

# ***Course Syllabus***

## ***University of Texas at Dallas***

### ***Advanced Internal Auditing***

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#### **Course Information**

<i>Course Number/Section</i>	ACCT 6382
<i>Course Title</i>	Advanced Internal Auditing
<i>Term</i>	Fall 2016
<i>Days &amp; Times</i>	Thursday 7 PM – 9:45 PM
<i>Room</i>	JSOM 12.202

#### **Professor Contact Information**

<i>Professor</i>	Joseph Mauriello, CPA CIA, CFE, CISA, CMA, CRMA, CFSA
<i>Office Phone</i>	972-883-4729
<i>Email Address</i>	<a href="mailto:Joseph.Mauriello@utdallas.edu">Joseph.Mauriello@utdallas.edu</a> . Do not send homework to this Email addresses only post homework to eLearning.
<i>Office Location</i>	JSOM 3.710
<i>Office Hours</i>	By appointment only.
<i>Other Information</i>	Course Information is in eLearning.

#### **Course Pre-requisites, Co-requisites, and/or Other Restrictions**

- Internal Audit (ACCT 6380) or concurrent;
- Students should have internship or other experience in internal or external audit;
- Student should have a strong interest in working in Internal or External Audit or related field.

#### **Course Description**

This course has been designed with topics to prepare students for the responsibilities and challenges faced as an auditor in charge. The course format will include discussions on emerging topics facing individuals in positions related to controls. The course assumes base line knowledge of internal audit through an internal audit course. It is preferred that individuals taking the course should be those with some audit experience either through a full time audit position, internship, or class project. Guests that are subject matter experts from different areas and backgrounds participate in class discussion in areas concerning issues auditors are dealing with in today's environment.

This course is a graduate seminar, not a lecture class. Students will be expected to engage themselves fully as seminar participants.

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### **Student Learning Objectives/Outcomes**

1. Gain an understanding of how to research the technical and professional standards of internal auditing and relate the application of the standards to developing and maintaining an internal audit function.
2. Gain an understanding of the current regulatory environment as it relates to internal audit and the potential impact of changes to that environment.
3. Recognize and gain an understanding of best practices and industry standards associated with internal control frameworks, governance, risk assessment, and internal audit.
4. Improve professional communications skills, written and verbal, through discussions with internal audit practitioners as well as reviewing case studies and previous writing samples.

### **Required Textbooks and Materials**

- The textbook on Internal Audit published by IIA International will be used. The textbook is titled “Internal Auditing: Assurance and Consulting Services”, Urton Anderson, Mike Head, Sri Ramamoorti, Kurt Reding, Mark Salamasick, Cris Shreve, and Paul Sobel. The textbook is available at Off Campus books at a discounted price. For this class either the first or second edition will work as it is used primarily as a reference.
- Each student will be given access to the Protiviti knowledge leader system as part of the class. Information will be used from the website during class and should also be used as a research tool.

### **Assignments & Academic Calendar**

*Topics, Reading Assignments, Due Dates, Exam Dates*

The class schedule is subject to change, based on the needs of the students, and as determined by the professor. Class will be composed of discussion, case studies, discussion of current events and some lecture.

We will make use of eLearning for class assignments. Also, discussion in class is the best way to learn as many of you bring varied backgrounds to class. We will allow time in class for common questions of the group. Also, eLearning to communicate among other students in the class on the discussion board is a very good way for all to learn and get an answer to questions quickly. All class communication should be either in class or through eLearning. Do not send class email to my regular email address other than if it is for advising due to the volume of email.

Some handouts which will be posted on eLearning. These will be used to stimulate class discussion. Students are all expected to be active participants during class and class presentations.

### **Other Class Learning Opportunities**

Opportunities will arise to attend chapter meetings of the North Texas Information Systems Audit and Control Association (ISACA) meetings along with the Dallas Institute of Internal Auditors (IIA) at reduced rates or free to students. Meetings are typically on Thursday at lunch. Each student is also required to investigate and attend one meeting of professionals who are related to internal or external audit beyond the two below. Everyone will report back the experience of attending the

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group. This could be a local meeting with FEI, AGA, ISSA, Dallas CPA's, and other groups involved in risk management and controls.

### **Dallas Chapter of the Institute of Internal Auditors – <http://www.dallasiia.org/>**

You are invited to attend the luncheon meetings from the Dallas Chapter of the IIA for free if you are an IIA International member and a UTD IIA Student Chapter member. It is expected of those in this class to be active in the student and Dallas IIA Chapters. You must still register for meetings in advance. These meetings offer you an opportunity to network with audit professionals, hear great speakers, and learn more what is going on in the Dallas area. The local chapter has more than 2,000 members and is one of the only platinum chapters in the world.

### **North Texas ISACA Meetings and Calendar – [www.isacantx.org](http://www.isacantx.org)**

The North Texas Chapter of ISACA Meetings are recommended attendance and available at a \$10 students. The meetings are free to UTD IIA Student Chapter members, but you still must register at the North Texas Chapter website in advance. The meetings are planned for the second Thursday at lunch time. You need to register ahead of time to attend these meetings. The local ISACA chapter has over 1,400 members and is very important for those serious about getting into Information Technology Audit.

## **Class Project**

Each student will talk to various levels of internal/external audit professional as a case study. It is preferred that all interviews take place in person. Everyone should interview someone at a CAE level, Director level, Manager level, Senior level, and Staff level or comparable for other domains. Also, it is best to interview as many different individuals who you haven't previously met. The class project will be discussed in more detail at the first and second classes. To receive the most benefit from this project you should start as early in the semester as possible and interview as many as time allows. You should consider places that you are interested in working.

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### Class Schedule:

The class schedule is subject to change, based on the needs of the students. Some of the schedule will also be somewhat flexible based on the availability of guest speakers, potential of site tours, and focus of discussions in class. All students are expected to prepare a one page write up or short PowerPoint presentation on the topics to be covered during that class discussion.

	<b><u>Schedule</u></b>		<b><u>Class Preparation</u></b>
<b><u>Week</u></b>	<b><u>Date</u></b>	<b><u>Topic</u></b>	
1	August 25, 2016	<i>-Introductions -Discussion on Why Audit and Course Objectives -Review of Dallas Based Environment -Career Path Discussion</i>	
2	September 1, 2016	<i>-Audit Internship Experiences -Strengths/Weakness Discussion -Discussion around commonalities</i>	PowerPoint on work experience
3	September 8, 2016	<i>- Continue Discussion related to work experiences -COSO 2013 Implementation</i>	PowerPoint on personal strengths and weaknesses
4	September 15, 2016	<i>-Sarbanes Oxley – How it Impacted the Organization and Environment - Internal and External Audit Roles with Sarbanes Oxley -Theme Regulatory Impact - Dodd-Frank Act what does this mean?</i>	Five slide PowerPoint on “What has been the impact of SOX on the financial reporting of public companies?”
5	September 22, 2016	<i>- Emerging Technical Issues with External Auditors – Big 4 or Regional Firm</i>	One slide PowerPoint on “Do I want industry or public accounting?”
6	September 29, 2016	<i>- Role of the Auditor In Charge - Audit Senior Expectations and How to Give and Receive Feedback</i>	
7	October 6, 2016	<i>-Managing the Audit Function and Co-sourcing Internal Audit Work - Marketing the Audit Group</i>	Chapter 9 of Textbook  Marketing document for the IAEP program/Student chapter or Audit Group
8	October 13, 2016	<i>- How to Best Train Risk Management and Improve Controls</i>	Interview logs due

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9	October 20, 2016	<i>-Advanced Audit Communication Techniques (Writing the Audit Report, Interviewing, and Producing the Product for the Audit Committee)</i>	Chapter 14 of Textbook  Example Audit Report Writing
10	October 27, 2016	<i>-Enterprise Risk Management (ERM )– Where is it Really? -Combined Assurance</i>	Book Reports Due
11	November 3, 2016	<i>-Quality Assurance Reviews – Internal and External Perspectives</i>	IIA Readings on Topic IIA Quality Assurance Manual  QAR Essay due Interview logs due
12	November 10, 2016	<i>-Auditing Outsourced Operations and Providing Assurance  -Transitioning the Role of Compliance to Audit Consultant</i>	Reading Auditing Vendor Relationships – Electronic Version in eLearning  Chapter 15 Textbook and  Role of Compliance PowerPoint
13	November 17, 2016	<i>-Audit Best Practices and Experiences with Professional Organization -Course Synopsis and Future of Auditing</i>	Deloitte, PWC, EY White Paper and Protiviti Case Study  IA Best Practices PowerPoint
14	November 24, 2016	<b><i>Thanksgiving Break</i></b>	
15	December 1, 2016	<b><i>FINAL CLASS PRESENTATIONS</i></b>	

### Grading Policy

***Your grade will consist of the following:***

Case Projects and Assignments	100
Class Discussion	100
Final Project	<u>100</u>
<b>Total Points</b>	<b><u>300</u></b>

You must earn above a 90% for an A, 80% for a B, 70% for a C, and less than 70% is a failing grade. Grades of +’s and –’s will be given as follows.

A = 94 - 100

A- = 90-93

B+ = 87-89

B = 84-86

B- = 80-83

C+ = 77-79

C = 70-76

F = Below 70

### Course Policies

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### *Late Work*

Late work will not be accepted. All assignments should be completed and turned in on time. A number of assignments will require you to prepare the assignment in PowerPoint and make a short presentation in class. Most of these assignments will be due the Wednesday before class and need to be posted to eLearning. The date and time set for the assignments to be turned into eLearning is by the time on the eLearning server. It is your responsibility to make sure you have submitted it well in advance.

### *Special Assignments*

You will have one large project that should be worked on during the semester. That project should be started very early in the semester and a topic should be decided very quickly in the semester. Every student in class will be presenting the results of that project during the last two weeks of the class. I will ask the status of the projects periodically in class.

### *Class Attendance*

Class attendance is highly recommended for you to understand all the topics that are covered in class. This class is taught with a lot of class discussion and the more that students put into the discussion and ideas for class the more everyone will get out of the class.

### *Classroom Citizenship*

Respect your fellow students and keep cell phones off or in manner mode. If you have to talk to someone next to you please share with the whole class or it is not appropriate. Laptop computers are sometimes useful in class and particularly when doing some team exercises.. However, be careful of noise from typing on the keyboard.

### **Field Trip Policies / Off-Campus Instruction and Course Activities**

This course will most likely have one field trip to the library for a look at the largest collection of Internal Audit books. Participation in professional organizations is highly encouraged and those organizations typically meet on Thursday. Also, students in this class usually benefit from the UTD IIA Student Chapter: <http://www.utdallasia.com/>

### **Student Conduct & Discipline**

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Board of Regents, the University of Texas System, Part 1, Chapter VI, Section 3*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

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A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

### **Academic Integrity**

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

### **Email Use**

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

### **Withdrawal from Class**

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

### **Student Grievance Procedures**

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance

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originates (hereafter called “the respondent”). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent’s School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean’s decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

### **Incomplete Grade Policy**

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester’s end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of F.

### **Disability Services**

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in the Student Services Building 3.200. Office hours are Monday-Thursday, 8:30 a.m. to 6:00 p.m. and Friday, 8:00 a.m. to 5:00 p.m.

The contact information for the Office of Disability Services is:  
UT Dallas Student AccessAbility  
800 W. Campbell Rd., SSB32  
Richardson, TX 75083  
(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student’s responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

### **Religious Holy Days**



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The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, and Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

### **Off-Campus Instruction and Course Activities**

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address given below. Additional information is available from the office of the school dean. ([http://www.utdallas.edu/BusinessAffairs/Travel\\_Risk\\_Activities.htm](http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm))

***These descriptions and timelines are subject to change at the discretion of the Professor.***