



Mentorship/Coaching Program (MCP)

CONTENTS

1 Overview	2
2 Objectives and Expectations for the Students	
Objectives	3
Expectations	3
Q&A	4
3 Topics of Discussion and Possible Issues Related to the Topics	6
4 Expectations of Mentors and Coaches	8
5 Accounting Degree Requirements	
Undergraduate	10
3/2 and MAcc Program	13
Additional Elective Courses	14

OVERVIEW

The School of Accountancy provides students with an opportunity to connect and learn from accounting (broadly defined) professionals, allowing for career insights as well as personal and professional development.

The program will serve as a pathway for undergraduate and graduate accounting students to enter the professional arena and gain valuable first-hand insights. The Mentor/Coach program (“MCP”) is open to all students majoring in accounting.

This program is expected to directly and indirectly help students improve their academic performance and develop the necessary skills, as well as drive, determination, and character, to aim for excellence in their future professional endeavors.

Objectives and Expectations from the Students

Objectives

The MCP provides an opportunity for accounting students to connect and learn from accounting and auditing professionals. The purpose of the MCP is to provide students with career insights and enhance their personal and professional development as well as indirectly improving their academic performance.

Expectations

Please provide a copy of your resume to mentor before your first meeting.

You should remember that professional mentors are volunteering time from their demanding and busy work schedules. As such, you are expected to do the following:

- **Act in a professional manner.** This includes:
 - Being on time or early to appointments
 - (When in-person meeting is possible) Wearing appropriate attire – professional or business casual dress is acceptable. No rubber slippers, shorts, mini-skirts, ripped jeans, tube tops, or excessive make-up. Keep in mind you are representing the Shidler College of Business. During online meetings, make sure that your picture is clear and choose an appropriate background for your video.
 - Responding to email and phone calls within 24 hours
 - Use appropriate language and speak in a professional manner. Avoid using slang words and lingo.
 - Showing genuine interest and engagement – i.e., please refrain from checking your phone/texts/emails during meetings.
 - Remembering to thank mentors for their time by sending a follow-up email or note.

- **Practice effective communication.** It is appropriate to send a follow-up email to the mentor the day before a meeting to re-confirm the meeting time and place. If a last-minute emergency occurs, alert your mentor as soon as possible and reschedule the appointment.

- **Proactively engage with mentors and coaches.** Mentors provide guidance, support and insight in your desired career paths and coaches enhance your knowledge and skills in job search or job performance. Do not expect your mentor or coach to create an action plan for you during your interactions. Mentors/Coaches are there to assist with career and professional advice and guidance, but it is up to you to set the tone of the discussion. The mentor/coach may help you create a plan of action but you should be doing the necessary research and work.
- **Conduct prior research about the mentor and the person's industry interest.** Learn about the mentor's professional experience, education, current employer, any awards or accolades, etc. Doing so demonstrates genuine interest and a proactive approach. However, do not ask any personal questions that are unrelated to MCP stated objectives.

Set the basic goals of the mentor-mentee relationship. Set expectations for desired outcomes (for example, advice on how to interview successfully, decide on your first full-time job out of college, and set career goals).

Students' Possible Questions and Answers

Q: I emailed or called my mentor and didn't get a response yet. What should I do?

A: Mentors lead very busy lives and have full schedules. At times, they may inadvertently overlook your email, be away on business travel, or not have had the chance to respond, or perhaps your message was incorrectly filtered into a "junk" or "spam" folder. Students should take the initiative to follow up if they have not received a response within four business days. It is appropriate to let the mentor know you are only "checking in" on your last communication and want to circle back.

Q: My mentorship is not going as I thought it would. What should I do?

A: If there are any concerns, issues, problems, or questions about your mentor/mentorship program, please contact the Director of the School, Dr. Hamid Pourjalali (hamid@hawaii.edu) first. The School will make all attempts to help you navigate through any issues and find a working solution for both you and your mentor. The School of Accountancy requests that you report your insights to the School first, prior to discussing them directly with your mentor. As a mentor/mentee relationship cannot be forced, you may be asked to select a different mentor.

Q: I have a situation I am dealing with and cannot make my appointment today. What should I do?

A: Emergencies happen and you are only human. Your mentor will understand if you have an emergency, and we recommend that you contact them via phone as soon as you can. If your

mentor does not respond to your call or voicemail, we suggest that you also email them, so that you have made every attempt at communicating the situation. It is entirely up to you to then reschedule with your mentor.

Q: The mentorship program suggests that I schedule three appointments with my mentor during the semester. I wanted to meet with them on more than just these three occasions. What should I do?

A: Often students will meet with their mentor on more than three occasions, but it is entirely up to the student and mentor to coordinate additional meeting times.

Currently in-person meetings are not possible due to constraints of COVID-19 pandemic. So, please make sure that you attend your meetings (online and via phone) on a timely manner. Let your mentor know that you appreciate their valuable insight, and that you appreciate any special accommodation they can make for you. Make sure that if you are requesting their time, you have a clear and set agenda about what you want to discuss, and it is not just to “talk story.”

If additional time still cannot be coordinated, please contact the Director of the School, Dr. Hamid Pourjalali (hamid@hawaii.edu), who can assist with streamlining communications, or help with finding other resources.

Q: Can I keep in touch with my mentor after this program ends?

A: Keeping in touch is decided between the parties.

Topics of Discussion and Possible Issues Related to the Topics:

- 1) Why should I major in accounting?
 - a) Job market
 - b) Salaries
 - c) Wide range of career opportunities
- 2) How do I prepare my resume?
 - a) When?
 - b) Length and look of resume (e.g., Number of pages, font, etc.)
 - c) Necessary information
 - d) What I should include or should not include?
 - e) What are examples of bad/good resumes?
 - f) Shall I update my resume for different job applications (if yes, how)?
- 3) How do I prepare for the job market?
 - a) Earn professional certificates (CPA, why, when)
 - b) Educational (GPA, length of school, internship)
 - c) Specialization (why, how, when)
 - d) Graduate Degree (why, when, costs, sources of funding, how)
 - e) Lifetime learning (definition, need, educational sources)
 - f) Learn how to interview (use university facilities, use mentors)
- 4) How do I learn to manage my time?
 - a) Jobs requirements are shifting targets
 - b) Jobs may or may not provide flexibility
 - c) Decisions related to having a family (younger mentees)
- 5) How do I plan on advancing my career?
 - a) Graduate degrees
 - b) Lifetime learning
 - c) Volunteering
 - d) Community service
 - e) Joining professional organizations and accepting leadership positions
 - f) Building on your network
 - g) Helping the organization by contributing more than expected
 - h) Time management
 - i) Helping others (particularly those junior to you) advance in their careers
- 6) What are the most important classes that I should take?
 - a) Financial, Information Systems, Auditing, Taxation,
 - b) Skill building (written and verbal communication, Excel, Data Analytics, Team work, Math, Leadership)
 - c) How do I build necessary skills?
 - d) Double majoring benefits

- e) (Graduate level) Accounting Theory, Accounting Research, Information Technology in Accounting, Data Analytics
- f) AICPA and other online courses

Expectations for the Mentors and Coaches

The School of Accountancy knows that your time is precious, and appreciates the fact that you are helping our students develop a positive and profound outlook for professional life after graduation. The program should equip the student with new perspectives and foster development and growth for their desired career paths. Students should feel comfortable connecting with you to ask for advice and career insights during scheduled appointments in person or via Zoom, email, and phone, if appropriate. More specifically, please:

- (1) Make a deliberate effort to set aside time for the mentee meetings,
- (2) Value the mentee as a person,
- (3) Develop mutual trust and respect with the mentee,
- (4) Maintain confidentiality, especially with personally identifiable information,
- (5) Focus in the mentee's development,
- (6) Be willing to share knowledge and expertise,
- (7) Consult with the SOA Director if the mentor/mentee relationship is not working well.

We have communicated that students must act professionally.

They should

- Conduct prior research about their mentors/coaches and their industry interests.
- Be proactive in their engagement with their mentors/coaches.
- Set the primary goals of the mentor-mentee relationship with your help.
- Practice effective communication.

Furthermore, they should

- (When in-person meeting is possible) Wearing appropriate attire – professional or business casual dress is acceptable. They should not wear rubber slippers, shorts, mini-skirts, ripped jeans, tube tops, excessive make-up, etc. During online meetings, they should make sure that their picture is clear and choose an appropriate background for their video.
- Respond to email and phone calls within 24 hours.
- Use appropriate language and speak professionally. They should avoid using slang words and lingo.
- Thank you always for your time.

The mentorship/coaching program is focused on helping students with their professional lives. For personal issues not related to professional endeavors please encourage students to contact their academic advisor at the Shidler College of Business. In such cases, the University of Hawai'i has trained individuals to help students. As of the Spring of 2021, Following is the list of their advisors:

Ms. Clare Fujioka (claref@hawaii.edu) – undergraduate (pre-business/DAP)

Ms./Dr. Rikki Mitsunaga (Rikki.Mitsunaga@hawaii.edu) – undergraduate (last name alpha A-N)

Mr./Dr. Robert Bachini (bachini@hawaii.edu) – undergraduate (last name alpha O-Z)
Mr. Shannon Mark (skwcmark@hawaii.edu) – MAcc
Professor Katie Landgraf (katiebl@hawaii.edu), UH West Oahu students
Professor Andrey Simonov (asimonov@hawaii.edu) UH Hilo Students
Professor Calvin Tan (ctan@hawaii.edu) –KCC students

These individuals are very resourceful and can direct students towards appropriate offices in the University. Of course, students can always contact the Director of the School of Accountancy, Dr. Hamid Pourjalali (hamid@hawaii.edu, 808 956-5578) if they require help.

Accounting Degree Requirements at UHM

Undergraduate (minimum 120 hours)

- **60 credits of college-level work** (junior standing)
- **Minimum cumulative Grade-Point Average (GPA) of 2.50 in all course grades** (Combined UH Mānoa + Transfer GPA from all other institutions attended) and a minimum cumulative GPA of 2.00 at UH Mānoa (if courses have been attempted at UH Mānoa). If a student has earned 30 credits at UH Mānoa with a cumulative GPA of 2.50 or higher, then the transfer GPA will not be used to determine admission. If courses are repeated, then all Non-UH Mānoa grades will be factored into the cumulative GPA calculation.
- **Computer Competency: Minimum grade of "C" in:**
 - **LTEC 112 "Technologies for Academic Success" AND LTEC 113 "Technologies for Academic Success in Business Education"; or**
 - **ICS 101: "Tools for the Information World"**
- **Completion of pre-business core courses with a minimum combined GPA of 2.50** with no grade below "C" ("C-" grade will not be accepted). Courses in the pre-business core may be repeated only if the grade earned is below "C-" or below. If courses are repeated, then all Non-UH Mānoa grades will be factored into the pre-business GPA calculation. Starting Fall 2012, UH Mānoa Grade Replacement policy will be in effect for any repeated UH Mānoa courses.

Pre-Business Core Courses

- **English Composition** (ENG 100/190/ELI 100, or ENG 200)
- **Speech** (COMG 151 or 251) formerly Sp 151 or 251
- **Introduction to Accounting I** (ACC 200)*
- **Introduction to Accounting II** (ACC 210)*
- **Calculus** (BUS 250 or MATH 203, 215, 241, or 251, or NREM 203)
- **Introduction to Micro Economics** (ECON 130)
- **Introduction to Macro Economics** (ECON 131)

See the [University of Hawaii at Mānoa Catalog](#) for course descriptions and prerequisites.

The Shidler College of Business School of Accountancy (SOA) offers a Bachelor of Business Administration (BBA) degree with a major in Accounting. Most of the first two years is spent in meeting general education requirements for the University of Hawai'i at Mānoa. During the last two years, roughly one year is devoted to a broad business education; and another year is devoted to coursework in Accounting.

The purpose of the undergraduate accounting major is to provide students with a solid educational foundation for entry into a wide range of accounting careers, and prepare students to pursue graduate or advanced professional education.

Pre-College (foundation courses) accounting courses

- **Introduction to Accounting I (ACC 200)***
- **Introduction to Accounting II (ACC 210)***

Shidler College of Business Core Requirement

- **BLAW 200: Legal Environment of Business**
- **BUS 310: Statistical Analysis for Business Decisions**
- **BUS 311: Information Systems for Global Business Environment**
- **BUS 312: Principles of Marketing**
- **BUS 313: Economic and Financial Environment of Global Business**
- **BUS 314: Business Finance**
- **BUS 315: Global Management and Organizational Behavior**
- **BUS 345: Strategic Management**

Undergraduate Requirements in Accounting:

Accounting Course Requirements (19-credit hours, all with "C-" or better)

- **ACC 321 - Intermediate Financial Accounting I**
- **ACC 323 - Intermediate Financial Accounting II**
- **ACC 401 - Federal Individual Income Taxation**
- **ACC 409 - Accounting Information Systems**
- **ACC 418 (W)* - Auditing**
- **The following four capstone courses are each one credit hour courses:**
- **ACC 460B - Managerial Accounting**
- **ACC 460C - Financial Accounting**
- **ACC 460D - Auditing and Accounting Information Systems**
- **ACC 460E (W)- Tax and Ethics**

Two of the following **elective** courses are recommended for the CPA examination (but not required) for those who desire to become a CPA in the state of Hawaii.

- **ACC 407 - Taxation and Business Entities**
- **ACC 413 - Law for the Accountant**
- **ACC 415 - Advanced Financial Accounting**
- **ACC 416 - Special Topics in Accounting**

3/2 and MAcc Program

The School of Accountancy strongly recommends that students continue their accounting education beyond their undergraduate degree and earn a MAcc degree. The MAcc degree will help students to

- Prepare for the Certified Public Accountant (CPA) exam while earning a master's degree
- Meet the 150 credit-hour CPA licensing requirement
- Access to internationally recognized faculty
- Strong alumni network – many of MAcc alumni hold leading positions on the U.S. mainland and around the world.

3/2 MAcc (BBA + MAcc)

The 3/2 MAcc program is designed for current undergraduate students enrolled at the Shidler College of Business. You are eligible to apply if you:

- Currently have at least two semesters remaining prior to graduation from the Shidler College of Business,
- Have taken at least two upper-division accounting courses, and
- Have a 3.4 overall or 3.4 accounting GPA.

No automatic admission is granted if meeting these requirements; the final admission decision is determined by the SOA admission committee.

The 3/2 MAcc offers the following benefits:

- GMAT is not required for admission.
- Pay the lower undergraduate tuition rates for up to six credits towards the MAcc degree.
- Gain advanced admission and smoothly transition into a graduate program while finishing your undergraduate degree.
- More efficiently complete the MAcc and meet the 150 credit-hour CPA licensing requirement.
- Classes are offered at night, so students can work during the day while enrolled in the MAcc.

MAcc (Traditional Program)

The MAcc program admits students in both the fall and spring semesters. It can be completed on either a part-time or full-time basis. Typically, a full-time student who has completed all the

undergraduate deficiencies can complete the program in 12-18 months, while non-accounting majors usually take two years to complete the program. The MAcc program offers the following benefits and opportunities:

Core Curriculum

Five required core courses are in the Master of Accounting (MAcc). If a required course is waived, students substitute another course in the same area of study (at the same or higher level). Students are encouraged to select a concentration within the MAcc: financial reporting/auditing or taxation. The MAcc requires completing 30 credits, at least 18 credits of which are at the graduate level (600 or above).

ACC 407 Taxation of Business Entities (3)
ACC 415 Advanced Financial Accounting (3)
ACC 616 Accounting Theory and Development (3)
ACC 625 Accounting and Tax Research (3)
ACC 648 Financial Analysis (1)
ACC 660 Analysis and Decision-Making (2)

Additional Courses in MAcc (all elective)

1. Forensic Accounting
2. Data analytics training program
3. Data analytics and statistics for business
4. Database systems
5. CPA review courses
6. International corporate governance, advanced public sector accounting, cost accounting
7. Information and assurance and analytics
8. AICPA and other online courses