Accounting and MIS 3400: Tax Accounting I
Course Syllabus – Fall 2014
MWF 3:00PM – 3:55PM – Schoenbaum Hall 215

Instructors: Xiaoli (Shaolee) Tian
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Phone: 614-292-2118
E-mail: tian.241@osu.edu

Office Hours: Mondays & Wednesdays 9:30am-10:30am

TA: Joy Wang
TA e-mail: wang.4281@osu.edu
Location: 011 Fisher Hall
Tutor hours: August 25-October 18: Tuesday and Thursday 9:00am-10:00am
October 19-end of semester: Tuesday and Thursday 4:30pm-5:30pm

Course Materials:


Course Description:
This course covers the fundamentals of federal income tax and how it influences taxpayer decisions. Emphasis is on individuals and businesses organized as proprietorships, but the rules generally applicable to all taxpayers are covered.

Course Objectives:
This course is designed to acquaint the student with the workings and concepts of the federal tax law, especially as it pertains to individuals and business entities and to introduce the student to the workings of the U.S. tax system. Emphasis will be on learning the concepts underlying the tax law, using the current tax formula and its elements, applying tax law to decision models and incorporating tax planning principles into decision-making opportunities.

Students are assumed to be interested in becoming business advisors, with an emphasis on financial and accounting subject matters. No previous tax education is assumed. The course will not turn the student into a tax expert, nor is it designed to prepare one for the taking of professional examinations. The concepts and work habits acquired will form a solid foundation for further study and practice.

Course Methods:
AMIS 3400 is conducted primarily in lecture/presentation/discussion format. Your job is to be prepared for every class by reading the relevant chapter and completing the assigned presentations. Class sessions will be most productive if you come to class with a basic understanding of the concepts being covered. You are encouraged to ask questions and be actively involved in class discussions. Due to the need to clear out the room for the next class, there will be no time to ask questions after the lecture has ended.
You are responsible for everything said in class (in addition to the required reading and assignments). If you miss class, be sure to get the notes from a classmate. No accommodations will be made for late arrivals or absences. Regular class attendance will improve your chances of meeting the course objectives.

Course information and assignments will be communicated via Carmen and university e-mail, so it is important that you regularly check your accounts.

**Office Hours:**
The instructors’ office hours are on Mondays and Wednesdays during the times listed on the front page of the syllabus. We will not routinely schedule office hours to accommodate absences from class or last minute questions prior to any test. It is your responsibility to keep up with the course material and to ask questions in a timely manner. Please keep in mind that our time is not a substitute for completing the required readings. In consideration of other students’ needs, you should limit your visits during office hours to **10 minutes**.

**Professionalism/Participation:**
Attendance and being *actively engaged* in class is expected in the business world and it is expected in this course. Questions will routinely be asked of the class. Responding with the “right” answer is not the objective, but rather being prepared for and engaged in class is what is important. Behaving as a professional is also expected in this course. Inappropriate behavior, comments and language is not tolerated. **Cell phones and laptops must be turned off and remain out-of-sight during lectures.**

You can expect that we will, at random, take attendance throughout the semester. **If you are late or absent on an attendance day, you will lose points; the point deduction will increase with each subsequent absence/tardiness.** If you are unable to attend a particular class due to a university-excused absence, you should notify the instructor via e-mail to minimize the chance you will lose points due to this policy. Absences for job interviews, vacations, etc., are not considered excused absences, so there is no need to notify us of these situations. **You may only attend the section of the course you are enrolled in, unless you obtain prior approval from the instructor.**

Lack of professionalism and lack of preparedness will be considered on a student-by-student basis. Failure to attend class and interruptions of class by arriving late and/or leaving early, talking, or other disruptive/unprofessional behavior (including use of cell phones and laptops) will result in a reduction of the total possible points in determining your final grade. All point reductions are at the instructors’ sole discretion and are final. In addition to a point reduction, failure to follow this policy (including tardiness) may result in you being asked to leave the classroom with no return until the next scheduled class session.

**Course Assistance/Tutor:**
To aid the learning process, we have a dedicated Teaching Assistants for this course. Joy will hold regular, weekly tutor hours to answer questions about topics covered in class and to guide you through issues you have in completing the homework. These tutor hours are listed on the front page of the syllabus. To help you utilize the resources allocated to your learning, we recommend you take the following steps:

1. Ask questions **during** regularly scheduled class time. This not only benefits your learning, but also makes the classroom experience more beneficial to everyone.
2. If you have a question related to a section of the textbook you have not yet read, **READ THE TEXTBOOK!** Many questions can be resolved through careful reading and through the examples provided in the textbook. Remember, it is highly recommended you read the chapters **prior** to the lecture on that chapter.
3. If you still have questions about topics covered in class, consider using the discussion board in Carmen. That is probably the fastest way you can find an answer to your question.
4. If you still have questions, particularly related to basic course concepts or to the homework assignments, visit the course tutor during the hours listed on the syllabus. While the tutor will not provide you with answers to graded homework assignments, Joy can clarify assignment wording or answer questions on how to input solutions.
5. Any questions not resolved through the above means should then be addressed to the instructor covering that particular chapter, either through e-mail or a visit to regular office hours.

Exams:
Three exams will be given on the date indicated on the assignment schedule. The exams may consist of multiple choice, essay questions, and problems. The exams will test the application of knowledge acquired from class lectures, reading assignments, homework assignments and class discussions.

If you miss a mid-term exam for a university-excused absence (e.g., sickness, death in immediate family) and provide sufficient documentation to support your situation for every missed exam, you will receive an excused absence (Vacations do not constitute a valid reason for missing an exam, and you must take the exam on the date/time noted on the syllabus.) Those students receiving an excused absence will be given a make-up exam. The make-up exam will be scheduled within one week of the original exam date. **Make-up exams are often different than the exams given during the normally scheduled time and may be more difficult than the original exam.** If you receive an excused absence from the final examination, you will receive an incomplete grade until you complete a make-up exam. Unexcused absences from exams will result in a grade of zero. Tardiness to an exam may result in a point deduction of up to 20% of your exam grade.

Course Grade:
Your final grade in this course will be determined by the total points you earn. The maximum points you can earn from each are as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Professionalism/Participation</td>
<td>50 points</td>
</tr>
<tr>
<td>Exam 1 -3</td>
<td>100 points each</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>350 points</strong></td>
</tr>
</tbody>
</table>

Final grades will be determined based upon a student’s relative performance to his or her peer group and **without regard to the percentage of total points earned.**

Any student who is routinely absent from class or fails to complete the final exam for unexcused reasons may receive a final grade of “E,” regardless of the student’s performance on other graded material.

Grade Disputes:
It is your responsibility to ensure grades posted on Carmen reflect your score on any particular assignment. Any concerns or questions about grading on a quiz or exam must be resolved within one week after the graded quiz or exam is returned in class. These disputes must be submitted IN WRITING to the instructor. This time frame applies whether or not you were present in class to receive your graded quiz or exam. Individual grading issues will be handled outside of normal class time.

Notification of Scores and Final Grades:
The results of any graded materials, including final grades, will not be given by the instructor to individual students via phone, e-mail or prior to the initial returning of the assignment in class. Final grades will be available online from the Registrar within one week following the final exam.

Academic Misconduct:
Academic misconduct will not be tolerated. According to University Rule 3335-31-02, all suspected cases of academic misconduct will be reported to the Committee on Academic Misconduct. This includes receiving assistance on ANY graded assignment from any outside source or individual other than your instructor.
Restricted and Permitted Course Materials:

Use of inappropriate study materials, including previously prepared solutions and copies of (or files containing) homework and/or test questions used during previous terms compromises the concept of equal opportunity for all students and therefore is prohibited. You may use materials that generally are available to all students provided that they maintain the spirit of the learning objectives.

Materials distributed to students via Carmen or in class may be used only by students enrolled in AMIS 3400 this quarter. You may not distribute any of these materials to any others at any time, or be subject to disciplinary action.

Disability Services:

The Office of Disability Services verifies students with specific disabilities and develops strategies to meet the needs of those students. Students requiring accommodations based on identified disabilities should contact the instructor at the beginning of the quarter to discuss his or her individual needs. All students with a specific disability are encouraged to contact the Office of Disability Services to explore the potential accommodations available to them. If you are going to take your exams with The Office of Disability Services, please submit your exam proctor sheet for me to sign before 9/15/2015.

Disenrollment:

University Rule 3335-8-33 provides that a student may be disenrolled after the third instructional day of the quarter, the first Friday of the quarter, or the student’s second class session of the course, whichever occurs first, if the student fails to attend the scheduled course without giving prior notification to the instructor.
Teaching Plan and Assignment Schedule:
The following schedule is subject to change; changes will be announced in class and posted on Carmen. Items listed in the assignment column of this schedule are action items necessary to prepare for class on the corresponding day.

<table>
<thead>
<tr>
<th>Date/week(s)</th>
<th>Chapter/Topic</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>8/26</td>
<td>Course Introduction / Introduction to Taxation</td>
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<tr>
<td>Week 1-2</td>
<td>Ch 3, Tax Formula and Tax Determination</td>
<td>Read Chapter 3</td>
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<td>9/7</td>
<td>Labor day (no class)</td>
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<tr>
<td>Week 3-4</td>
<td>Ch 4, Gross Income and Inclusions</td>
<td>Read Chapter 4</td>
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<td>Week 4-5</td>
<td>Ch 5, Gross Income: Exclusions</td>
<td>Read Chapter 5</td>
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<tr>
<td>Week 5-6</td>
<td>Ch 6, Deductions and Losses: In General</td>
<td>Read Chapter 6</td>
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<tr>
<td>10/2</td>
<td>Exam 1</td>
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<tr>
<td>Week 7-8</td>
<td>Ch 7, Deductions and Losses</td>
<td>Read Chapter 7</td>
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<tr>
<td>Week 8-9</td>
<td>Ch 9: Deductions: Employee and Self-Employed Related Expenses</td>
<td>Read Chapter 9</td>
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<td>Week 9-10</td>
<td>Ch 10, Deductions and Losses: Certain Itemized Deductions</td>
<td>Read Chapter 10</td>
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<td>Week 10-11</td>
<td>Ch 13, Tax Credit and Payment Procedures</td>
<td>Read Chapter 13</td>
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<tr>
<td>11/13</td>
<td>Exam 2</td>
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<td>Week 12-13</td>
<td>Ch 14, Property Transactions: Determination of Gain or Loss and Basis Considerations</td>
<td>Read Chapter 14</td>
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<tr>
<td>Week 13-14</td>
<td>Ch 15, Property Transactions: Nontaxable Exchanges</td>
<td>Read Chapter 15</td>
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<tr>
<td>11/25</td>
<td>Thanksgiving break (no class)</td>
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<tr>
<td>Week 15-16</td>
<td>Ch 15, Property Transactions: Nontaxable Exchanges</td>
<td>Read Chapter 15</td>
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<tr>
<td>Week 16-17</td>
<td>Ch 16, Property Transactions, Capital Gains and Losses</td>
<td>Read Chapter 16</td>
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<tr>
<td>12/9</td>
<td>Exam 3</td>
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