Course Information

Course Name: Federal Taxation
Course ID: ACT 411-7101
Semester: Fall, 2019
Mode: Online

Instructor Information

Name: Nancy Osborne, MST, CPA, CFP®
Email: nosborne@umassd.edu
Phone: 508.999.8433
Office Hours: TBD
Office Location: CCB-311

Weekly Course Structure

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
<td>Weekly start -</td>
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<td>Assignments due 11:59 PM</td>
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Course Description

A study of federal income taxes. Topics will include history and background of the federal income tax system, taxable items, and methods of computation. Research skills will be taught and competency will be developed using both paper and electronic sources (subject to availability).

Prerequisite:
ACT 212, Junior Standing, Business Majors only

Course Credits: 3

Required Text:
ISBN: 978-1260-696356 (Looseleaf textbook with CONNECT access card (includes eBook)
ISBN: 978-1260-432503 (CONNECT access card includes eBook)

Required Materials:
*Connect* Learning Management access code

Use the *Connect Tool* on the myCourses page under *Student Resources* section to sign up using your purchased access code.

The *Connect Tool* is also how you can also access the eBook and other student resources. The weekly assignments/quizzes can be found in weekly *Course Content* section in myCourses.
Please record your user name and password somewhere secure and be sure that it can be retrieved, if necessary.

Course Objectives

- Define the basic concepts underlying federal income taxation and the provisions that affect different classes of taxpayers.
- Distinguish the legislative, administrative, and judicial development of important provisions.
- Examine the impact of taxation on the economy and financial planning.
- Illustrate the methods by which tax information is reported (tax forms).
- Recognize that tax laws are not static, but constantly evolving.

Communication Plan

Expectations for Electronic Communication

Please use email *ONLY* when the subject is of a personal and confidential matter. If the question you ask is of a nature that even one other person in the course could benefit from the answer, post the question in the appropriate discussion board forum.

I check my email daily Monday through Friday during normal business hours only. You can expect a reply from me via email within 24 hours during the workweek. You *may* get an email reply during the weekend, but that would be an exception not the rule.

I will also check the discussion forums daily during the workweek. I will post often during the first weeks of the course and then drop off in activity while expecting participants to fill any void. Rest assured however, I *will* be participating in what I hope will be lively discussions and will *always* reply to any discussion comment directed specifically at me.

Time Considerations

Students should be prepared to spend a minimum of 3 hours a week on reading and course assignments. While you may feel that I’m displaying a lot of information to you on a weekly basis remember that in a traditional “live” course you would be coming to class for 3 hours and then spending an additional 3-6 hours (at least) outside of class on assignments and reading. In our online course environment, my expectation is that you will be spending those 3 “class hours” on your own, working on the concepts that you would usually get in a live lecture. Please be sure to budget your time accordingly!

Substantive participation in online discussions should:

- Add value to the discussion and avoid simply repeating, agreeing with, or answering yes or no to peer’s comments
- Challenge comments in class, including those of the facilitator
- Ask insightful questions
- Answer other people’s questions
- Exemplify the point with real-life events, when possible
- Make comments that are relevant to the course content and objectives

Things to keep in mind as you write discussion posts and communicate with other students:

- Share an experience that is related to the discussion. Comment on other participants’ experiences that are related to the course.
- Ask others questions about their ideas and experiences that are related to the course.
- Challenge a point that another participant made in a respectful manner. Offer a different perspective on an idea that is being discussed.
- Give insights gained from readings that were assigned for the week. If you need more information, ask the participants a question about the week’s reading.
- Discuss a work issue that is related to the course or discussion and ask for feedback.
- Relate how you have applied what you have read, learned or discussed regarding the course to your personal and professional life.
- Share another resource such as Web links, books, etc. that you have used to answer other participants’ questions or as you explore the topics of the course (as it is a violation of copyright law to copy the actual page).

**Method of Instruction**

This is an online course and methods of instruction includes assigned readings from text book, selected reading from other sources, selected videos, PowerPoint slides, and access to Connect Learning Management System. All instructional materials are provided through the myCourses portal. Students will be assessed via the final grade components and the relative weighting as outlined in the table below.

<table>
<thead>
<tr>
<th>Final Grade Components</th>
<th>Grading Criteria</th>
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<tbody>
<tr>
<td>Class Participation /Discussion</td>
<td>15%</td>
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<tr>
<td>Connect Homework/Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Exams</td>
<td>50%</td>
</tr>
<tr>
<td>Tax Return Project</td>
<td>15%</td>
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</tbody>
</table>

**Explanation of Final Grade Components:**

**Class Participation/Discussion:** Class participation will be based on the weekly discussion board assignments. Each week will require at least two comments for each question on the discussion board. Outlined above are points to consider when preparing your discussion board comments. The grading will be based on the quality of the comments as outlined in the provided rubric.

**Connect Homework/Quizzes:**
Each week there will be assignments and/or quizzes to be completed in Connect.

**Exams:**
There will be three exams during the semester. The exams will be embedded into myCourses. The weighting is 15%, 15%, and 20% for the cumulative final exam.

**Assignments:**
You will have a tax return project to complete based on simulated data. The project will be introduced early in the semester.

**Late Assignments:**
It is unfair to other students if assignments submitted late incur no penalty. The penalty in this regard will usually be a 5% daily deduction for Connect homework and quizzes. The LearnSmart module does not allow for late submission. Therefore, if it is late no points will be given. In cases of illness, death of a close person or other ‘reasonable circumstances”, I might waive the above penalty. But note that you must present appropriate documentation and satisfactory evidence, such as medical notes, to be qualified for such a “penalty-free consideration”.

**TAX KNOWLEDGE IS CUMULATIVE SO DON’T FALL BEHIND ON THE READING AND ASSIGNMENTS.**

**Attendance Policy**

This is an online course. Attendance will be satisfied by regular and meaningful contributions to the discussion board. See above Explanation of Final Grade Components for a detailed understanding of this requirement.

**Incomplete Policy**
According to the university catalog, an incomplete may be given only in exceptional circumstances at the instructor's discretion. The student must be passing at the time of the request or be sufficiently close to passing. If the work is not completed within one year of the recording of the incomplete grade, the grade will become an F. The incomplete policy for this course is that at least 70% of the course must be already completed and an exceptional circumstance (i.e. medical issue) must exist. If you feel you require an incomplete for an exceptional reason, you need to email me and state your reasons for the incomplete in writing. We will then decide on a course of action.

**Course Conduct**

UMass Dartmouth policies regarding equal opportunity, discrimination, harassment, and sexual violence apply to all learning environments wherever they are located and from wherever they are taught. This applies to all UE face-to-face, off campus, blended, and online courses. Please see the Office of Diversity, Equity & Inclusion policies page for more information.

**Student Academic Integrity Policy**

All UMass Dartmouth students are expected to maintain high standards of academic integrity and scholarly practice. The University does not tolerate academic dishonesty of any variety, whether as a result of a failure to understand required academic and scholarly procedure or as an act of intentional dishonesty.

A student found responsible of academic dishonesty is subject to severe disciplinary action which may include dismissal from the University. The procedure for responding to incidents of academic dishonesty may be found in Section III of this document. You may also refer to the Student Handbook for information about the judicial process.

A high standard of academic integrity promotes the pursuit of truth and learning and respect for the intellectual accomplishments of others. These are values that are fundamental to the mission of this University. Such values are undermined by academic dishonesty.

Academic freedom is a fundamental right in any institution of higher learning. Honesty and integrity are necessary preconditions of this freedom. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are legitimate only when the assistance of others is explicitly acknowledged and deemed appropriate by the instructor of the course. Ethical conduct is the obligation of every member of the University community, and breaches of academic integrity constitute serious offenses.

Maintenance of the standards of academic integrity and the successful administration of this policy depend on the mutual cooperation of faculty and students.

Faculty cooperation is essential for successful application of the procedures defined by this Academic Integrity Policy. Faculty members promote academic integrity by making clear on their syllabi their expectations concerning homework assignments, collaborative student efforts, research papers, examinations, computer-based infractions, and the like. Efforts should be made to detect and to prevent cheating and plagiarism in all academic assignments. If faculty members have evidence of academic dishonesty, they are expected to report such evidence promptly.

Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Students are also expected to report incidents of academic dishonesty to the instructor or dean of the instructional unit.

The intent of this policy is to make clear the standards of academic integrity at UMass Dartmouth.

*For additional information on violations, infractions, and consequences visit the UMass Dartmouth Student Academic Integrity Policy.*
In accordance with University policy, if you have a documented disability and require accommodations to obtain equal access in this course, please meet with the instructor at the beginning of the semester and provide the appropriate paperwork from the Center for Access and Success. The necessary paperwork is obtained when you bring proper documentation to the Center.

Other Resources for UMass Dartmouth Students

Tutoring
If you have difficulty with the coursework, please:
- Contact me directly using the contact information listed at the top of this document.
- Contact the Academic Resource Center (ARC) for support:
  - Location: Liberal Arts Room 007
  - Phone: 508.999.8708
- For help with writing assignments you can also make use of online writing tutoring.
  - Online tutoring can also be accessed by clicking the “Online Tutoring” link at the top of the myCourses Dashboard.

Technical Help
- 24/7 email, live chat, and phone support for myCourses is available at the myCourses support portal.
- Support information for all other UMass Dartmouth technologies can be found on the Technical Resources page.

Course Schedule: (subject to change based on unplanned events)

<table>
<thead>
<tr>
<th>Unit Start/End Dates</th>
<th>Unit Topic</th>
<th>Student Responsibilities</th>
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</thead>
</table>
| **Week 1** (Week of September 2) | Welcome Syllabus Overview | **Reading**: Provided notes/chapter 1  
**Activity**: Welcome; PowerPoint; Notes; Connect; Discussion Board;  
**Assessment**: Connect; Discussion Board |
| **Chapter 1: Introduction to Federal Taxation** | | |
| **Week 2** (Week of September 9) | Chapter 2: Tax Compliance, the IRS, and Tax Authorities | **Reading**: Chapter 1  
**Activity**: PowerPoint, Notes, Connect, Discussion Board  
**Assessment**: Connect, Discussion Board |
| **Last day to Add/Drop 9/11** | | |
| **Week 3** (Week of September 16 ) | Chapter 3: Tax Planning Strategies and Related Limitations | **Reading**: Chapter 3  
**Activity**: PowerPoint, Notes, Connect, Discussion Board  
**Assessment**: Connect, Discussion Board |
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</table>
| **Week 4** (Week of September 23) | **Chapter 4: Individual Income Tax Overview, Dependents, and Filing Status** | **Reading:** Chapter 4  
**Activity:** PowerPoint, Notes, Connect, Discussion Board  
**Assessment:** Connect, Discussion Board |
| **Week 5** (Week of September 30) | **Chapter 5: Gross Income and Exclusions**                                | **Reading:** Chapter 5  
**Activity:** PowerPoint, Notes, Connect Discussion Board  
**Assessment:** Connect, Discussion Board, and |
| **Week 6** (Week of October 7)   | **Review Week**                                                           | **Exam 1 (Chapters 1-5)**                                                               |
| **Week 7** (Week of October 14) | **Chapter 6: Individual Deductions**                                      | **Reading:** Chapter 6  
**Activity:** PowerPoint, Notes, Connect, Discussion Board  
**Assessment:** Connect, Discussion Board |
| **Week 8** (Week of October 21) | **Chapter 6: Continued**                                                  |                                                                                          |
| **Week 9** (Week of October 28) | **Chapter 7: Investments**                                                | **Reading:** Chapter 7  
**Activity:** PowerPoint, Notes, Connect, Discussion Board  
**Assessment:** Connect, Discussion Board |
| **Week 10** (Week of November 4) | **Chapter 8: Individual Income Tax Computation and Tax Credits**          | **Reading:** Chapter 8  
**Activity:** PowerPoint, Notes, Connect, Discussion Board  
**Assessment:** Connect, Discussion Board |
<p>| <strong>Week 11</strong> (Week of November 11) | <strong>Review Week</strong>                                                           | <strong>Exam 2 (Chapters 6-8)</strong>                                                               |</p>
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<tr>
<th>Unit Start/End Dates</th>
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<tr>
<td>Week 12</td>
<td>Chapter 9: Business Income, Deductions, and Accounting Methods</td>
<td>Reading: Chapter 9</td>
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<tr>
<td>(Week November 18)</td>
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<td>Activity: PowerPoint, Notes, Connect, Discussion Board</td>
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<td>Assessment: Connect, Discussion Board</td>
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<tr>
<td>Week 13</td>
<td>Chapter 10: Property Acquisition and Recovery</td>
<td>Reading: Chapter 10</td>
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<td>(Week of November 25)</td>
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<td>Activity: PowerPoint, Notes, Connect, Discussion Board</td>
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<td>Assessment: Connect, Discussion Board</td>
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<tr>
<td>Week 14</td>
<td>Chapter 11: Property Dispositions</td>
<td>Reading: Chapter 11</td>
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<td>(Week of December 2)</td>
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<td>Activity: PowerPoint, Notes, Connect, Discussion Board</td>
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<td>Assessment: Connect, Discussion Board</td>
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<tr>
<td>Week 15</td>
<td>Study Day</td>
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<td>(Week of December 9)</td>
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<tr>
<td>Week 15</td>
<td>Final Exam – Comprehensive</td>
<td>Final Exam</td>
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<td>(December 11- 17)</td>
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**Note:** The weekly list of student responsibilities is an overview. Additional or different resources/activities/assessment may be substituted or required as indicated on the myCourses portal.