another office—and if so, which other office. This is another area where the firm expects you to be certain. See Part 6, below, for more on finding work outside of Boise; and be sure to discuss this matter with a faculty member.

- **October—ON-CAMPUS INTERVIEWS:** After the application window has closed, the firms will review the applicants and decide which ones to interview on campus. The firms will notify applicants chosen for an interview (via BroncoJobs). If you are chosen for an interview, you will have a window of time to sign up for a specific interview time on the day the firm will be on campus. Most firms spend one day on campus in October to conduct their on-campus interviews. The earlier you sign up for an interview slot, the more likely you will be able to choose an interview time that is convenient for you (i.e., one that does not interfere with class meetings and one that meets at a time of day when you are normally at your best).

  - The on-campus interview normally takes place in the Boise State Career Center (on the East side of campus), but you should obviously verify the location when signing up for an interview. On-campus interviews normally last from $\frac{1}{2}$ hour to an hour. You will either meet with two professionals (e.g., a partner and a manager) together in one interview for an hour or in two separate $\frac{1}{2}$ hour interviews. Be sure to arrive on time/a little early. You will normally be greeted in the waiting area by a relatively new staff member from the firm. Their job is to help you calm your nerves prior to the interview. Keep in mind that the greeter is evaluating you as well. So, be sure to be “on” from the moment you step in the building.

  - After the on-campus interviews are over, the firms will review the results and decide who to ask for second, in-office interviews. How long this takes depends on where the firm is with its campus visits. (In addition to Boise State, many firms interview at Idaho State, the University of Idaho and other schools and must complete their campus visits before deciding who gets invited to in-office interviews.)

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5 COBE is currently working on an initiative to hold campus interviews in the Micron Business and Economics Building (rather than at the Boise State Career Center). These plans are currently at an early stage.
• **Late October/November—IN-OFFICE INTERVIEWS:** In-office interviews are normally a half-day long and may or may not involve lunch with staff members. If you get an office interview, it means that the firm is very interested in you but that you are still competing for the job. In addition to the interview, some firms have “social events”—like a dinner or reception—where all students from all schools who received office interviews are invited. Be sure to go to these. If you must miss class to attend one of these events or your office interview, talk to your professor. At the office interview, you can expect to meet staff from various levels in the firm (partner, manager, senior, associate, etc.) Some tips:

  o As noted in Part 2, below, it is important to ask thoughtful questions in interviews. In preparing for the second interview, think of questions that are appropriate for the level of the staff that you meeting. For example, you might ask an associate what a typical day is like but with a partner you might ask about the strategic direction of the firm.

  o Bring extra copies of your resume. That way, if you find yourself meeting with someone who, for whatever reason, never got your resume, you can give them a copy.

  o Everyone you talk to or see is evaluating you and could have significant input into whether the firm extends you an offer. This includes the staff who take you to lunch. The staff will be more informal with you, but are still evaluating how well you would fit in. It also includes receptionists, human resource staff, admin assistants, etc. Be respectful of everyone!

  o Ask for copies of business cards of everyone you interview with. You’ll need them to send thank-you cards later.

• **Late November—RESOLUTION (OR NOT):** Hopefully the process went well, you followed our advice, you impressed the firms and you get an offer from a firm where you would feel comfortable working. With the recruiting behind you, you’ll be able to focus on your studies and the CPA exam until it is time to start work.

  o If you did not receive any offers, don’t take it personally. It may have been due to the market, increased competition, etc. What you should do is talk to a faculty member so he or she can provide advice and be on the lookout for opportunities. There are still options—like non-CPA firm jobs (see Part C, below). Also, sometimes firms have more openings than expected after recruiting season is over and will reach out to faculty members to see if there are any good students who “fell through the cracks” during the normal recruiting process. Several students have gotten jobs this way. But it is important that you let the faculty know you are still on the market.
2. Interviewing

Accounting job interviews are normally directed at learning more about you and whether you would be a good fit for the firm. The interviewers are determining whether you would be pleasant to work with and whether you would do well in front of clients.

It is unlikely that the interviewers will ask you technical accounting questions. Instead, they will ask you about yourself, what your strengths and weaknesses are, what type of projects you like to work on, what courses you like, etc. Be ready to answer these sorts of questions. When discussing your weaknesses, be honest but explain how you learned to manage or overcome your weaknesses. Use specific examples from your experience that illustrate the points you are making.

Anything that is on your resume is fair game for a question. For example, if you say that you have “leadership skills” on your resume, be sure to be able to back it up with a specific story from your past where you have demonstrated leadership skills.

The interviewer may ask why you want to work at his or her firm. Be sure you have researched the firm ahead of time, reviewed its website, etc. and have an answer ready.

It is also critical that you ask good, well-thought out questions that could not be answered by reference to the firm’s website, are not trite (e.g., “what kind of training do you have?”), do not paint you as high-maintenance or lazy (e.g., “how much overtime will I have to work?”), or are simply inappropriate (e.g., “how much money do you make?”). Asking unique, thoughtful questions shows that you are prepared and serious about working for the firm.

We highly recommend that you meet with Holly in the COBE Career Center and speak to an accounting faculty member prior to going to interviews. If you go in “cold,” without getting practice or advice first, things may not go well. Also, don’t use your first interview as a “practice run.” The first firm you interview with may well be the right firm for you—if you interview well.


After each interview, you should prepare handwritten thank-you notes to everyone you interviewed with. Ideally, you should do this as soon as the interview is over. The notes should be brief but thoughtful. Generally three sentences are enough. In each note:

- Thank the person for meeting you on Date X.
- Mention that you liked talking to them about Topic Y. Topic Y will be some particular matter that the interviewer emphasized or spent a lot of time discussing with you. This line will be unique for each person you met with and will show that you were paying attention. Do not send the same thank-you note to every person with whom you met.
- Say (if true) that you enjoyed your visit at the firm, remain very interested in the position and look forward to hearing from them.
You should try to hand deliver your notes to the receptionist at the firm the day after the interview. If this is not possible, or if your interview was with a firm out of the Boise area, you can email your thank-you notes (instead of hand writing and hand delivering them) but the contents should be the same as explained above.

4. Internship Recruiting

If you are interested in a full-time internship at a CPA firm, the CPA firms recruit for interns at the same time they recruit for full-time staff—in the fall. Also, the firms generally follow the same process (explained above) for interns as they do for full-time hires. Most CPA firm internships take place in the spring semester (busy season) but sometimes summer internships become available. If you get a full-time CPA firm internship in the spring, we recommend that you take no more than one course during the spring semester (on top of the internship credit that your job may qualify for—see Part III.E, above). It is important that you focus on doing a good job at your internship in the hopes of gaining a full-time offer at the end of your internship.

5. CPA Firms That Often Recruit at Boise State

The firms that recruit on campus vary each year. The best way to learn more about these firms is to come to Beta Alpha Psi’s Meet the Firms event at the start of the fall semester.

- The following Treasure Valley firms often recruit on campus. Of course, other local firms also recruit on campus from time to time.
  - Ripley Doorn (Boise, Nampa, Caldwell)
  - Little-Morris (tax only) (Boise)
  - Harris & Co. (Meridian)
  - Nichols Accounting Group (Ontario, OR, Nyssa, OR and Nampa, ID)

- The following national and regional firms with Boise offices recruit nearly every fall—normally for both audit and tax positions in Boise and other locations. If you are interested in working outside of the Treasure Valley at one of these firms (and unless you are instructed otherwise), you should apply for postings on BroncoJobs like everyone else, but designate your city of interest.
  - Deloitte
  - KPMG (Note: the Boise office does not have a Tax Department; but tax candidates can be referred to other offices)
  - Eide Bailly
  - CliftonLarsonAllen (new staff do both audit and tax)

- The following national or regional firms, which do not have locations in the Treasure Valley, also conduct on-campus interviews:
  - PricewaterhouseCoopers: The San Jose, California office recruits at Boise State but can refer you to other offices.
  - Moss Adams
  - Cooper Norman (Locations in Idaho Falls, Pocatello and Twin Falls)
6. Jobs Outside of Boise/The Treasure Valley

If you are interested in working for a national or regional firm outside of Boise, it is important that you plan your search strategically. We highly recommend you speak with Professor Dan Fox to help you come up with the best way to connect with firm locations in other cities.

C. Jobs Other Than in Public Accounting

Students have many other career options besides working in public accounting. The recruiting process for these other employers is not as formalized or seasonal as it is for CPA firms. These employers tend to post jobs and recruit on an as-needed basis. Sometimes these employers interview on campus, but often they have you interview at their offices. Below are some examples of major employers—other than CPA firms—of accountants. This list is by no means exhaustive and there are many smaller companies that have openings from time to time.

- **Corporate:** Corporations with major local accounting functions (which may include tax, financial reporting, cost, internal auditing, etc.) include:
  - Albertsons
  - Boise Cascade
  - Hewlett-Packard
  - Idaho Power
  - Intermountain Gas
  - Micron Technology
  - MWI Veterinary Supply
  - Scentsy
  - Simplot
  - Saint Alphonsus
  - St. Luke’s

- **Government:**
  - Idaho State Tax Commission
  - Ada County
  - Federal government (IRS, FBI, etc.) (must be willing to move; few jobs are in Boise)

- **Other major accounting employers:**
  - Jitasa—Based in Boise; does accounting for major nonprofit enterprises
  - Clearwater Analytics—Based in Boise, does investment accounting for institutional investors
  - Boise State University—Sometimes hires accountants and internal auditors.

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6 The exception is the federal government (FBI, IRS, etc.) which has its own unique (and lengthy) recruiting process. See https://www.usajobs.gov/
7 Clearwater Analytics is more likely to actually ask technical accounting and finance questions during their interviews than other companies and CPA firms.
VIII. Mentorship Program

Overview

The Department of Accountancy operates a formal mentorship program in partnership with several local businesses and accounting firms. The program is open to any undergraduate or graduate accounting student. **It is a great opportunity for any student interested in learning more about accounting career options.** Because mentors work with students to set meeting times, the program works great for students with significant work or family commitments. Contact Denise English (denglish@boisestate.edu) for more information.

Details

The Department of Accountancy is fortunate to have accounting professionals in the Treasure Valley who are interested and willing to help you develop as a professional. They wish to share their valuable insights that reach beyond the classroom and help you to think in broader terms about your career choices.

The program is a not-for-credit **commitment** by the student and mentor to gain and provide, respectively, career, professional, and networking insights that students wouldn’t necessarily receive in the classroom. Mentor organizations work with your schedules to arrange events and activities (usually three to five events) to show you their work environment and overview their organization, perhaps shadow them for a few hours, attend a professional luncheon, or a meet for a one-on-one coffee together. The activities vary by organization and they also ask their mentees what they would like to learn. It’s an excellent way to get to know local professionals and gain greater insight about the opportunities you will find in your chosen profession!

**Our mentoring program has changed this year to provide mentoring opportunities for public accounting in the fall and corporate, governmental, and nonprofit opportunities in the spring (rather than a two-semester commitment).** This better accommodates the “busy” season for public accounting professionals as well as the changes to students’ schedules when fall semester ends and spring semester begins.

The mentoring program began in 2010. Approximately 180 students and eight public accounting firms and nine corporate or governmental organizations have participated so far. **A kickoff meeting will be announced for the spring semester via e-mail to all accounting majors.** At that meeting, you can learn more about the accounting mentoring opportunities. You will then complete an application form, be interviewed by Dr. Denise English who coordinates the program, and be placed with a mentor by the end of September. **Please watch your e-mail for forthcoming details.**
IX. Accountancy Student Organizations

The Department of Accountancy has two active student groups—the Zeta Psi Chapter of Beta Alpha Psi and the Boise State Chapter of the Association of Certified Fraud Examiners. These organizations provide opportunities for networking, service and personal and professional development. We encourage you to become active in one or both of these organizations. These organizations are open to both undergraduate and graduate students.

A. Association of Certified Fraud Examiners (AFCE)—Boise State Chapter

Overview

Almost every Business and Accounting class teaches students how financial information should be reported and how to find and correct errors — but very few have to do specifically with fraud. Many accountants and business professionals deal with fraud everyday. And in our society, it is becoming more and more necessary to know what to do and who to call when fraud happens.

If you are interested in a career in forensic accounting or in learning about fraud, or simply in knowing how best to protect yourself, the ACFE is dedicated to providing the best resources and helping students and professionals to learn to deal with fraud. For more information about ACFE, scholarships and much more, please visit the official ACFE website at http://www.acfe.com/student-membership.aspx

Benefits of Becoming a Member

No Fee:
- Connect with students with similar interests
- Attend lectures and presentations from professionals in many fraud industries
- Occasional extra credit offered by some teachers for specific topics.

$25 fee (Optional):
- Receive a monthly Fraud newsletter with articles on current issues in the business community
- Access to the ACFE Article Archives – Terrific for class projects, term papers and presentations
- Free attendance at local professional chapter meetings
- Discounted rates or scholarships for area, regional and national conferences.
- Access to the ACFE’s online career center- with advice for preparing for a future as a forensic accountant or Certified Fraud Examiner – Includes Resume Advice, Internships, Interviewing Techniques, Etc.
- Network with professionals in large and small organizations
- 65% discount on CFE Exam Prep materials and Exam fees. (Regularly $1200+, Student members pay only $350)

Interested in participating? Contact Boise State Chapter Faculty Advisor Ryan Baxter (rbaxter@boisestate.edu) and look for announcements on chapter meetings and events.
B. Beta Alpha Psi

Beta Alpha Psi is the national accounting honor society. Boise State has one of the most active chapters of Beta Alpha Psi in the nation. In fact, our Beta Chapter has recently been named a "Gold Chapter." This is a prestigious award that is only given to 12 chapters out of over 320 active chapters each year. The award recognizes chapters that truly go above and beyond based on the quality, creativity, nature, and depth of its activities. The faculty advisor is Dan Fox (danfox@boisestate.edu).

What is Beta Alpha Psi?

Beta Alpha Psi is a national scholastic organization that promotes professional excellence in the field of accounting. The primary objective is to provide an enhanced university experience through personal and professional development, while consistently encouraging a sense of ethical, social and public responsibility. Participation in this organization results in the development of future contacts, through networking opportunities among members and practicing accounting professionals.

What does Beta Alpha Psi normally do?

Beta Alpha Psi engages in a series of professional meetings and community service projects throughout each semester. In the fall, Beta Alpha Psi and its members typically visit accounting firms in the Boise area and host a “Meet the Firms Night” where members can speak with firm representatives on a one-on-one basis. In the spring, Beta Alpha Psi focuses on specific topic areas such as networking or industry and governmental accounting. It is an opportunity to learn from special guest speakers and panel discussions.

What are the benefits of Beta Alpha Psi membership?

- Beta Alpha Psi offers its members great networking opportunities—students have the opportunity to meet potential employers and to develop professional relationships at weekly meetings and at Beta’s annual “Meet the Firms Night”
- Membership is a great way to meet other accounting students and to get to know the accounting faculty
- Beta Alpha Psi is both a recognized and respected collegiate organization within the business community—membership always looks good on a resume!
What are the requirements for membership?

- At a minimum, we expect a two (2) semester commitment from our members
- Currently enrolled in at least one graduate accounting class
- Attend at least 80% of meetings (at least 10 meetings)
- Acquire a minimum of 12 professional hours per year (20 recommended)
- Participate in community service projects; minimum of 6 service hours per semester (Numerous service activities provided throughout the semester to accomplish this)
- All members are required to have a minimum GPA of 3.0

What can Beta Alpha Psi do for you?

Professional Reputation

Beta Alpha Psi is recognized and respected by the business community as a premier collegiate organization. The reputation of Beta Alpha Psi will open doors to outstanding career opportunities in the fields of finance, accounting and information systems. Potential employers know that when they see Beta Alpha Psi on a resume, they are getting the best!

Bonding Through Activities and Service

As a member of Beta Alpha Psi, you will have ongoing opportunities to participate in campus and community service activities.

Communication Skills

Provides numerous chances to improve these vital skills and opportunities to be involved in additional activities such as the annual and regional meetings. Beta Alpha Psi members will be provided the tools to develop strong communication skills.

Networking Opportunities

Members are able to develop professional friendships and relationships through various networking activities. These include trips to companies and firms, attending joint meetings with professional organizations and service activities.

Future Contacts

Overall, Beta Alpha Psi is a tremendous way to interact with professionals and future professionals from whom you may later wish to seek employment. It is also a great way to develop strategic contacts and relationships with faculty members who can provide good potential job sources and references as well.
Mentors

Beta Alpha Psi provides the chance to develop personally and professionally by interacting with mentors in the form of faculty, professionals in the industry, alumni and your peers. Their support can also help guide you through your academic and professional journey.

Enhanced University Experience

Membership in Beta Alpha Psi is a wonderful and rewarding way to meet like-minded people who share many of the same goals and interests that you do.

• Interested in Joining? Please contact us at bap@boisestate.edu
X. **Important Events/Opportunities**

COBE, the Department of Accountancy, local accounting firms and student groups host several events during the year that are important for graduate accounting students. These events are critical for those on the job market, but are of benefit to any student looking to build their professional skills and their network.

Note: Many of the events listed below are sponsored by Beta Alpha Psi. We recommend that all students join Beta Alpha Psi and attend all of its meetings. Beta meets with each major firm in town every fall—at the firms’ offices—during the height of recruiting season. In the spring, Beta has meetings on careers in other sectors such as nonprofit, government, consulting, etc. and also has workshops on ethics and the CPA Exam. In addition, Beta member pictures and brief biographies are provided to the firms in a Chapter Catalog. If you cannot join Beta, then you should at least attend the Beta-sponsored events included in the list below. (If the event is listed below, it is open to both Beta and non-Beta members.)

**Students should pay attention when the specific dates and details of the following events are announced (via email).** Note that some events may get renamed, changed, or cancelled between the publication of this Handbook and the actual event and note that some will require a small fee.

<table>
<thead>
<tr>
<th>Event Name</th>
<th>General Time Frame</th>
<th>Details</th>
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<tbody>
<tr>
<td>Dan Fox’s Recruiting Workshop</td>
<td>Summer/Before classes start</td>
<td>Faculty Member and Retired PwC Partner Dan Fox provides his insights on the recruiting process and doing well at interviews.</td>
</tr>
<tr>
<td>Beta Alpha Psi’s Meet the Firms</td>
<td>Late August/Early September</td>
<td>Representatives from both Boise and out-of-town CPA firms and other employers will have booths at the event. This is a great opportunity to meet recruiters and learn more about firms before recruiting season begins. It is your one chance to meet with all the major employers in one place at one time.</td>
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<tr>
<td>Event</td>
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<td>Description</td>
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<tr>
<td>Beta Alpha Psi’s Picnic</td>
<td>Late August/Early September</td>
<td>A chance to network with accounting professionals—including representatives from firms that will be recruiting on campus—in a very relaxed, informal atmosphere. This event is an excellent opportunity to get used to networking with professionals.</td>
</tr>
<tr>
<td>The Department of Accountancy’s Mentorship Kick-Off Meeting</td>
<td>First week of classes</td>
<td>See Part VIII, above, for information on the Mentorship Program.</td>
</tr>
<tr>
<td>COBE’s Professional Networking Week</td>
<td>October</td>
<td>A weeklong series of events on networking and recruiting.</td>
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<td>Events Include:</td>
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<tr>
<td></td>
<td>--Networking Reception and Etiquette Dinner</td>
<td></td>
</tr>
<tr>
<td></td>
<td>--COBE Career Fair</td>
<td></td>
</tr>
<tr>
<td></td>
<td>--More events will be announced; stay tuned</td>
<td></td>
</tr>
<tr>
<td>Beta Alpha Psi’s Dress for Success Session</td>
<td>October or November</td>
<td>Local professionals and clothing sales associates provide tips on dressing for success.</td>
</tr>
<tr>
<td>Gem State Accounting Conference</td>
<td>December</td>
<td>Graduate students are allowed to attend (for free) this continuing education event held at Boise State for CPAs. There will be national speakers and many professionals in attendance.</td>
</tr>
<tr>
<td>Event Name</td>
<td>Date</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Beta Alpha Psi’s CPA Exam Info</td>
<td>Spring semester</td>
<td>Representatives from the Idaho State Board of Accountancy and the CPA Review courses will explain how the CPA exam process works.</td>
</tr>
<tr>
<td>Meet Eide Bailly Day</td>
<td>Late April</td>
<td>Regional accounting firm Eide Bailly hosts an event that provides an introduction to accounting firm life. (Note: Most grad students would not need to attend this unless they were planning to go on the job market the following fall.)</td>
</tr>
<tr>
<td>CFOs Exposed</td>
<td>March or April [This year March 9, 2016]</td>
<td>A great opportunity to meet in small groups with local Chief Financial Officers and other executives.</td>
</tr>
<tr>
<td>Beta Alpha Psi Banquet</td>
<td>Late April [This year April 20, 2016]</td>
<td>Beta’s banquet is the capstone to the academic year. All major firms and companies send representatives and all faculty attend. It is great opportunity to network and catch up with old friends.</td>
</tr>
<tr>
<td>Gem State Tax Conference</td>
<td>June [This year June 3, 2016]</td>
<td>Graduate students are allowed to attend (for free) this continuing education event held at Boise State for CPAs. There will be national speakers and many professionals in attendance.</td>
</tr>
</tbody>
</table>
XI. CPA Exam Info

A. Exam Sections

The CPA Exam is comprised of four sections. Candidates sit for each section separately.

Financial Accounting and Reporting (FAR or Financial): This section covers skills and knowledge of GAAP (Generally Accepted Accounting Principles) for business enterprises, not-for-profit organizations and governmental entities.

Regulation (REG): This section covers the skills and knowledge of federal taxation, ethics, professional responsibilities, legal responsibilities and business law.

Auditing and Attestation (AUD or Auditing): This section covers the knowledge of auditing procedures, GAAS (Generally Accepted Auditing Standards) and other standards related to attest engagements.

Business Environment and Concepts (BEC or Business): This section covers knowledge of general business environment and business concepts that candidates need to know in order to understand business transactions and the accounting implications.

Beginning in 2017 there will be changes to the CPA Exam. For details about the upcoming changes visit the AICPA website. For more detailed descriptions of the content of each section visit www.cpa-exam.org and see the Content Specification Outlines (CSOs) made available by the AICPA. The official handbook, the Candidate Bulletin, is also available for download.

B. Application Process

1. Determine whether you have met (or will meet) the education requirements to sit for the exam. For Idaho, visit www.isba.idaho.gov. To view requirements for other states, visit www.nasba.org and select the desired state.

2. Apply to the State Board of Accountancy. The application requires submitting forms, transcripts and fees. For the Idaho State Board of Accountancy, visit www.isba.idaho.gov. For other State Boards, visit www.nasba.org and select the desired state. Application materials differ from state to state. Read the application requirements carefully.

3. Once your application is approved you will receive a Notice to Schedule (NTS). Allow 4-6 weeks from the date you submit your application to the State Board to the date you receive your NTS. Once you have received a NTS, you may begin to schedule sections of the exam. A list of testing centers available in the 55 jurisdictions (United States, Puerto Rico, Guam, the Virgin Islands and the
C. Review Courses

There are a variety of review courses and packages to fit your learning style. The instruction mode may be self-study or may involve online or live instruction. Review books and software vary as well.

D. Other Information

- The CPA Exam is only offered in computer-based format.
- Exam format includes multiple choice questions and simulations.
- The CPA Exam is offered 5-6 days each week (depending on the jurisdiction) during the first two months of every quarter. Therefore, testing is available in January, February, April, May, July, August, October and November. Testing is NOT available in March, June, September and December. PLANNING IS IMPORTANT!!
- For more information and answers to FAQs, visit www.cpa-exam.org or www.thiswaytocpa.com
- If you are planning to become a licensed CPA in Idaho, you can take the exam if you have an undergraduate degree with the requisite courses, even if you have not yet earned 150 credits. Generally, the candidate “must have completed twenty-four (24) semester hours in accounting at the undergraduate or graduate level including coverage of, but not necessarily separate courses in, the subjects of financial accounting, auditing, taxation and management accounting; and completed at least twenty-four (24) semester hours in business courses (other than accounting courses) at the undergraduate or graduate level.”8 If you are planning to become a licensed CPA in another state, check with that state’s board of accountancy to see if you can take the exam prior to attaining 150 credits. Also, some states have requirements that you take a specific course (e.g., ethics, research) before being able to sit for the exam or become licensed.

E. Licensing

Passing the CPA exam is just one part of the process of becoming licensed. Licensing requirements vary by state. In Idaho, to become a licensed CPA, you must:

- Pass the CPA Exam
- Complete 150 academic credit hours
- Complete one year of experience, either full time or part time, that extends over a period of no less than 12 months and no more than 36 months and includes no fewer than 2,000 hours. Experience must be obtained within the 10 years period immediately preceding the application for license.
- For complete details, see: http://isba.idaho.gov/

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8 Idaho State Board of Accountancy, at http://isba.idaho.gov/htm/license.htm
F. Other Credentials

The CPA is not the only professional designation available. Others include, for example:

- Certified Internal Auditor (CIA). See [https://na.theiia.org/certification/CIA-Certification/Pages/CIA-Certification.aspx](https://na.theiia.org/certification/CIA-Certification/Pages/CIA-Certification.aspx)
XII. Information on the Micron Business and Economics Building

A. General Information

- Please contact Gail Puccetti (gailpuccetti@boisestate.edu), Building Manager, if you have any concerns regarding the building.

- **Building Hours:**
  M-Th 6:45 a.m. – 9:30 p.m.
  Fri. 6:45 a.m. – 5:30 p.m.
  Sat. and Sun. 12:00 p.m. – 4:00 p.m.

- Although the building is unlocked during the above hours, the North and South Wings on the 2nd and 3rd floors (containing faculty offices) are only unlocked M-F 8:00am-5:00pm. Faculty can meet with you outside of those hours by appointment, but the faculty member must let you in.

- Each room in the building has a 4 digit number.
  - The first number notes the floor of the building the room is on.
  - The second number notes the wing of the building the room is in:
    - 0 = the main part/center of the building
    - 1 = the South Wing (towards the Depot)
    - 2 = the North Wing (towards downtown)
    - 3 = the Skaggs Hall of Learning, Imagination Lab and Rooms in that section of the building
  - Examples:
    - Room 3102 = 3rd floor, South Wing
    - Room 1301 = Skaggs Hall of Learning
    - Room 2241 = 2nd floor, North Wing

- Accountancy Class Rooms: Many graduate accountancy courses are located in:
  - Room 4003
  - Room 2010 (Financial Classroom)
    - Consult your class schedule for specific room assignments

- Where to find Accountancy Faculty and Staff:
  - The department “home base” is on the 3rd floor, South Wing, near the Dean’s office. Here you will find Department Admin Assistant Alex Williamson and Department Chair Troy Hyatt.
  - All of the accountancy faculty offices are located near the Accountancy Home Base on the 3rd Floor, South Wing, EXCEPT:
    - Dave Koeppen in 3254
    - Denise English in 3253
    - Judy Sage in 2219

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9 These are the expected building hours for the fall semester. COBE is currently considering modifying these hours. Stay tuned for further details.
• The COBE Graduate Office suite is in Room 4101, on the South End of the 4th Floor near the EMBA Classroom
  o Accountancy Graduate Program Advisor Trisha Stevens Lamb is located in this suite, in Room 4104.

B. Building Map

For a more detailed map of each floor, see http://cobe.boisestate.edu/wp-content/blogs.dir/1/files/2012/08/MBEB-Floor-Maps.pdf

Other Maps of Interest:


Interactive Campus Map: http://maps.boisestate.edu/
C. Safety Reminders

- Each classroom has an emergency checklist printed in colored paper on the podium at the front of the room.

- Be sure that you opt in to the BroncoAlert Emergency Alert Notification System via MyBoiseState to receive timely campus emergency notifications. For more information, see [https://news.boisestate.edu/bronco-alert/](https://news.boisestate.edu/bronco-alert/)

- **Campus Security is available 24/7 at 208-426-6911** or in person at the substation located within Capitol Village at 2245 University Drive (right across from the Micron Business and Economics Building).
  - Campus security provides:
    - Free escort service (24/7)
    - Free vehicle unlock and jump start service (24/7)
    - Bike registration (see [http://security.boisestate.edu/register-your-bike/](http://security.boisestate.edu/register-your-bike/))
  - More info on Campus Security is available at [http://security.boisestate.edu/](http://security.boisestate.edu/)
  - Addition info is provided below and on the next page.

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**OPT-IN**

- BroncoAlert is an Opt-In system. Update your information with the following steps:
  - Go to MyBoiseState
    - [https://my.boisestate.edu](https://my.boisestate.edu)
  - Click on “STUDENT SIGN IN”
  - Enter your Boise State user name and password and click on “Log In”
  - Click on “Student Center”
  - Click on the “HOME” menu in the upper right hand corner
  - Click on “Opt-In to BroncoAlert” and update your information

Note: Text messaging is the quickest way to receive an alert; add a text message contact number!

**Important Terms to Know:**

**Watch:** Forecast issued well in advance to alert the public of the possibility of a particular weather related hazard (e.g. severe winter storm, flooding). The occurrence, location and timing may still be uncertain.

**Warning:** Forecast issued when weather or hazard is “imminent” or already occurring. A warning is used for conditions posing threat to life or property.

**Evacuate:** To immediately leave a hazard location (i.e., building, area of campus, etc.) due to an immediate threat or life-threatening hazard.

**Shelter In Place:** To go and stay indoors when a situation occurs that may be a hazard to health or is life threatening. Stay inside, lock doors/ windows, shut off fans and air conditioners. Remain in place until told it is safe to leave.

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**BroncoALERT**

- Emergency Alert Notification System
  - BroncoAlert is Boise State University’s primary emergency notification system used to broadcast emergency messages throughout the University.
  - Boise State will only send messages through BroncoAlert for urgent situations that could impact life safety and protection of properties.
  - Some examples of when a BroncoAlert would be sent:
    - Severe Weather Warnings
    - Campus class delays or closures
    - Hostile Intruder
    - Evacuations
    - Bomb Threats

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**Campus Emergency Preparedness Information**

**IMPORTANT CONTACTS**

**DURING AN EMERGENCY, ALWAYS CALL**

9-1-1

- Campus Security & Police Services
  - (208) 426-6911 [security.boisestate.edu](http://security.boisestate.edu)
- Housing & Residence Life
  - (208) 447-1001 [housing.boisestate.edu](http://housing.boisestate.edu)
- Environmental Health & Safety
  - (208) 426-3999 [ehs.boisestate.edu](http://ehs.boisestate.edu)
- Facilities Operations & Maintenance
  - (208) 426-1409 [http://operations.boisestate.edu/facilities-operations-maintenance/](http://operations.boisestate.edu/facilities-operations-maintenance/)
- Health Services
  - (208) 426-1459 [healthservices@boisestate.edu](mailto:healthservices@boisestate.edu)
- Transportation
  - (208) 426-7275 Text Message: (208) 953-1681 [http://transportation.boisestate.edu](http://transportation.boisestate.edu)
- Emergency Management
  - (208) 426-3638 [http://emergencymanagement.boisestate.edu](http://emergencymanagement.boisestate.edu)
  - Twitter: @BoiseStateEM

- Emergency Information will be posted on [www.boisestate.edu](http://www.boisestate.edu)
- Follow [https://www.facebook.com/BoiseStateLive](https://www.facebook.com/BoiseStateLive) and [@BoiseStateLive](https://twitter.com/BoiseStateLive)
D. Reserving Team Rooms

Team rooms, located throughout the building, are inviting spaces for students to work and collaborate on projects, study for exams and learn from each other. They hold 4-6 students, have 40” LCD displays and a write-on wall.

Do your part to help reflect accurate room availability by reserving a room each time you meet. The red and green touchscreen lights are helpful indicators for students if all are maintained.

Team room policies and sign-up procedures are explained here:
http://cobe.boisestate.edu/students/team-rooms/

E. Renting Lockers

The lockers located throughout the building are available for rent. They provide a convenient place to store your books and other belongings. Rents are set and collected by a designated student group. For more info, see http://cobe.boisestate.edu/students/lockers/
XIII. College of Business and Economics (COBE) and the Department of Accountancy Mission Statements

A. COBE Mission

Our dream is to be a collaborative, engaged and dynamic community of learners. We inspire our students and colleagues to achieve their full potential by creating and sharing relevant knowledge, skills and experiences for the benefit of local and global communities.

We value:

Relevance

We address important business and societal issues by being effective, innovative and risk-tolerant. Our effectiveness is based on rigorous teaching and research and a commitment to lifelong learning and community engagement.

Respect

We strive to be an inclusive, collegial community that values all forms of diversity. We are committed to integrity and ethical behavior in all that we do.

Responsibility

We foster an environment that empowers students, staff and faculty. We are dedicated to accountability, transparency and fairness.
B. Department of Accountancy’s Mission

Our mission is to provide high quality, accessible teaching, research and service in accounting to serve the accountancy profession, the business community and society at large.

To accomplish our mission we strive to fulfill three broad objectives:

1. To prepare students for successful business careers through teaching excellence in our undergraduate and graduate programs.

2. To develop both academic and professional research that will improve accounting education and contribute to the business community.

3. To provide service to the accountancy profession, professional and academic organizations, business professionals and society at large.

XIV. Sustainability

COBE has produced a sustainability report that was reviewed by accounting graduate students. It is available here: http://cobe.boisestate.edu/sustainabilityreport/
XV. Accreditation

The College of Business and Economics (COBE) at Boise State University is one of the few business schools in the world that has achieved accreditation from the Association to Advance Collegiate Schools of Business (AACSB) for our business school and our accountancy program. COBE has maintained accreditation since 1979. We are among the less than five percent of business schools worldwide to earn AACSB accreditation. The Department of Accountancy is one of only 182 accounting programs to be accredited by the AACSB.

AACSB-accredited schools are considered the best business schools in the world. Our undergraduate and master’s degree programs have passed rigorous standards for quality. AACSB-accredited schools have better programs, better faculty, better students with higher overall GPAs, more international students, more employers that recruit from them and graduates that receive better salaries.

To be accredited we have to meet a strict accreditation standard that assesses our ability to perform in critical areas, such as teaching, research, curricula development and student learning.
XVI. General Information about Boise State University

This section might be of interest to students who did not complete their undergraduate degrees at Boise State.

A. Mission

Boise State University is a public, metropolitan research university providing leadership in academics, research and civic engagement. The university offers an array of undergraduate degrees and experiences that foster student success, lifelong learning, community engagement, innovation and creativity. Research, creative activity and graduate programs, including select doctoral degrees, advance new knowledge and benefit the community, the state and the nation. The university is an integral part of its metropolitan environment and is engaged in its economic vitality, policy issues, professional and continuing education programming and cultural enrichment.

B. History

Boise Junior College was founded in 1932, the height of the Great Depression, by Bishop Middleton S. Barnwell. In its first year, the college had 70 students and fourteen faculty members. Boise Junior College was governed by the Episcopalian Church until 1934. The school became Boise College in 1965, when it began offering four-year baccalaureate degrees and became Boise State College in 1969. Boise State College then gained university status in 1974, and became Boise State University. Boise State is now the largest university in Idaho, with over 22,000 students from all 50 states and 65 different countries.

C. Location

Boise, the “City of Trees,” is Idaho’s state capital and the third largest metropolitan area in the Northwest United States. A city of great variety, Boise boasts numerous recreational, cultural and business opportunities. Just a short distance from the Boise State campus, students can enjoy an array of outdoor activities, including hiking, camping, fishing, hunting, river rafting and skiing. Boise also offers cultural events, such as the Idaho Shakespeare Festival, performances by the Boise Philharmonic and Ballet Idaho, and the Gene Harris Jazz Festival. Also, a footbridge adjoins the campus to Julia Davis Park, where the Boise Art Museum, Idaho State Historical Museum and Zoo Boise are located. The Boise economy is based on high technology, agricultural products, tourism, government agencies and manufacturing.

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10 Adapted from the Boise State University Student Handbook.
D. Symbol

The B logo represents the university’s location in the city of Boise and the Bronco nickname. Both of the official blue and orange school colors are represented in the mark. The Garamond and Gotham Black typography bring a modern clarity to the identification and a consistent presentation among all the colleges, departments and units. The forward-moving B demonstrates our personality traits of determination, strength, character and community.

E. Mascot

The mascot was selected by a group of students in 1932. They chose the Bronco because wild horses could be found near Boise, many students rode horses at the time, and because of the prevalence of farming and ranching in the Boise area. Coaches, administration and students approved the choice, and the Bronco became the official mascot. The Bronco is now named Buster. Buster Bronco placed third in the 2007 Sports Illustrated Power Mascot Ranking and was selected for the seventh annual Capital One All American mascot team in 2008.

F. Colors

Boise State’s school colors were also selected in 1932. The students decided on orange and blue because they wanted colors that were different from the colors of their rivals in the region. Students proudly wear the orange and blue to show their Boise State spirit.

G. Fight Song

Fight Broncos, celebrate the orange and blue
Boise, we’ll stand and cheer for you
Fight for distinction & our alma mater
Bravely defending B-S-U!
Fight on courageously for Boise State
Success and honor make her great
Boise's proud tradition-
Head's up competition-
Glory for B - S - U
Go! Orange!
Go! big! blue!
Fight! Fight! B-S-U!

For music, see http://www.broncosports.com/ot/fight-song.html
H. Other Important Resources/Contacts

1. Counseling Services

Counseling is available at:
Counseling Services
http://healthservices.boisestate.edu/services/counseling/
Norco Building
1529 Belmont Street.
(208) 426-1459

<table>
<thead>
<tr>
<th>Suicide Prevention Hotlines:</th>
</tr>
</thead>
<tbody>
<tr>
<td>National: 1-800-273-TALK (8255)</td>
</tr>
<tr>
<td>Idaho: 1-800-564-2120</td>
</tr>
</tbody>
</table>

2. Disability Services

Disability Resource Center
http://drc.boisestate.edu/
Lincoln Garage, 1st Floor
(208) 426-1583

3. Health Services

University Health Services
http://healthservices.boisestate.edu
Norco Building
1529 Belmont Street.
(208) 426-1459

4. Legal Services

The Associated Students of Boise State University (ASBSU) provides free attorney consultations with a local private lawyer for most legal problems you may have. This service is available to all fee paying students of Boise State. For details and to schedule an appointment, see http://deanofstudents.boisestate.edu/asbsu-legal-services/

Office of the Dean of Students
Norco Building, Suite 116
5. Veterans Services

Veterans Services Center
http://veterans.boisestate.edu/
Lincoln Garage, 1st Floor
(208) 426-3744

I. Student Athletic Tickets and Movie Tickets

For policies on student tickets to athletic events, visit
http://www.broncosports.com/tickets/student-tickets.html
For more ticket information, call the Info Desk, (208) 426-4636.

For discounts on movie tickets and other entertainment venues, visit the Information Desk in the Student Union or visit http://sub.boisestate.edu/info-desk/entertainment/

J. Campus Recreation

Full-time, fee-paying students do not need to pay an additional fee to use the Student Recreation Center. Others may purchase memberships. For more information, see http://rec.boisestate.edu/.

K. Campus Maps


Interactive Campus Map: http://maps.boisestate.edu/
L. Statement of Shared Values

Boise State University is committed to personal and social development, educational excellence and civic engagement. Membership in the campus community is a privilege and requires its members to conduct themselves ethically with integrity and civility. Campus community members enjoy the same rights and freedoms that all U.S. citizens enjoy, including personal responsibility for one’s own conduct, behavior and speech.

In a culture of intellectual inquiry and debate, where the search for knowledge and discovery flourish, campus community members are expected to demonstrate civility, abide by norms of decorum and adhere to the principles of civil discourse. “Being civil means being constantly aware of others and weaving restraint, respect and consideration into the very fabric of this awareness,” (Forni, 2002, p. 9).

Higher education has the duty to educate students to be responsible citizens. Boise State strives to provide a culture of civility and success where all feel safe and free from discrimination, harassment, threats or intimidation.

Boise State University upholds the following values as the foundation for a civil and nurturing environment. Campus community members are expected to adhere to these common values.

**Academic Excellence** – engage in our own learning and participate fully in the academic community’s pursuit of knowledge.

**Caring** – show concern for the welfare of others.

**Citizenship** – uphold civic virtues and duties that prescribe how we ought to behave in a self-governing community by obeying laws and policies, volunteering in the community and staying informed on issues.

**Fairness** – expect equality, impartiality, openness and due process by demonstrating a balanced standard of justice without reference to individual bias.

**Respect** – treat people with dignity regardless of who they are and what they believe. A respectful person is attentive, listens well, treats others with consideration and doesn’t resort to intimidation, coercion or violence to persuade.

**Responsibility** – take charge of our choices and actions by showing accountability and not shifting blame or taking improper credit. We will pursue excellence with diligence, perseverance and continued improvement.

**Trustworthiness** – demonstrate honesty in our communication and conduct while managing ourselves with integrity and reliability.

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