

The University of Texas at El Paso (UTEP) College of Business Administration
Department of Accounting
ACCT 3327
FEDERAL INCOME TAX FOR INDIVIDUALS - CRN 17486
Course Syllabus – Fall 2019

Instructor: Sarah A. Robertson
Email: sarobertson@utep.edu
Office Hours: MW 10-11am
College of Business Administration, Room 229
(915) 747-5014

Course Description

Federal Income Tax for Individuals is an introductory course in the federal income taxation of individuals and is a comprehensive explanation of the Internal Revenue Code and Regulations pertaining to individuals and the preparation of individual tax returns. Students are exposed to major provisions contained in the Internal Revenue Code of 1986, as Amended, the Federal Regulations, and other primary and secondary sources of tax law.

A goal of the course involves an introduction into technological advances in this area of accounting. Students are exposed - on a limited basis - to available Internet resources and tax computer software used in tax planning and practice and are required to work with various websites in the delivery of course material. Experience in the use of these websites is designed to enhance student familiarity with the use of technology and information resources related to the course content.

Finally, this course enhances the American Institute of Certified Public Accountants (AICPA) Core Competencies needed for strong research skills to access relevant guidance and other information through the research of and communication (both oral and written) of current tax issues where both analytic and communication skills are emphasized.

Course Objectives, Learning Outcomes and Assessment Measurement

As part of the Accounting Department's formal assessment process, student competency and understanding of the course as demonstrated as an ability to meet program goals and objectives will be measured by an evaluation of homework problems, quizzes, exam questions, research projects, and the preparation of individual tax returns. To this end, the following program goals and learning objectives are outlined as follows:

Learning Objective: Identify and measure relevant data and report results in formats that both meet the needs of the report users and adhere to legal and professional standards (measured in quizzes, homework problems and research project).

- appropriately apply a given measurement method
- describe uncertainties about data and how items should be measured
- identify types of information and uncertainties relevant to a given report
- recognize appropriate reporting requirements

Learning Objective: Use technology in the accounting/business environment (measured in tax return assignments, quizzes, and homework problems).

- use appropriate communication technologies such as email and discussion boards
- access and recognize commonly used information databases and websites
- use of electronic spreadsheets and other software and technology in evaluating and presenting solutions to business problems and information

Learning Objective: Demonstrate strong research skills (measured in research project) and apply existing standards, regulations, and legal authorities to a given problem.

Learning Objective: Demonstrate effective problem solving and decision-making skills (measured in research project, quizzes, homework problems, and tax return problems).

- identify financial information, evidence and related uncertainties that are relevant to a problem
- make valid and reliable evaluations of information in problem definition and solution
- organize and evaluate information, alternatives, and cost/benefits associated with alternative scenarios in problem definition and solution

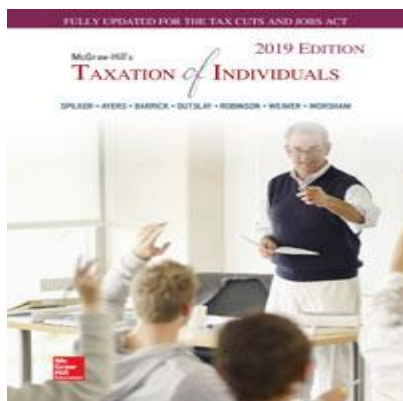
Learning Objective: Communicate relevant financial and non-financial information effectively while ensuring its integrity (measured in research project).

- place information in an appropriate context when listening, reading, writing and speaking
- deliver relevant information with conciseness and clarity when writing in a business context
- evaluate resources and information

Learning Objective: Recognize and analyze ethical problems that occur in the accounting/business environment (measured in research project, quizzes, homework problems and discussion boards).

- identify ethical dilemmas in accounting and business contexts
- discuss ethical issues and alternatives in accounting and business contexts

Required Course Materials



McGraw-Hill's *Taxation of Individuals* 2019 Edition, 10th Edition Brian Spilker, Ben Ayers, John Robinson, Ed Outslay, Ron Worsham, John Barrick, and Connie Weaver. ISBN: 9781264035106 (Looseleaf) at the [UTEP Bookstore](#). This includes [Connect Access](#)

Technology Requirements

For much of this course, content is delivered via the Internet through Blackboard. It is the student's responsibility to ensure your UTEP e-mail account is working and that you have access to the Web. You may use any of the primary Web browsers—Explorer, Google Chrome, Firefox, Safari, etc. When having technical difficulties, try switching to another browser. Also, make sure you allow pop ups and clear your browser cache if having difficulties.

You will need to have or have access to a computer/laptop, printer, scanner, a webcam and a microphone. You will need a USB drive or cloud service to save work completed inside and outside the course.

Additionally, you will need to download or update the following software: Microsoft Office, Adobe, Flashplayer, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

When creating documents, slide presentations, spreadsheets, etc., use Microsoft Office or a compatible program. The [UTEP Technology Support Services](#) (3rd floor, UTEP Library) can also provide support, updates and assistance needed.

Course Assignments and Grading

Please use the following table for determining grading criteria and components of total grade.

| Assignment | Points | Percentage of Overall Grade |
|---|------------|-----------------------------|
| Quizzes - (5 pts. each, drop lowest grade) | 50 | 7% |
| Research Memo | 50 | 7% |
| Tax Return I | 40 | 6% |
| Tax Return II | 50 | 7% |
| Tax Return III | 60 | 8% |
| Exams – 4 | 400 | 57% |
| Attendance/Class Participation/In Class Assignments | 60 | 8% |
| Total Points Available | 710 | 100% |

| Points Equivalent Grade | Earned Letter |
|-------------------------|---------------|
| 639 -- 710 | A |
| 568 -- 638 | B |
| 497 -- 567 | C |
| 426 -- 496 | D |
| Below 425 | F |

Quizzes

Students are required to access and complete a quiz for each module. The quizzes are generally open for (a minimum of) 48 hours. Students that do not take the quiz during the open time will receive a zero for the quiz. Once the quiz is closed, it will not be reopened. You get 2 opportunities and the highest score is taken. Usually the quiz is 5 M/C questions. Students are required to access the quizzes through the Connect software provided with the textbook. The quizzes will be open beginning at the end of the class covering the prior chapter and will close at the start of class covering the new chapter. Please note open periods for each quiz to ensure you have plenty of time to complete the quiz. There are 11 quizzes, with the lowest score dropped, so 10 quiz scores out of 11 are included in the grade.

Research Memo Project

A research project is required to be completed by each student. The project includes a memo (minimum of 1 page, maximum 2), a client letter (1 page) and CPE certificate is due. The Research Letter and Memo must be submitted in PDF format and prepared according to posted instructions given. The assignments will be graded on the basis of both accuracy and written presentation (including composition, spelling, conciseness, etc.). The project will be scanned by SafeAssign to ensure the originality of the submission.

Tax Return Project

Three individual tax returns (Form 1040 with Schedules) will be assigned. IRS-ready tax forms and working papers showing calculations will be submitted. Consider yourself to be the paid preparer on tax return projects. All portions of the tax returns, including but not limited to calculations in arriving at amounts reported on the return, are subject to examination and additional activities to ensure individual understanding may be due upon submission. Points may be deducted from the assignment if the student is unable to demonstrate knowledge about the tax return submitted.

Exams

Exams incorporate material from several sources including text, recorded lectures, research project, tax returns, in class discussions etc. Exam and quiz questions are multiple choice and short answer based on theory and study problems.

Exams are taken on line in the classroom and require that you use the **Respondus Lockdown Browser**. When using the Lockdown Browser, you will be unable to print, copy, go to another URL, or access other applications during the exam. When an exam is started, you will be locked in until it is submitted for grading. If your computer does not have the equipment necessary, then you can check out a computer at Technology Support Services (3rd floor, UTEP Library), as these are technology requirements for the course.

No Makeup exams will be given under any circumstance

If any single exam is missed, a COMPREHENSIVE final exam will be offered to absorb the weight of the missed exam. This option is available only to students who have given the instructor prior notice of an inability to take an exam and been given approval for this comprehensive final to absorb the weight of the missed exam. Only legitimate, documented reasons (serious illness (U.S. doctor's note required), official University activities, etc.) provided to the instructor BEFORE the missed exam will be considered. Only date and time-stamped emails are to be considered acceptable prior notification.

Calendar and Modules Subject To Modification

The calendar provided for the course is a "best estimate" schedule for the class. Unexpected scheduling problems and developing course materials may result in a modification of the schedule. Current events may also cause the elimination or substitution of other material that may become more relevant. You may rely on this course schedule as a BASIC outline for the course. The schedule is not a contractual agreement and is subject to change. Students will receive guidance concerning alterations to the schedule through announcements. Regardless of the ordering of material covered, stay up with the scheduled reading assignments. Because of the nature of the material and texts, course requirements are designed to aid in developing an integrated understanding of the material with the full semester in mind. Quizzes and assignments are designed with the assumption that you have read relative materials prior to participation.

ACCT 3327 Activities – Due Dates Fall 2019

| Online Activity | Date Open | Date Due - Closed |
|-----------------------------|---------------------------|---------------------------|
| Syllabus Quiz | Aug 26 at 8:00 AM (MST) | Sept 3 at 11:59 PM (MST) |
| Quiz CH 1 | Aug 26 at 8:00 AM (MST) | Sept 7 at 11:59 PM (MST) |
| CPE Certificate - RIA | Sept 4 at 8:00 AM (MST) | Sept 15 at 11:59 PM (MST) |
| Quiz CH 2 | Sept 4 at 8:00 AM (MST) | Sept 9 at 11:59 AM (MST) |
| Quiz CH 4 | Sept 11 at 8:00 AM (MST) | Sept 16 at 11:59 AM (MST) |
| Research Memo & Client Memo | Sept 4 at 8:00 AM (MST) | Sept 18 at 11:59 PM (MST) |
| EXAM 1 | Sept 23 at 12:00 PM (MST) | Sept 23 at 1:20 PM (MST) |
| Quiz CH 5 | Sept 21 at 8:00 AM (MST) | Sept 25 at 11:59 AM (MST) |
| Quiz CH 6 | Oct 2 at 8:00 AM (MST) | Oct 7 at 11:59 AM (MST) |
| Tax Return I | Sept 25 at 8:00 AM (MST) | Oct 9 at 11:59 AM (MST) |
| Quiz CH 7 | Oct 9 at 8:00 AM (MST) | Oct 16 at 11:59 AM (MST) |
| EXAM 2 | Oct 23 at 12:00 PM (MST) | Oct 23 at 1:20 PM (MST) |
| Quiz CH 8 | Oct 23 at 8:00 AM (MST) | Oct 28 at 11:59 AM (MST) |
| Quiz CH 9 | Oct 30 at 8:00 AM (MST) | Nov 4 at 11:59 AM (MST) |
| Tax Return II | Oct 24 at 8:00 AM (MST) | Nov 6 at 11:59 AM (MST) |
| EXAM 3 | Nov 13 at 12:00 PM (MST) | Nov 13 at 1:20 PM (MST) |
| Quiz CH 10 | Nov 13 at 8:00 AM (MST) | Nov 18 at 11:59 AM (MST) |
| Quiz CH 11 | Nov 20 at 8:00 AM (MST) | Nov 27 at 11:59 AM (MST) |
| Tax Return III | Nov 14 at 8:00 AM (MST) | Dec 2 at 11:59 AM (MST) |
| EXAM 4 | Dec 4 at 12:00 PM (MST) | Dec 4 at 1:20 PM (MST) |
| | | |

Guidelines

- **Date Open** – means that a quiz or written and uploaded assignment is now available.
- **Dates Due – Closed** means that a quiz or written and uploaded assignment is closed and no longer available.
- **It is important to pay attention to all due dates and to manage your time and meet the requirements of this undergraduate class as outlined in the course syllabus.**

Course Organization

The course is organized by weekly modules in Blackboard. You will access each week's assignments and materials by accessing the current week module. Each week has a brief description of the topic and assignments within the module.

Instructor Communication

The instructor will be checking in on Blackboard every Monday, Wednesday and Friday mornings. Please allow 48 hours for response to e-mail. If you send a message an hour before an exam, or before an assignment is due, do not expect to receive a response. Please give yourself plenty of time for this response time. Announcements, assignments, and all communications will be through Blackboard. Failure to frequently check Blackboard is done so at risk of missing current communication, materials and assignments.

Attendance Policy

Attendance is required. Classes are run on the basis of class interaction. Students must be prepared, participate in individual/group discussions, and participate in the course modules in order to understand and incorporate the rhetorical strategies and processes used to complete the projects. Participation and attendance is counted in the points awarded for the final grade.

Policy for withdrawing or dropping the Course

Students are responsible for seeing they are withdrawn from the course by the drop deadline. Please contact the [Registrar's Office](#) to initiate the drop process. Students that are withdrawn by the drop deadline will automatically receive a grade of "W". After the student drop deadline, students will be receive a grade of "F" except under extraordinary circumstances and only with the approval of the instructor and academic dean.

Scholastic Integrity

UTEP prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve based on the quality of the work produced by the individual. Students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. Any student who commits an act of scholastic dishonesty is subject to discipline. Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures (HOOP). It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the [Office of Student Conduct and Conflict Resolution \(OSCCR\)](#) for possible disciplinary action. To learn more [HOOP: Student Conduct and Discipline](#).

SPECIAL NOTE TO SCHOLASTIC DISHONESTY POLICY

Study groups are popular at UTEP and are encouraged in this course. Additionally, "team" solutions will be required at times during the semester. When applicable, these team solutions are SPECIFICALLY AND EXPLICITLY allowed on given assignments and are part of an increasing focus on "teams" in the workplace. However, individual answers are required where EXPLICIT instructions are not received involving group work. Answers to questions/problems (1) copied directly from the book or (2) consisting of substantially the same wording as other papers in the class will receive zero or split credit, respectively. Relying on the understanding of another person will leave you unprepared to deal with exam material.

Copyright Infringement and Plagiarism

Copying a textbook, or any other copyrighted material is a violation of U. S. copyright law. Violation of U. S. copyright law can result in civil damages up to \$100,000 for each work copied. Copying of textbooks or any other copyrighted material is not "fair use" under the Copyright Act. The "fair use doctrine" only permits non-commercial copying of part (in general, not more than 10%) of a copyrighted work. Do not take credit for work that is not your own by copying and pasting from the internet, failing to cite sources of information, failing to attribute direct quotes to their original author, or submitting your work from another course without prior permission.

Accommodations Policy

Students requesting an accommodation based on a disability must register with the [UTEP Center for Accommodations and Support Services](#). If you have or believe you have a disability that may impact your ability to succeed in a class, whether it be online or face-to-face, you may wish to contact the Center for Accommodations and Support Services (CASS) to show documentation of a disability or to register for testing and services. Students who have been designated as disabled must reactivate their standing with the CASS yearly. If you feel that you may have a disability requiring accommodations and/or modifications, contact CASS at (915) 747-5148.

You also can visit the CASS website at <http://sa.utep.edu/cass/> or the CASS office in Room 108 East Union Building.

This course is ADA compliant by providing PDF's and closed-captioning for multimedia when needed.

Student Resources

UTEP provides a variety of student services and support:

- [UTEP Library](#): Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- [Help Desk](#): Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.
- [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [Military Student Success Center](#): UTEP welcomes military-affiliated students to its degree programs, and the Military Student Success Center and its dedicated staff (many of whom are veterans and students themselves) are here to help personnel in any branch of service to reach their educational goals.
- [Connect Access](#): McGrawHill course content including textbook, quizzes, study problems and course resources.