



Neeley
SCHOOL OF BUSINESS

MAc/PPA HANDBOOK

(Revised 8.2016)

It's More Than Business. It's Personal.®

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TCU Mission Statement:

To educate individuals to think and act as ethical leaders and responsible citizens in the global community.

Neeley School of Business Mission Statement:

At the Neeley School of Business, we are committed:

- *To develop ethical leaders with a global perspective who help shape the business environment.*
- *To develop and disseminate leading edge thought in order to improve the practice of business.*

Purpose of the Professional Program in Accounting (PPA):

The Purpose of the Professional Program in Accounting is to challenge and develop talented students to prepare them to become financial leaders in a rapidly evolving, global financial environment.

Welcome

Welcome to the Professional Program in Accounting (PPA) at the Neeley School of Business at Texas Christian University. You are entering a program that will not only challenge you academically, but also challenge you to develop your own “professional brand.” To do so, we assist you in creating a plan that details your pathway to obtaining the skills necessary for professional success. To achieve the goals of the program, the Neeley faculty are committed to delivering an outstanding program dedicated to excellence. We are committed to a program that is:

Personal: Mentorship and personal development are key components of the Professional Program in Accounting. In the PPA, you will receive personal coaching and advising from a variety of experts including faculty, business professionals, and personal development coaches.

Connected: You will be provided opportunities for personal interaction with recognized business professionals, creating opportunities to build a professional network that includes both established professionals as well as fellow scholars with similar career objectives.

Real: Through experiential learning, enrichment opportunities, and interaction with the business community, your educational and professional experience will blend theory with practical application.

Program Overview

We believe that students’ preparation for their chosen career goes beyond the technical accounting and business knowledge gained in the classroom. Knowledge comes from leadership skills training, international experiences, mentoring, networking, and collaborative efforts. The PPA is an integrated program designed to prepare you academically and professionally for a career as an accounting or financial professional.

Ideally, the program is a three-year program with students applying at the end of their second semester in the sophomore year. The program continues through your completion of both a Bachelors in Business Administration (BBA) and a Master of Accounting (MAc). Each academic year, you are provided with opportunities to focus and develop your skills. During your sophomore year, the focus is on exploration and awareness of the accounting profession. Your understanding of accounting as a profession continues to grow during your junior year, in which you have opportunities to interact with accounting professionals and develop your professional skills. During your senior year, the focus is internship readiness and reflection. Finally, all students earning a Master of Accounting (MAc) at TCU are members of the Professional Program in Accounting, and during this time, your focus is on refining your skills for success in your intended career.

Curriculum

Curriculum Plan

Early curriculum planning is essential, especially for students planning to do an accounting internship, study abroad, or double major. Your academic plan (from enrollment in PPA through completion of MAc degree) will be developed with an academic advisor in the Neeley Academic Advising Center (NAAC). The final curriculum plan will be the product of coordinated mentoring by both your NAAC advisor and the PPA Director or faculty designee. Each semester, the curriculum plan will be reviewed and adapted.

Curricular Concentrations (Areas of Specialization)

Upon successful completion of the BBA, PPA students who have completed the requirements of the Professional Program in Accounting will begin graduate studies (MAc degree). At this point, you have the opportunity to pursue one of three concentrations: Assurance Services, Taxation or Financial Reporting and Valuation. These concentrations include a cohesive set of coursework designed to provide an area of specialization. Customization is possible depending on individual career goals and is subject to approval by the PPA Director. However, you may not identify yourself as completing a concentration unless you complete the courses specifically identified in each concentration. All concentrations are designed to meet the educational requirements of the Texas State Board of Public Accountancy (TSBPA) for CPA exam eligibility.

Because PPA students are encouraged to identify a concentration as early as possible, we require that students enroll in the PPA Seminar course (ACCT 30101) during the Fall semester after being accepted to the program. To assist you in choosing your concentration focus, the PPA hosts panels and information sessions with guest speakers from the professional community. In addition to providing an opportunity to network, these speakers provide insight into the types of careers appropriate for each concentration and address specific questions that you may have. All PPA students in their junior year are required to attend these events as part of the PPA Seminar. Senior year students not yet placed in an internship and MAc students seeking permanent job placement are also invited to participate in the PPA Seminar. Dates and times will be provided and are available on the Neeley Calendar.

Concentrations:

Assurance Services develops skills needed to audit or consult with multinational corporations. Graduates with this concentration generally begin their professional careers in the audit practice of a professional services firm or multinational corporation.

Taxation develops a foundation for understanding and analyzing the manner in which tax strategy impacts the current business environment. Graduates with this concentration generally begin their careers in the tax division of a professional services firm or in a corporate tax department.

Financial Reporting and Valuation develops accounting knowledge and analytical skills necessary for decision-making in today's complex business environment. While many graduates with this concentration will likely begin their careers as assurance professionals, this concentration also prepares graduates more broadly for positions in consulting practices of professional services firms, with investment banking firms or other financial institutions.

Internships and Career Placement

Internships

An important goal of the PPA is early preparation for student internships. Accounting firms use their internship programs as an integral part of their hiring strategy. Oftentimes, the internship program is the primary mechanism used to fill entry-level, full-time hiring needs.

The PPA is designed to prepare you for the recruiting process. The PPA Seminar Course outlines the recruitment time table, PPA required recruiting events, and development opportunities.

A majority of the internship programs are scheduled during the Spring of your senior year. They are paid, full-time positions that provide interns an experience similar to that of a new professional joining the firm. Most internship experiences result in a full-time employment offer contingent upon successful completion of a MAc degree. Because these internships are full-time, interns are generally expected to refrain from taking courses or engaging in other demanding extracurricular activities during their internship. Therefore, it is critical to consider this in your curriculum planning. A mini-session course is offered during your spring internship semester to allow you to complete all necessary coursework toward your BBA.

It is important to recognize that the recruitment process for accounting internships is very different than for any other major. The general time-line is:

- Junior year - Spring: Internship Recruiting and Offers Extended
- Senior year - Spring: Internship Experience
- Following Completion of the MAc: Begin Full Time Employment

The Alcon Career Center is committed to providing internship assistance to PPA students, including identifying accounting and accounting-related internship opportunities in the business community. However, it is your responsibility to apply for and secure the internship. Be sure to monitor FrogJobs for a current interview schedule.

PPA students may obtain course credit for qualified internships. The Department of Accounting offers a 3-credit hour accounting internship course, graded on a pass/fail basis. In order to enroll in the course, you must meet the following prerequisites:

1. must have senior standing
2. must be an Accounting major, and
3. must have a full-time internship with a public accounting firm, corporation, or governmental agency, allowing the student to gain professional experience that will help to integrate the theory and practice of accounting.

Additional requirements exist, particularly for International Students. Please see "International Students" below.

Recruitment for Full Time Positions

The Alcon Career Center is available to assist students who are still seeking employment as they begin their MAc degree. The Center develops connections with the business community resulting in placement opportunities for you. Furthermore, they offer a range of services designed to build your job seeking skills.

Financial Assistance - MAc Degree

Graduate Assistantship

Graduate Assistantship (GA) appointments are the most common form of financial assistance for students in their graduate year. These merit-based appointments are not guaranteed but can provide a financial stipend and require recipients to serve as a graduate assistant to the Department of Accounting. Assistantship duties may include tutoring, research assistance for faculty, teaching assistance for faculty, and other administrative duties.

A graduate assistant for the Accounting Department works ten hours per week during the fall and spring semesters of graduate studies. An Accounting Department GA **is expected to adhere to the TCU and PPA code of conduct**. This code of conduct includes, but is not limited to, the expectation that you are to be respectful to Neeley faculty and staff members, as well as students and friends of TCU. When you commit to a task or event, you are expected to follow through with your commitment. A GA is a representative of Neeley and the accounting department, both on and off campus, so please act in a way that reflects positively upon our school. Further, an Accounting Department GA **is expected to place a high priority on their GA work duties**. We consider outside employment and external commitments to have a lower priority than your GA commitment. If a GA fails to adhere to these expectations, a GA award can be revoked at the discretion of the PPA Director and PPA Faculty Advisor.

TSBPA 5 Year Scholarship

The Texas State Board of Public Accountancy (TSBPA) awards a limited number of scholarships to Texas residents intending to take the CPA exam. These scholarships provide funding for the graduate (MAc) year. See the TSBPA website for additional information.

Work-Study Awards

Student loans, grants, and college work/study awards are available to students with demonstrated financial need. Complete the Free Application for Federal Student Aid (FAFSA), available at www.fafsa.ed.gov. For more information on need-based financial aid, contact the TCU Graduate Financial Aid Office at (817) 257-7872 or www.fam.tcu.edu.

Post 9/11 GI Bill (Chapter 33) and the Yellow Ribbon Program

To assist in making a TCU education possible financially, the university has committed significant funding for those who qualify for the Post 9/11 GI Bill (Chapter 33) and the Yellow Ribbon program.

TCU considers it an honor to welcome as students those who have served in the armed forces and the dependents of those who serve. The university is committed to providing whatever support it can to assist veterans and their dependents in obtaining a college degree. Yellow Ribbon awards are subject to eligibility reviews by the Veteran Affairs Administration and are issued on a first-come, first-serve basis.

From time to time, we become aware of other financial scholarships and awards. We pass that information to MAc students when we learn of it.

Working Off-Campus

The MAc degree is designed to be completed in two semesters. Each class is offered only once a year and for some classes only a single section is offered. Students who work part-time off-campus must coordinate their work schedules around designated class times. Independent study classes, substitution of classes, or other special arrangements are not offered to accommodate conflicts between scheduled class times and outside work.

International Students

Internships

International students who wish to participate in a spring internship must additionally meet the following two conditions:

- 1) must be an accounting major in their final semester prior to graduation, and
- 2) must have a reduced course load in that final semester.

In addition, international students are required to complete the Curricular Practical Training (CPT) forms through the International Student Services Office before permission will be given to enroll in the internship course.

Off-campus employment – MAc year

Because of U.S. student visa restrictions, international students may only work on-campus for a maximum of 20 hours per week. No off-campus employment is allowed for international students.

Financial Assistance – MAc year

Some private loans may be available to international students if the loan is co-signed by a financially qualified U.S. citizen or legal resident.

CPA Exam Eligibility

CPA Exam

Most PPA students sit for the CPA exam after completion of the PPA. The curricula, including all concentrations, is designed to meet the academic eligibility requirements of the Texas State Board of Public Accountancy (TSBPA). If you are planning to sit for the exam in a state other than Texas, you should review the requirements imposed by that state and discuss potential curriculum modifications with the PPA Director.

Basic Curriculum Requirements for the state of Texas are:

- Hold a baccalaureate or higher degree from a United States college or university, or an equivalent degree from an institution of higher education in another country.
- Complete 150 total hours of coursework.
- Complete 30 hours of upper-level accounting courses.
- Complete 24 hours of upper-level related business courses.
- Complete 2 semester hours of communications.
- Complete 2 semester hours of research and analysis.
- Complete a state-approved 3-semester-hour ethics course.

All students planning to sit for the exam must file an Application of Intent with the TSBPA. You may download the form at (<http://www.tsbpa.state.tx.us/forms/individuals-wo-uniform.html>). We encourage you to file the application of intent at the beginning of your MAc year if you intend to apply for a Texas State Board of Public Accountancy 5th year scholarship. The application of intent expires two years from the date of application. You must reapply if you have not taken at least one section of the exam by expiration date.

You are responsible to ensure you have adequately met the curriculum requirements outlined by the Texas State Board of Public Accountancy. See <http://www.tsbpa.state.tx.us/education/education-requirements.html>.

Professional Program in Accounting (PPA): Student Contract

To achieve both your goals and the goals of the Professional Program in Accounting, you are mentored by a faculty committed to creating an outstanding program with a dedication to excellence. PPA members also attend specially designed programs and events. However, these privileges do not come without responsibilities.

Requirements upon Acceptance into the Professional Program in Accounting

Upon acceptance into the Professional Program in Accounting, a student must:

1. Sign and submit the following forms:
 - i. Professional Program in Accounting Contract
 - ii. TCU Informed Consent and Assumption of Risk
 - iii. Recruiting Agreement
 - iv. TCU Photographic Release Form
2. Register and complete the PPA Seminar (typically taken the fall of first year in PPA). Please note that the PPA Seminar is only offered in the fall semester. Please contact the Director of the PPA if you have a conflict with this important course.

Requirements for Maintaining Membership in the Professional Program in Accounting

To maintain membership in the Professional Program in Accounting, a student must:

1. Program Specific Requirements -
 - a. Communication is essential. Email is used to distribute information. You are required to check your TCU email address at least once every 48 hours.
 - b. Maintain and follow the plan that has been developed for you by the Neeley Academic Advising Center.
 - c. Honor all commitments and attend all required events of the Professional Program in Accounting.
 - d. While classified as an undergraduate student, maintain an overall cumulative 3.0 GPA and a 3.0 GPA in all upper-level classes designated ACCT. Members may drop below a 3.0 (cumulative or upper-level accounting) GPA for no more than one semester. Students dropping below the minimum cumulative or accounting GPA for more than one semester will be placed on program probation. Students can only be released from program probation through approval of the PPA Director and/or the PPA Faculty Advisor. Failure to be released from program probation after two academic semesters may result in dismissal from the program. At the Graduate level, students must receive a B- or better in all courses in order to remain in the PPA/MAC program.
 - e. Achieve an overall minimum 3.0 accounting (upper-level) and cumulative GPA at the completion of their undergraduate accounting degree to matriculate to graduate studies (MAC degree). Students not meeting this standard will not be permitted to pursue a MAC degree at the Neeley School of Business.
 - f. Submit an Intent to Matriculate to Graduate Studies by the following *preferred* deadline: November 15 for students intending to begin graduate studies the following Fall semester and March 15 for students intending to begin graduate studies the following Spring semester. Students who submit after the preferred deadline will be admitted to graduate studies and considered for graduate assistantship positions on a space-available basis. Students will not be permitted to enroll in graduate level classes without an approved Intent to Matriculate and without submitting the non-refundable deposit.
 - g. Honor all personal commitments to attend events, both internal and external to TCU. This includes, but is not limited to, PPA events, scheduled office visits, scheduled interviews, invitations to receptions with the professional community, etc. This is a very serious issue for us.

We do understand that situations do arise where it is necessary to cancel a previous commitment. In this case, you **MUST** contact the Director of the Professional Program *prior* to canceling to discuss whether it is appropriate in the particular situation and determine the best course of action. Any failure to honor a commitment could result in dismissal from the program. Repeated offenses **WILL** result in dismissal from the program.

2. General Requirements

- a. Be a declared accounting major.
- b. Complete all courses in the sequence indicated in your academic plan with the Neeley Academic Advising Center. Students who repeatedly enroll and withdraw from courses may be dismissed from the PPA. In addition, students who must take classes repeatedly in order to attain a GPA of 3.0 or better may be considered for dismissal from the PPA.
- c. Remain in good standing with the University.
- d. Enroll each semester as a full-time student and complete at least 12 credit hours of graded work each semester. Deviations from this must be approved in advance by the Director of the PPA.
- e. Conform to the TCU Code of Conduct with special emphasis in the area of academic honesty.

Satisfactory completion of all PPA requirements is mandatory to maintain membership in the program. In addition to the above requirements, members of the PPA are expected to conduct themselves in a professional, honorable way in all classes, at all events, in all interactions with university faculty and staff, and online while representing the Neeley School or TCU. Any activity that reflects negatively on the Professional Program in Accounting, the Neeley School, or TCU may result in disciplinary action which may include dismissal from the program. In the case of a minor infraction, the Director of the PPA will notify the student in writing of the offense and the course of action to be taken. Major infractions will result in immediate removal from the program.

Once notified of removal from the PPA, the student has 4 days from written notification to file a written appeal with the PPA Director. This appeal will be forwarded to the PPA Faculty Advisor. If the decision to dismiss is not reversed at this level, the student may elect to further appeal to the Chair of the Department of Accounting and ultimately the Senior Associate Dean at the Neeley School of Business. Written appeal to the Chair of the Department of Accounting must be made within four days of written notification by the PPA Faculty Advisor. Written appeal to the Senior Associate Dean must be made within four days of written notification by the chair of the Accounting Department, and the decision made at this level is final.

A graduate assistant for the Accounting Department works ten hours per week during the fall and spring semesters of graduate studies. An Accounting Department GA **is expected to adhere to the TCU and PPA code of conduct**. This code of conduct includes, but is not limited to, the expectation that you are to be respectful to Neeley faculty and staff members, as well as students and friends of TCU. When you commit to a task or event, you are expected to follow through with your commitment. A GA is a representative of Neeley and the accounting department, both on and off campus, so please act in a way that reflects positively upon our school. Further, an Accounting Department **GA is expected to place a high priority on their work duties**. We consider outside employment and external commitments to have a lower priority than your GA commitment. If a GA fails to adhere to these expectations, a GA award can be revoked at the discretion of the PPA Director and PPA Faculty Advisor.

In order to maintain membership in the Professional Program in Accounting (PPA), I agree to adhere to the requirements as detailed above and in the student handbook (revised August, 2014). My signature on the following page is my acknowledgment of the expectations outlined in the PPA Handbook:

STUDENT COPY - RETAIN FOR YOUR RECORDS

Acknowledgement signed and returned to PPA: _____(date)

Professional Program in Accounting (PPA): Student Contract - Acknowledgement

In order to maintain membership in the Professional Program in Accounting (PPA), I agree to adhere to the requirements as detailed in the PPA Student Handbook (revised February, 2015). My signature below is my acknowledgment of the expectations outlined in the PPA Handbook:

NAME: _____

DATE OF BIRTH: _____

SIGNATURE: _____

DATE: _____

PHONE: _____

SHIRT SIZE _____

MAc CONCENTRATION (MAcs only) _____

Please return signed contract via one of the following methods:

By mail:

**TCU Neeley School of Business
Professional Program in Accounting
Box 298530
Fort Worth, TX 76129**

By fax:

**(817) 257-7227
Attention: PPA Program**

By Email:

Send a scanned image to PPAccounting@tcu.edu

In Person:

Deliver to Connie Lamirand, Graduate Programs Coordinator: MAc/PPA

Release Form

TEXAS CHRISTIAN UNIVERSITY INFORMED CONSENT AND ASSUMPTION OF RISK

Texas Christian University is a non-profit educational institution. References to Texas Christian University include "TCU", its trustees, officers, officials, employees, volunteers, students, agents, and assigns.

- I (print your name) _____ understand I am to participate in the Professional Program in Accounting (PPA), henceforth referred to as the Program.
- I fully understand and appreciate the dangers, hazards and risks inherent in participating in the Program, in the transportation to and from the Program, and in any independent research or activities I undertake as an adjunct to the Program.
- I agree that participating in any activity is an acceptance of some risk of injury and/or loss or damage of property. I agree that my safety is primarily dependent upon my taking proper care of myself. I understand that it is my responsibility to know what I will need for the Program and to provide what I will need. I agree to make sure that I know how to safely participate in any activities, and I agree to observe any rules and practices, which may be employed to minimize the risk of injury. I agree to stop and seek assistance if I do not believe I can safely continue any activity. I will not wear or use or do anything that would pose a hazard to myself, or others, including using or ingesting any substance which could pose a hazard to myself or others. I agree that if I do not act in accordance with this agreement, I may not be permitted to continue to participate in the Program.

In consideration of my participation in this Program, I agree as follows:

SPECIFIC HAZARDS OF TRAVEL OR PROGRAM: Despite precautions, accidents and injuries can occur. I understand that traveling, doing fieldwork or being in a large city may be potentially dangerous, and that I may be injured and/or lose or damage personal property as a result of participation in the Program. Therefore, I ASSUME ALL RISKS RELATED TO THE ACTIVITIES including, but not limited to:

- Death, injury or illness from accidents of any nature whatsoever, including, but not limited to, bodily injury of any nature, whether severe or not, which may occur as a result of participating in an activity or contact with physical surroundings or other persons; arising from travel by car, bus or any other means; death injury or illness including food poisoning arising from the provision of food or beverage by restaurants or other service providers.
- Theft, loss or damage of my personal property while in transit or participating in the Program.
- Natural disaster or other disturbances, and alteration or cancellation of the Program due to such causes.
- Most trips to hospitals, schools and community service centers require travel through or parking in high crime areas. Please review the attached safety guidelines.
- Listed below are specific dangers endemic in this Program's area of travel or endemic to the Program.

INSTITUTIONAL ARRANGEMENTS: I understand that TCU is not an agent of, and has no responsibility for, any third party which may provide any services including food, lodging, travel, or other goods or services associated with the Program. I understand that TCU may provide these services only as a convenience to participants and that accordingly, TCU accepts no responsibility, in whole or in part, for delays, loss, damage or injury to persons or property whatsoever, caused to me or others prior to departure, while traveling or while staying in designated lodging. I further understand that TCU is not responsible for matters that are beyond its control. I acknowledge that TCU reserves the right to cancel the trip without penalty or to make any modifications to the itinerary and/or academic program as deemed necessary by TCU.

INDEPENDENT ACTIVITY: I understand that TCU is not responsible for any loss or damage I may suffer when I am traveling independently or I am otherwise separated or absent from any TCU activity. In addition, I understand that any travel that I do independently on my own before or after the TCU sponsored Program is entirely at my own expense and risk.

HEALTH AND SAFETY: I have been advised to consult with a medical doctor with regard to my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations, if any. I recognize that TCU is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility. I agree to pay all expenses relating thereto.

TCU RULES, REGULATIONS AND POLICIES: I agree to obey and comply at all times with all of the rules, regulations, codes and policies of TCU while participating in the Program. I agree to notify my professor immediately of any injury or loss.

TRAVEL CHANGES: If I become separated from the Program group, fail to meet a departure airplane, bus, or train, or become sick or injured, I will, to a reasonable extent, and at my own expense seek out, contact, and reach the Program group at its next available destination.

SIGNATURE: I indicate that by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Informed Consent and Assumption of Risk Form and acknowledge that I understand it. My signature below indicates that I have read and freely signed this agreement, which take effect as a sealed instrument.

IMPORTANT - READ ENTIRE AGREEMENT BEFORE SIGNING.

Signature of Program Participant _____ Date _____

STUDENT COPY - RETAIN FOR YOUR RECORDS

Release Form

TEXAS CHRISTIAN UNIVERSITY INFORMED CONSENT AND ASSUMPTION OF RISK

Texas Christian University is a non-profit educational institution. References to Texas Christian University include "TCU", its trustees, officers, officials, employees, volunteers, students, agents, and assigns.

- I (print your name) _____ understand I am to participate in the Professional Program in Accounting (PPA), henceforth referred to as the Program.
- I fully understand and appreciate the dangers, hazards and risks inherent in participating in the Program, in the transportation to and from the Program, and in any independent research or activities I undertake as an adjunct to the Program.
- I agree that participating in any activity is an acceptance of some risk of injury and/or loss or damage of property. I agree that my safety is primarily dependent upon my taking proper care of myself. I understand that is my responsibility to know what I will need for the Program and to provide what I will need. I agree to make sure that I know how to safely participate in any activities, and I agree to observe any rules and practices, which may be employed to minimize the risk of injury. I agree to stop and seek assistance if I do not believe I can safely continue any activity. I will not wear or use or do anything that would pose a hazard to myself, or others, including using or ingesting any substance which could pose a hazard to myself or others. I agree that if I do not act in accordance with this agreement, I may not be permitted to continue to participate in the Program.

In consideration of my participation in this Program, I agree as follows:

SPECIFIC HAZARDS OF TRAVEL OR PROGRAM: Despite precautions, accidents and injuries can occur. I understand that traveling, doing fieldwork or being in a large city may be potentially dangerous, and that I may be injured and/or lose or damage personal property as a result of participation in the Program. Therefore, I ASSUME ALL RISKS RELATED TO THE ACTIVITIES including, but not limited to:

- Death, injury or illness from accidents of any nature whatsoever, including, but not limited to, bodily injury of any nature, whether severe or not, which may occur as a result of participating in an activity or contact with physical surroundings or other persons; arising from travel by car, bus or any other means; death injury or illness including food poisoning arising from the provision of food or beverage by restaurants or other service providers.
- Theft, loss or damage of my personal property while in transit or participating in the Program.
- Natural disaster or other disturbances, and alteration or cancellation of the Program due to such causes.
- Most trips to hospitals, schools and community service centers require travel through or parking in high crime areas. Please review the attached safety guidelines.
- Listed below are specific dangers endemic in this Program's area of travel or endemic to the Program.

INSTITUTIONAL ARRANGEMENTS: I understand that TCU is not an agent of, and has no responsibility for, any third party which may provide any services including food, lodging, travel, or other goods or services associated with the Program. I understand that TCU may provide these services only as a convenience to participants and that accordingly, TCU accepts no responsibility, in whole or in part, for delays, loss, damage or injury to persons or property whatsoever, caused to me or others prior to departure, while traveling or while staying in designated lodging. I further understand that TCU is not responsible for matters that are beyond its control. I acknowledge that TCU reserves the right to cancel the trip without penalty or to make any modifications to the itinerary and/or academic program as deemed necessary by TCU.

INDEPENDENT ACTIVITY: I understand that TCU is not responsible for any loss or damage I may suffer when I am traveling independently or I am otherwise separated or absent from any TCU activity. In addition, I understand that any travel that I do independently on my own before or after the TCU sponsored Program is entirely at my own expense and risk.

HEALTH AND SAFETY: I have been advised to consult with a medical doctor with regard to my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations, if any. I recognize that TCU is not obligated to attend to

any of my medical or medication needs, and I assume all risk and responsibility. I agree to pay all expenses relating thereto.

TCU RULES, REGULATIONS AND POLICIES: I agree to obey and comply at all times with all of the rules, regulations, codes and policies of TCU while participating in the Program. I agree to notify my professor immediately of any injury or loss.

TRAVEL CHANGES: If I become separated from the Program group, fail to meet a departure airplane, bus, or train, or become sick or injured, I will, to a reasonable extent, and at my own expense seek out, contact, and reach the Program group at its next available destination.

SIGNATURE: I indicate that by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Informed Consent and Assumption of Risk Form and acknowledge that I understand it. My signature below indicates that I have read and freely signed this agreement, which take effect as a sealed instrument.

IMPORTANT - READ ENTIRE AGREEMENT BEFORE SIGNING.

Signature of Program Participant

Date

Recruiting and Placement Agreement

Choosing and attaining meaningful internship and post-graduation employment is an important challenge for all students. The Alcon Career Center (for undergraduate students) and the Graduate Career Service Center (for MAc students) partner with the Professional Program in Accounting (PPA) to provide you the skills necessary to secure and succeed in your internship and full-time placement. You are strongly encouraged to take full advantage of all programs offered by the Alcon Career Center and the GCSC to **supplement** your individual job search. By signing this agreement, you are indicating that you understand and agree to following the principles of professionalism described in the document and will further follow all actions described in this document.

CONFIDENTIALITY

PPA Program:

Your acceptance of admission to the PPA program implies consent that the following information may be released by Neeley faculty and staff to employers seeking to identify potential candidates:

1. Name
2. Resume and all information contained on the resume
3. Location preference
4. Career preference

Alcon Career Center and the Graduate Career Service Center(GCSC):

The staff of both offices are expected to exercise sound judgment and fairness in maintaining the confidentiality of student information such as statistics, appointment records and conversations unless we have your consent to release such information. (Note: Submission of a resume for inclusion in resume books and for a resume referral is implied consent to release of the information in the resume.)

RECRUITING FIRMS

As a job candidate, it is reasonable to expect the following of potential employers:

1. **Confidentiality.** An employer shouldn't disclose information about you to another organization without your prior written consent, unless necessitated by health and/or safety considerations.
2. **Accurate Information.** Employers are expected to provide accurate information about their organizations and employment opportunities. This includes, but is not limited to, positions available, responsibilities, career advancement opportunities, and benefits.
3. **Freedom from Undue Pressure.** Employers are expected to provide you with a reasonable amount of time to make a decision about accepting an employment offer.
4. **Timely Communication.** Employers are expected to inform you of your status in the hiring process and communicate hiring decisions within the agreed upon time frame.
5. **Nondiscrimination.** Employers are expected to avoid discrimination in their recruitment activities and to follow equal employment opportunity and affirmative action principles.

EXPECTATION OF PPA STUDENTS

1. You will actively engage in the entire career development process and accept full responsibility for your own career success by utilizing correctly the various job search tools and resources available both within and outside the Neeley School.
2. You agree to follow the resume standards provided by the Neeley School and agree to prepare your resume according to the recommendations made by the professional staff of the Alcon Career Center and the Graduate Career Services Center.
3. You will pursue and interview for only those positions in which you have a genuine interest. You will not use on-campus interviewing opportunities as "practice" but will participate in a "mock interview" instead. "Practice" interviewing is misleading to employers—wasting both their time and money—and prevents sincerely interested candidates from using those interview slots.

4. You will appear for all scheduled on-campus interviews unless unforeseeable events prevent you from doing so. If you can't make the interview because of an unforeseeable event, notify, as appropriate, either the Director of the PPA, Alcon Career Center or the GCSC at the earliest possible moment. Furthermore, you are expected to send an apology note as directed by the corresponding individual listed above.
5. You are expected to send thank you notes (preferably handwritten) within 24 hours after each interview.
6. In any interaction with employers, it is expected that you reflect a professional image. Professional business attire is expected, unless otherwise noted.
7. You will complete the *Internship Survey* and the *Graduate Survey* (graduating MAcs) within 2 weeks of accepting an offer. This information is used for business school ranking purposes by various publications (U.S. News and World Report, etc.).
8. If you are on a student VISA, you are required to work with the GCSC, the Alcon Career Center, and the Office of International Student Services to ensure timely completion of your CPT paperwork. You cannot begin working until CPT paperwork is finalized.
9. When you accept an offer, you should have every intention of honoring that commitment. Accepting an offer only as a precautionary measure is misleading to the employer and may restrict opportunities for others who are genuinely interested in that employer. Refusing to honor an accepted offer is highly unprofessional with potentially negative implications for both you and for the Neeley School of Business. Any of these actions may result in removal from the PPA.
10. If you accept an offer, notify your career center and withdraw from the on-campus recruiting process immediately. Let employers that are actively considering you for a job know that you are now withdrawing your name for consideration.

I have read and agree to comply with the above Principles for Professional Conduct. I understand that failure to comply with these principles may result in removal from the PPA and forfeiture of participating in the Alcon Career Center and GCSC programs and services, including, but not limited to, on-campus recruiting privileges both while a current student and as an alumnus/alumna of the Neeley School.

Printed Name: _____

Signature/Date: _____

Recruiting and Placement Agreement

Choosing and attaining meaningful internship and post-graduation employment is an important challenge for all students. The Alcon Career Center (for undergraduate students) and the Graduate Career Service Center (for MAc students) partner with the Professional Program in Accounting (PPA) to provide you the skills necessary to secure and succeed in your internship and full-time placement. You are strongly encouraged to take full advantage of all programs offered by the Alcon Career Center and the GCSC to **supplement** your individual job search. By signing this agreement, you are indicating that you understand and agree to following the principles of professionalism described in the document and will further follow all actions described in this document.

CONFIDENTIALITY

PPA Program:

Your acceptance of admission to the PPA program implies consent that the following information may be released by Neeley faculty and staff to employers seeking to identify potential candidates:

1. Name
2. Resume and all information contained on the resume
3. Location preference
4. Career preference

Alcon Career Center and the Graduate Career Service Center(GCSC):

The staff of both offices are expected to exercise sound judgment and fairness in maintaining the confidentiality of student information such as statistics, appointment records and conversations unless we have your consent to release such information. (Note: Submission of a resume for inclusion in resume books and for a resume referral is implied consent to release of the information in the resume.)

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Printed Name: _____

Signature/Date _____

TCU PHOTOGRAPHIC RELEASE FORM

PERMISSION TO USE IMAGE

For the time period beginning the date of signature below until completion of the Master of Accounting Degree, I, (print your name) _____, give Texas Christian University, its employees, designees, agents, independent contractors, legal representatives, successors and assigns, and all persons or departments for whom or through whom it is acting, the absolute right and unrestricted permission to take, use and/or publish photographic images or pictures of me, whether still, single, multiple, or moving, or in which I may be included in whole or in part, in color or otherwise, made while I am a student at Texas Christian University through any form of media (print, digital, electronic or otherwise) at its campus or elsewhere, for art, advertising, recruitment, fund raising, publicity, archival or any other lawful purpose.

I waive any right that I may have to inspect and approve the finished product that may be used or the use to which it may be applied now and/or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the image or product.

I release and agree to hold harmless Texas Christian University, its board of trustees, officers, employees, faculty, agents, nominees, departments, and/or others for whom or by whom Texas Christian University is acting, of and from any liability by virtue of the taking of the pictures, in any processing tending towards the completion of the finished product, and/or any use whatsoever of such pictures or products, whether intentional or otherwise.

I certify that I am at least 18 years of age (or if under 18 years of age, that I am joined herein by my parent or legal guardian) and that this release is signed voluntarily, under no duress, and without expectation of compensation in any form (now or in the future).

Signature

Date

STUDENT COPY - RETAIN FOR YOUR RECORDS

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