

SYLLABUS – ACCT 4331 Federal Income Tax

YEAR COURSE OFFERED: 2023
SEMESTER COURSE OFFERED: Fall
DEPARTMENT: Accountancy & Taxation
COURSE NUMBER: ACCT 4331
NAME OF COURSE: Federal Income Tax
NAME OF INSTRUCTOR: Janet Meade

The information contained in this class syllabus is subject to change without notice. Students are expected to be aware of any additional course policies announced on Canvas or UH.edu during the course.

Instructor Contact Information

Office: 380G Melcher Hall
Available: Virtual office hours Mondays 4-5 pm; or by appointment
Email: jmeade@uh.edu
Phone: 713-743-4841

Learning Objectives

ACCT 4331 is an introductory course designed to acquaint the student with the basics of the Federal income tax law as it applies to individuals and, to a lesser degree, corporations and partnerships. The objectives of this course are to: (1) examine the major provisions of the tax law, (2) understand the rationale and application of the law to specific factual situations, and (3) create an awareness of the income tax consequences involved in financial decision-making.

Prerequisite

Good academic standing; and one or more of the following: pre-business major with advisor approval, declared business major, or if required for a declared minor or special program.

Course Delivery Format

Asynchronous Online Course: This course is taught asynchronously, which means there is no designated day or time assigned to the course (although optional synchronous sessions are possible, such as virtual office hours). Asynchronous instruction generally involves accessing content, such as recorded video lectures, readings, project assignments, and assessments during a flexible time frame, with due dates as specified. Please note that although the course is taught asynchronously, the **exams are synchronous and require a webcam.**

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Major Assignments/Exams

Grades are determined by total points earned on the following assessments:

<u>Assessment</u>	<u>Points</u>
Exam 1	200
Exam 2	200
Exam 3	200
Chapter video quizzes	100
Tableau project 1	40
Tax return project 2	40
Tax return project 3	<u>80</u>
Total	860

Grading

Letter grades are assigned based on the following point intervals:

<u>Grade</u>	<u>High</u>	<u>Low</u>
A	860	774
B	773	688
C	687	602
D	601	516
F	515	0

Required Materials

- Spilker, Ayers, Barrick, Lewis, Robinson, Weaver, and Worsham. *Taxation of Individuals*, 2024 ed. (15th ed). McGraw-Hill
 - eBook rental \$59.00 (180 days) ISBN13: 9781265364816
 - <https://www.mheducation.com/highered/product/mcgraw-hill-s-taxation-individuals-2023-edition-spilker-ayers/1265364818.html>
- *Tableau* data visualization software (link to a free version is on Canvas)
- Tax preparation software (such as *TaxAct*, *ProSeries* or *TurboTax*), 2022 tax year
 - Link to a free demo version of TaxAct for Windows users is on Canvas
 - Free software is available in the Bauer computer labs for Mac users
- *Lecture Notes* to accompany the videos are organized by chapter

Recommended Reading

- *Solution Manual* (free on Canvas)

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Examinations

Exams are administered on Canvas. Exams are open notes and open book with a time allowance of 90 to 110 minutes each. Once a student begins an exam, it must be completed within the allowed time, and completion is forced after time expires. All exam questions are true/false and multiple choice. **Exams are proctored on Zoom using webcams. You must sign into Zoom using your cougarnet.uh.edu email address.** No make-up exams are given. If a student is unable to take an exam at the scheduled time, the student must request an alternative time with Dr. Meade at least one week prior to the scheduled exam date. Requests may be denied.

Video Quizzes

Embedded quizzes are administered in each chapter video. Quizzes are open notes and open book with no time limitation. You are allowed to change your answer to a quiz question before submitting it, but you are not allowed multiple attempts at a single question. All quiz questions are true/false and multiple choice.

Tableau Project Assignment

One project involving analysis and visualization of data using Tableau visualization software is required. Tableau is available free in the Bauer computer labs or for download to your laptop. To download, please see the instructions on Canvas. Students may prepare the projects either individually or as a member of a team. Teams are limited to no more than three students and all members of a team will receive the same grade. Projects should be saved as Tableau workbooks (*.twb) and submitted online via Canvas. Teams should submit one project, with team members indicating the names of other team members in the comment area of the submission on Canvas. Late projects are not accepted without prior approval from Dr. Meade.

Tax Return Project Assignments

Two projects involving the preparation of federal income tax returns using tax preparation software such as *TaxAct*, *ProSeries* or *TurboTax* are required. A demo version of *TaxAct* for Windows is available free for download to your laptop using a link on Canvas. Students with Macs will need to find alternative software. *ProSeries* and *Tax Act* are available free in the Bauer computer labs. If the student prefers to purchase software, *TurboTax* is recommended. Students may prepare the projects either individually or as a member of a team. Teams are limited to no more than three students and all members of a team will receive the same grade. Projects should be saved as PDF files and submitted online via Canvas. Teams should submit one project, with team members indicating the names of other team members in the comment area of the submission on Canvas. Late projects are not accepted without prior approval from Dr. Meade.

Assigned Problems

Solutions to problem assignments are provided in the chapter videos and lecture notes. Solutions to all textbook exercises prepared by the textbook editors are available on Canvas. Dr. Meade is not responsible for the correctness of solutions prepared by the textbook editors.

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Instructor Interaction and At-Risk Monitoring

Dr. Meade is available weekly during virtual office hours, as well as by appointment. Please contact Dr. Meade at jmeade@uh.edu if you have any questions or concerns about the course or your progress. Student progress in the course is monitored and email invitations to meet with Dr. Meade are sent to students whose progress or performance indicate that they may be at-risk for completing the course satisfactorily.

UH Cougarnet Email

Please use your cougarnet email for communications related to this course. To access course-related email, login to your Microsoft 365 account with your cougarnet credentials.

Webcams

Access to a webcam is required for students. Webcams must be turned on during exams to ensure the academic integrity of exam administration.

Academic Honesty

The University of Houston Academic Honesty Policy is strictly enforced by the Bauer College of Business. No violations of this policy are tolerated. A discussion of the policy is included in the University of Houston Student Handbook, <https://uh.edu/dos/resources/student-handbook/index.php>. Communication of any kind during the exams is not permitted and will result in a failing grade in the course.

Resources for Online Learning

The University of Houston is committed to student success and provides information to optimize the online learning experience through the Power-On website. Please visit this website for a comprehensive set of resources, tools, and tips including obtaining access to the internet, AccessUH, and Canvas; requesting a laptop through the Laptop Loaner Program; using your smartphone as a webcam; and downloading Microsoft Office 365 at no cost. For questions or assistance contact UHOnline@uh.edu.

Counseling and Psychological Services

Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to college, or feeling sad and hopeless. Students can reach CAPS (<http://www.uh.edu/caps>) by calling 713-743-5454 during and after business hours for routine appointments or to help someone in crisis. No appointment is necessary for the “Let's Talk” program, which is a drop-in consultation service at convenient locations and hours around campus. http://www.uh.edu/caps/outreach/lets_talk/index.

Reasonable Academic Adjustments/Auxiliary Aids

The University of Houston System complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students who have a disability. In accordance with Section 504 and ADA guidelines, the Student Accessibility Center strives to provide reasonable

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academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a disability requiring an academic adjustments/auxiliary aid, please call the Justin Dart, Jr. Student Accessibility Center at (713) 743-5400 or email them at JDcenter@central.uh.edu.

Campus Closure and Emergencies

In the event of unanticipated weather or other external events, please visit <http://alerts.uh.edu/> for updates on campus closures and other developing news.

Syllabus and Content Changes

Due to changing circumstances, Dr. Meade may need to make modifications to the course syllabus and content. Tax law is often changed in the middle of a semester. Likewise, hurricanes, floods, and other events do not wait for the semester break.

Withdrawals

The last day to drop or withdraw with a W grade is November 15.

Incompletes

An incomplete can be given only when the student is earning a passing grade but is unable to complete the final portion of the course because of illness.

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List of discussion/lecture topics

Suggested			
<u>Due Date</u>		<u>Textbook reading/lecture videos</u>	<u>Chapter problems</u>
Aug	21	Orientation video	
	26	Chapter 1: Introduction to tax	
	30	Chapter 2: Tax compliance, the IRS, tax authorities	50, 51, 52
Sept	2	Chapter 4: Tax overview, dependents, filing status	34, 35, 49
	9	Chapter 5: Gross income and exclusions	52, 59, 69
	13	Chapter 12: Compensation	34, 42, 44, 45, 46
	27	Chapter 6: Individual deductions	42, 44, 48, 59
Oct	4	Chapter 8: Income tax computation and tax credits	52, 62, 73
	11	Chapter 9: Business deductions and accounting methods	46, 47, 53. 49, 50, 62, 69, 70
	21	Chapter 10: Property acquisition and cost recovery	47, 56, 61, 75
	28	Chapter 11: Property dispositions	33, 37, 41, 48. 61, 67
Nov	8	Chapter 7: Investments	38, 35, 46, 48, 56, 60
	15	Chapter 14: Home ownership	44, 45, 59, 64
	27	Chapter 13: Retirement planning	68, 76

<u>Required</u>		<u>Projects/Quizzes/Exams</u>	<u>Scheduled Time</u>
<u>Due Date</u>			
Sept	14	Project 1: Tableau	
	15	Quizzes: Chapters 1, 2, 4, 5, 12	
	16	Exam 1: Chapters 1, 2, 4, 5, 12	10-11:15 am
Oct	12	Project 2: Tax return	
	13	Quizzes: Chapters 6, 8, 9	
	14	Exam 2: Chapters 6, 8, 9	10-11:30 am
Nov	28	Project 3: Tax return	
	29	Quizzes: Chapters 10, 11, 7, 14, 13	
Dec	2	Exam 3: Chapters 10, 11, 7, 14, 13	10-11:30 am