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Campus Name

School of Business

# 2. UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

ACCT 4308-section number, Federal Income Tax I

# **4. TERM**:

Fall, 2019

# **5. INSTRUCTOR**:

Dr. Ralph J Palumbo

# **6. CONTACT INFORMATION**:

Office phone: 520-877-2640

WBU Email: rpalumbo@wbu.edu

# **7. OFFICE HOURS, BUILDING & LOCATION**:

Virtual, Monday – Saturday 9 AM – 6 PM Pacific Time Zone

# **8. COURSE MEETING TIME & LOCATION**:

Meeting day & time: Virtual

# **9. CATALOG DESCRIPTION**:

Modern business organization with attention to financial problems and tax laws applicable to corporations.

# 10. PREREQUISITE:

 ACCT 2306 or ACCT 3308

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN #** | **UPDATED** |
| South-Western Federal Taxation Comprehensive Volume 2020: access code  | David M. Maloney; William A. Raabe; James C. Young; Annette Nellen; William H. Hoffman, Jr.  | 43rd | 2020 | Cengage Learning\*\* Bundle \*\*  | 13: 978-0-357-10914-4 | 10/1/18 |

# 12. OPTIONAL MATERIALS

Calculator, access to internet

# **13. COURSE OUTCOMES AND COMPETENCIES**:

* Understand how the Internal Revenue Code evolved.
* Become familiar with the tools of income tax accounting for individuals.
* Understand how technology is used in the preparation of income tax returns and tax research.
* Understand how to calculate an individual’s taxable income.
* Become familiar with how income tax laws are administered.
* Learn methods of income tax planning for individuals.

# 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

# **15. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY**:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

# **16. DISABILITY STATEMENT**:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

**GRADING:**

Exams (2) 50%

 Homework (through CengageNow) 30%

Participation (10 discussions) 20%

 Total 100%

Note: Course grades will be based on Wayland Baptist University policy:

 A = 90-100%

 B = 80- 89.99%

 C = 70- 79.99%

 D = 60- 69.99%

 F = below 60%

I (Incomplete) and W (Withdrawal) grades will be awarded according to University

policy.

**17.1 Grade Appeal Statement:** “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

# 18. TENTATIVE SCHEDULE

See Black Board for weekly assignment schedule.

# 19. ADDITIONAL INFORMATION

***All correspondence with the professor must include student’s name, course title and section.***

*Format:* This is an online course and you are expected to have access to the Internet and possess adequate computer competencies to submit assignments as attachments and download and upload files. This course requires homework and discussions on a weekly basis. The course is not designed as a self-paced course. No excuses because of other classes or commitments will be accepted for your failure to comply with these requirements.

Announcements will be posted on the site from time to time and *you* ***are responsible for reading and adhering to all information in the announcements.***

The professor will initiate a discussion board and students are encouraged to exchange ideas through the discussion board. Remember, all work submitted must be your own. *Participation in the discussion board will be the basis for your class participation grade* and takes the place of live discussion in a classroom setting. The purpose is to exchange ideas among students and the professor so feel free to respond to other students’ remarks or ask the professor to jump in. ***All students are expected to logon a minimum of three days (and make a post on each day) and have a total of four posts each week to earn full credit.*** Students are required to have an initial post no later than Wednesday of the current week. There will be a penalty of 20% for failure to have your post completed by Wednesday 11:59 PM Central Time Zone. All questions regarding the course, homework or reading assignments or other related course questions are to be posted in the Help! discussion board so that all students have an opportunity to read them and comment. The course is not designed as a one-on-one course with the professor and, as in a classroom; sometimes many students have the same question. Posting a question to the discussion board will help all of us get through the course easier. Please note that the discussion board is for discussion of the current chapter and you are expected to participate. Participation does not mean going back to prior discussions and posting comments, that is too late. Participation requires that your post add something of value to the discussion and should be more than a mere “I agree” or “good post”. Your grade will be computed as an average of the number of posts and the number of days you were present AND posted.

Grading Rubric for Discussion Board

* + Post on one day 25.00
	+ Post on second day 25.00
	+ Total for days 50
	+ Initial post 16.67
	+ Second post 16.66
	+ Third post 16.66
	+ Total for posts 50
	+ TOTAL 100

*Assignments:* A schedule of reading assignments, Exercises and Problems by week will be posted in the Assignment area. All homework assignments will be completed using CengageNow. Assigned chapters are to be read and assignments completed by 11:55 PM Central Time, Saturday. The course is designed to run from Monday morning to midnight the following Saturday. If you would like to begin your discussion board work on Sunday for the upcoming week that is acceptable, but no posting on Sunday for the prior week will be accepted. You will be graded on two areas, number of posts made during the week and number of days present in the discussion board. **Late assignments will be penalized. There is no make up for missed class discussions.**

*Homework:* Exercises and problems will be completed using CengageNow. Work is to be completed by 11:55 PM Central Time Zone of the current week. You will permitted an additional one week to complete assignments with a 20% late penalty. NO work will be accepted after one week. Week 5 and Week 10 work will not be permitted an additional time period to complete since you must have all your work completed before taking the exams in Weeks 6 and 11.

**NOTE:** ***This course ends at 11:59 PM Central Time Zone on Saturday of the week****.*

Please acquaint yourself with the current catalog concerning academic dishonesty and plagiarism while preparing your papers. Plagiarism could be the inadvertent failure to use quotation marks or footnotes and should be carefully monitored.

*Examinations:* There will be two exams, a midterm and a final. Dates for the exams will be posted in the Assignment area of the course. More information will be posted concerning the exams as the course progresses.

**COURSE CONDUCT:**

1. No make-up exams except for documented emergencies!
2. Late assignments will be penalized. Assignments are due by 11:59 PM Saturday CST.
3. Any exams or assignments that appear to be the same as that of any other student will result in a grade of zero for both students. Independent work on assignments is critical if the student is to understand the concepts and applications presented in this course.
4. In all written assignments, good grammar, spelling and style are expected and will affect your grade.
5. Please adhere to proper Netiquette in all posts.