

Course Syllabus

Course Information

FALL 2013
ACCT 3350-PPA Individual Income Tax
Wednesday 1:00-3:45 PM
Room-JSOM-2.115

Professor Contact Information

Arthur M. Agulnek
Office Phone 972-883-4773
Fax-972-867-4245
JSOM 4.222

Preferred method of communication-ELearning Message System
I will not respond to any e-mails thru @ utdallas.edu
Office hours By Appointment

Please read the Testing Center Guidelines that are included in this syllabus. You are responsible to know the contents.

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

There is no prerequisite for this course

Course Description

An introductory course in Individual Income Taxation. It is a prerequisite for all the other courses in the tax program-and is an important element in the Uniform CPA Examination. Knowledge of individual income tax is important in developing relationships with key executive clients and is the foundation for financial planning.

Student Learning Objectives/Outcomes

- To understand and apply income tax concepts which influence decision making for individual taxpayers including determination of taxable income
- Develop an understanding of the basic tax model and how it applies to all types of global tax situations.
- To understand the ethical considerations in a tax practice
- To develop tax and business communication skills

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- To develop an understanding of the impact of technology to the tax practitioner

Required Textbooks and Materials

Mandatory

Concepts in Federal Taxation-2014
Murphy-Higgins Student edition
ISBN-1285180569

Optional

Study Guide

Suggested Course Materials

See above

Assignments & Academic Calendar

Week #	Date	<u>Topic</u>	<u>Assignments</u>
1	8/28/13	Introduction Chapter 1 Chapter 16	None Class Discussion Questions and Problems – 42,43,45,55,56,57,59,62,63,67 & 68 Class Discussion
2	9/4/13	Chapter 16 Chapter 2	Class Discussion Questions and Problems 34,37,40,42,47 & 51 Class Discussion Questions and Problems 20,22,23,28,30,32(do not write letter)-34,38,39,47,54,58,59,60,65 & 69
3	9/11/13	Chapter 3	Class Discussion Questions and Problems – 30,31,34,35,38,45,46,47,49,50,60,63,65-68,82-84

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4	9/18/13	Chapter 4	Class Discussion Questions and Problems – 23-28,30,33,36,38,48,43-45,47,48,57,60&65
5	Testing Window period 9/21/13-9/25/13	Test #1	Chapters 1,2,3,4 and 16 ** Please see testing procedure guidelines included in the back of this syllabus
6	10/2/13	Chapter 5 Chapter 6	Class Discussion Questions and Problems –27, 30,34,37-42,44,50,52,53,55,58,66,&67 Class Discussion Questions and Problems-26,29,32-34,38-40,43,45-47,49,54,55,57,61,66&77
7	10/9/13	Chapter 7	Class Discussion Questions and Problems-17,18,20-22,24-26,28,29,33,35,36,39-42,46-48,53,53,55,60,61,67 &72
8	10/16/13	Chapter 8	Class Discussion Questions and Problems – 28,29-33,36,38,41,44,51,52,54,56,58,60,61,70,71&80 91(look at the fact pattern and think @ the solution to each of the various fact patterns)
9	10/23/13	Chapter 9	Class Discussion Questions and Problems -21,22,23,28,29,33,34,36,38,40,42-43,46-50,55,56,58,59,60,66,&70 89 (look at the fact pattern and think @ the solution to each of the various fact patterns)

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		Chapter 10	Class Discussion Questions and Problems-27,29,31,32,37-41,45,46,54,55,58,59,61& 62 75 (look at the fact pattern and think @ the solution to each of the various fact patterns)
10	Testing Window period 10/26/13-10/30/13	Test #2	Chapters 5,6,7,8,9 and 10 ** Please see testing procedure guidelines included at the back of this syllabus
11	11/6/13	Chapter 11 Chapter 12	Class Discussion Questions and Problems-22,,23,2526,29,33,36,37,39,43-47,56,60-62,66,68 90 (look at the fact pattern and think @ the solution to each of the various fact patterns) Class Discussion Questions and Problems-19-26,29-31,36,37,39,41-44,46 & 50& 73 (look at the fact pattern and think @ the solution to each of the various fact patterns)
12	11/13/13	Chapter 13	Class Discussion Questions and Problems –35-36,40,43,50,51,55,58-60,63 & 64

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13	11/20/13 NO CLASS 11/27/13	Chapter 14 WINTER BREAK	Class Discussion Questions and Problems-18,19,27,34,39,45,53-55,63 & 64 Case Study/Tax Return Due-Team/Group Project
14	12/4/13	Chapter 15	Class Discussion Questions and Problems-48,62,64-65,69,70,79,80,84,90-91
15	Testing Window period 12/7/13- 12/11/13	Last Exam #3	Chapters 11,12,13,14 &15 ** Please see testing procedure guidelines included at the back of this syllabus

Case Study/Tax Returns/Group Project: Information concerning the **case study/tax return** will be posted in eLearning. The case study is one of the 2 case studies in the textbook. **You must use a tax preparation software product-a typed return is unacceptable and will result in a zero (please note this requirement)**

The case/study/tax return is a team project-I will put the teams together.

The case study will be due **no later than 11/20/13**

Check eLearning regularly-team assignments, additional information and check numbers will be posted.

Grading Policy

Maximum

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	<u>Points</u>
1. Three Tests	300
2. Preparation of Tax Return- team	100
TOTAL POINTS	<u>400</u>

Grading Policy

Undergraduate

Grading Scale

Grade	From	To
A+	388	400
A	368	387
A-	352	367
B+	340	351
B	328	339
B-	312	327
C+	300	311
C	288	299
C-	272	287
D+	260	271
D	248	259
D-	232	247
F	0	231

Any curve is at the discretion of the instructor.

Class Participation: Students should read the assigned chapter and complete the assigned problems prior to class and participate in class discussion.

There will be a 20 point penalty per day for each day that an assigned project is late. If you can NOT be in class when an assignment is due—e-mail / or Fax are satisfactory ways of complying with due dates.

Last Examination: The last examination will be limited to Chapters 11-15

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Fall 2013-Testing Center Guidelines for Acctg 3350 and 6350

You are responsible for knowing the class rules that follow and the information in the website noted below regarding the test center-ignorance of the rules is not an excuse!

I will use the UTD Testing Center for all examinations administered in fall 2013. The Testing Center is located in the basement of the McDermott Library-MC 1.304. The testing center is a technologically advanced computer lab with more than 150 computers available to support the academic testing function

You must look at and become familiar with all of the testing center guidelines at www.utdallas/studentsuccess . The site will provide all of the up-to date information regarding the center-including operating hours.

You **MUST** check the website noted above to see the time that the center opens. The center usually closes at 10PM-Monday-Friday and 2PM Saturday. It is closed on Sunday. You are responsible to be aware of the “actual” times-so you can take your exam at the appropriate time before the examination window ends!

You will be allowed 2 hours and 30 minutes to complete the exam-please note and adhere to the centers closing time. Please look at the “syllabus” to see the class examination “**window testing period**”. You can take the exam beginning on Saturday of the exam week and **MUST** finish by the closing of the testing center on Wednesday of that week. In other words, you have four (4) days to take the exam –Saturday-Monday-Tuesday and Wednesday. Your grades will be posted on Friday of exam week and you will be able to see your exam and solutions on the following Monday. I will schedule office hours for that Monday and Wednesday to discuss the exam with you, if necessary, one on one.

Testing Center Policies

- A Comet Card is required-a driver’s license is not acceptable for admission into the center or taking an exam
- Food and beverages are not permitted in the Testing Center.
- Electronic devices, cell phones, and all personal items, i.e. hats, coats, jackets, etc. are not permitted in the Testing Center. Lockers are available nearby (for Testing Center purposes only).
- I will tell you what calculators are allowed for the exams. All calculators will be examined before testing has started. Cell phone calculators are prohibited.
- Once a test has started, the Testing Center will not allow students to leave the room for **any** reason including the restroom until the test is finished.
- No talking is allowed in the Testing Center.
- The Testing Center will lock the doors 30 minutes prior to closing. Therefore no new tests or passwords will be administered after the doors are locked.

You should be aware that academic integrity is ensured in the Testing Center through video surveillance and remote monitoring of each individual computer station inside the Testing Center.

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All incidents of suspected cheating will be documented utilizing but not limited to –visual accounts, digital camera recordings and screen captures. Any violations will be reported to the Dean of Students and the class instructor for appropriate disciplinary action. Students are prohibited from bringing any testing aids or personal items into the Testing Center.

Course & Instructor Policies

(make-up exams, extra credit, late work, special assignments, class attendance, classroom citizenship, etc.)

Make up exams-which **are rare**-will be determined by instructor on a case-by-case basis

Late work-loss of 20 points/day

Classroom attendance and participation can enhance total points listed above.

Please shut your cellphones off during class. In addition, please refrain from texting and e-mailing during class. It is disruptive to everyone in the room.

Classroom behavior

Behave as you would want me or another to behave towards you if our positions were reversed. However, should you fail to behave in a manner that I find acceptable, then do not be surprised if I ask you to change your behavior, nor be surprised if I ask you to leave the classroom after you fail to change your behavior

Field Trip Policies

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 http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm. Additional information is available from the office of the school dean. Below is a description of any travel and/or risk-related activity associated with this course.

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.

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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).

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.

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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 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 room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:
The University of Texas at Dallas, SU 22
PO Box 830688
Richardson, Texas 75083-0688
(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

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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

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, 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.

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