



# SYLLABUS

# ACCTMIS 7400

**Tax Planning for Managerial Decision Making**

Autumn 2022 (first session)

1.5 credit hours

6:15-9:30pm Monday

Gerlach Hall 355

## COURSE OVERVIEW

### Instructor

Instructor: Laura Feustel, PhD, MBA, CPA

Email address: [feustel.10@osu.edu](mailto:feustel.10@osu.edu) (preferred contact method)

Phone number: 614-688-3773

Office hours: 8:00-9:00 on Mondays and Wednesdays and 4:00-4:30 on Mondays in my office (Fisher 458) or by appointment (most likely 1 on 1 Zoom calls)

### Prerequisites

MACC Student OR MBA 6211 OR permission of instructor

### Course description

This course is designed for those students who have not had an undergraduate tax course. It focuses on developing an understanding of the fundamentals of the federal income tax, and how it influences taxpayer decisions. Emphasis is on the individuals and businesses organized as proprietorships, but rules generally applicable to all taxpayers are covered.

### Course learning outcomes

By the end of this course, students should successfully be able to:

- Articulate the underlying concepts of the federal income tax system as it applies to both individuals and business entities.
- Use the individual tax formula to arrive at AGI and compute taxable income and tax liability for individuals.
- Demonstrate an ability to communicate at a professional level in writing and through presentations.
- Work effectively in groups to solve unstructured tax problems.

Learning Objective	Assessment
Articulate the underlying concepts of the federal income tax system as it applies to both individuals and business entities.	Tax Return Project, Homework, Quizzes, and Other Technical Tax Activities (T Assignments and In-Class Activities)
Use the individual tax formula to arrive at AGI and compute taxable income and tax liability.	Tax Return Project, Homework, Quizzes, and Other Technical Tax Activities
Work effectively to solve unstructured tax problems	Technical Tax Activities

## HOW THIS ONLINE COURSE WORKS

**Method of instruction:** All class sessions will be in-person on Mondays. Class sessions will be a combination of instructor lecture (PowerPoint slides will be available on Carmen) and in-class exercises. Because of the complexity and volume of the material covered, it is **imperative** that you have ***read the assigned chapter prior*** to class on the date indicated on the class schedule. To help you in this endeavor, you will do the SmartBook activities in Connect prior to class sessions covering that chapter.

**Credit hours and work expectations:** This is a **1.5-credit-hour course**. According to Ohio State policy ([go.osu.edu/credithours](https://go.osu.edu/credithours)), students should expect around 3 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 6 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average. Keep in mind this is a general expectation, and the quality of time (undistracted, focused effort) is much more indicative of your likely performance than mere quantity of time.

**Attendance and participation requirements:** The following is a summary of students' expected participation:

- **Course attendance: REQUIRED**

You are expected to attend class. Attendance will be taken, and students who habitually miss class will not receive the same course curve as those who regularly attend (if a curve is needed). If you have an extenuating circumstance or conflict, please communicate that to me as soon as you become aware of it and we can make alternative arrangements.

- **Office hours: OPTIONAL**

I highly recommend setting up office hour appointments. I enjoy getting to chat with students one on one about the material (and accounting in general), and I want you to succeed. If at any point in the course you are struggling, please reach out. However, these are optional.

## COURSE MATERIALS AND TECHNOLOGIES

### Textbooks

#### Required

- McGraw-Hill's Taxation of Individuals and Business Entities 2023 Edition (14<sup>th</sup> Edition)  
ISBN(bound): 9781265790295  
ISBN(looseleaf): 978126561066

Keep in mind that ISBN will vary by product type (i.e., looseleaf, ebook, hard copy). I do not care what type you get, but it does have to be the 14<sup>th</sup> edition because rates, tax tables, etc. change every year.

- You will need Connect access. There are several options to purchase this in combination with the book or separately. Instructions about how to register for Connect are posted on Carmen under the Resources module. If you are unsure about what to purchase, please reach out before spending a bunch of money. The hard copy book is very expensive, but there are cheaper alternatives.

# Course technology

## Technology support

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at [ocio.osu.edu/help/hours](https://ocio.osu.edu/help/hours), and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** [ocio.osu.edu/help](https://ocio.osu.edu/help)
- **Phone:** 614-688-4357(HELP)
- **Email:** [servicedesk@osu.edu](mailto:servicedesk@osu.edu)
- **TDD:** 614-688-8743

## Technology skills needed for this course

- Basic computer and web-browsing skills
- Navigating Carmen ([go.osu.edu/canvasstudent](https://go.osu.edu/canvasstudent))
- Ability to use McGraw-Hill's Connect software

## Required equipment

- Computer: current Mac (MacOs) or PC (Windows 10) with high-speed internet connection
- Other: a mobile device (smartphone or tablet) to use for BuckeyePass authentication

## Required software

- Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365. Full instructions for downloading and installation can be found at [go.osu.edu/office365help](https://go.osu.edu/office365help).

## Carmen access

You will need to use BuckeyePass ([buckeyepass.osu.edu](https://buckeyepass.osu.edu)) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the BuckeyePass - Adding a Device help article for step-by-step instructions ([go.osu.edu/add-device](https://go.osu.edu/add-device)).
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new**

**codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.

- Download the Duo Mobile application ([go.osu.edu/install-duo](https://go.osu.edu/install-duo)) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357(HELP) and IT support staff will work out a solution with you.

## GRADING AND FACULTY RESPONSE

### How your grade is calculated

ASSIGNMENT CATEGORY	POINTS
SmartBook Activities (7 @ 5 pts each)	35
T-Assignments (6 @ 10 pts each)	60
Quizzes (6 @ 10 pts each)	60
Exams (2 @ 50 pts each)	100
Tax Form Project	50
Total	<b>305</b>

See course schedule for due dates.

### Descriptions of major course assignments

**Quizzes (Individual red assignments):** There will be 7 Connect quizzes during the semester, plus one practice quiz. The quizzes are timed such that you will have 2 minutes to answer each question (most quizzes are 10 minutes). The quizzes may contain multiple-choice, true/false, and/or workout questions relating to the reading material assigned for that topic. On work out problems, please be sure to follow the instructions for inputting information. For example, you will usually be asked to round your solutions to the nearest dollar (if < .5 round down, otherwise, round up). Each quiz is worth 10 points. **The quizzes are individual assignments (individual code red)** and are accessible from the course Connect web site. If you haven't completed the quiz before 6:15 p.m. on the date the quiz is due, what you have completed will automatically be submitted at 6:15 p.m. These are intended to be closed book quizzes, so Connect will not allow you to access the ebook during the quiz.

For various reasons you may intentionally or unintentionally miss a quiz during the semester. To provide for this possibility, your lowest quiz score will be dropped. Under normal circumstances there will not be make-up quizzes. I will deal with extraordinary circumstances such as a documented death in the immediate family or a university sponsored activity when they arise. **Please do not ask for a variance to this policy.**

**Readings and Homework Assignments:** The order in which the chapters of the text will be covered is indicated on the accompanying assignment schedule. The expectation is that the reading assignments and pre-class assignments are completed before the class session that covers the topic. Any additional class information such as PowerPoint slides or other materials (if any) will be posted on Carmen.

### **SmartBook Assignments (pre-class assignments)** **Individual red assignment – open book**

- SmartBook modules test your knowledge of chapter material. Students seem to find SmartBook useful for learning and reviewing material. It makes sense to complete this after you do the assigned reading for the chapter.
- Your work must be submitted on Connect *by 6:15pm* on the day indicated in the assignment schedule. Work submitted after the deadline will not be accepted, but I highly suggest completing this regardless of whether you earn credit or not as it is a great review of the material.
- For this type of assignment, you will keep getting applicable questions until it is completed satisfactorily. There is no check my work button, but you will continue to receive questions until you earn full credit. These assignments are individual red, which means you should complete them without assistance from classmates.
- As indicated in the point detail list above, these assignments in total account for 35 points of your total (5 pts each).
- One SmartBook assignment can be dropped from your total score.

### **Homework Assignments (pre-class assignments)**

- For most chapters, there is a group of homework. These are problems from the book that deal with important learning points from the reading material. You will complete these on the Connect website.
- These problems are not counted for a grade, but are highly suggested if you intend to do well in the class.

### **Technical Tax Assignments (T-Assignments)**

**Individual assignments, but you may discuss with others until you sit down at the computer to enter your own answers. Each person must submit his or her own answer(s). You must do this without any input from anyone.**

- These assignments are designed to be comprehensive over a particular chapter (or chapters). Think of it like traditional homework, instead of a pre-class assignment.
- The due dates for all T-assignments are indicated in the accompanying assignment schedule.
- T-assignments will generally be submitted through the Connect web site. I will let you know in advance for exceptions to this general rule (there will definitely be some). Those will be submitted through Carmen.
- T-assignments must be submitted *before* 6:15 p.m. on the due date (either through Connect or Carmen, depending on the assignment).
- There are 8 T-Assignments which are graded based on accuracy.
- Two T-assignments can be dropped from your total score. **You will not be allowed to drop the second to last T assignment (Chp. 8), which is a tax return question.**
- As indicated in the point detail list above, these assignments in total account for 60 points of your total (10 pts each).
- Solutions to the T assignments (and in-class cases) will be posted on Carmen for your review after we cover the topics for the assigned material in class. You will also be able to get feedback from Connect on the assignments submitted through Connect.

**In-Class Cases:** We will complete many in-class problems and/or cases during the semester. These may come from the textbook or may be posted on Carmen before class. Please be prepared to access these files from your device during the live class when instructed to do so. While there are no specific points associated with the in-class cases, you will be called upon during class to provide answers so you need to stay on task while we work on these.

**Examinations:** Exams are individual red assignments – open book. Exams will assess a student's ability to apply tax laws and rules to a set of given facts and circumstances. The exams may include true/false, short answer, multiple choice, conceptual questions, and work-out problems. Exams will be open book/note. Since time tends to always be a factor for tax exams, students should organize materials in a manner that makes things easy to find. It is recommended that you create notes/Excel spreadsheets/etc. while studying each chapter and doing homework, rather than waiting until the last minute. Texting a friend or classmate via iMessage, etc. on your device is not an acceptable form of communication during an exam.

If you miss the exam for a university-excused absence (e.g., sickness, death in immediate family) and provide sufficient documentation to support your situation, you will receive an excused absence. Absences for any reason not listed above **must be approved by me in advance, in writing, in order to be treated as an excused absence.** (Vacations or leaving town at the end of the semester do not constitute a valid reason for missing an exam, and you must take the exams on the dates/times 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.

**Tax Form Project: This is a group red assignment.** The project is due as noted on the assignment schedule. It is designed to give you the opportunity to apply your taxation knowledge via the preparation of tax forms. **The use of tax return software is not permitted on this project.** Approximately three weeks before the project due date, more information will be provided in class about the assignment. **Projects are due at 12:00 p.m. on the date listed on the assignment schedule. LATE PROJECTS WILL NOT BE ACCEPTED.**

## Student expectations and collaboration on assignments

**Student expectations:** All students must engage in appropriate professional behavior. Texting and using electronic devices other than the device you are using to participate in the class session are not professional behaviors. **All cell phones must be on vibrate or silent mode.** You should have nothing open other than what is relevant to class that day.

Your preparation, participation, and professionalism are imperative if our classroom experience is to be worthwhile. You need to do the advance preparation, so that in-class time can be spent clarifying complicated issues as opposed to providing detailed explanations of the basic materials. My assumption is that most (if not all) of you have had little exposure to income taxes. Therefore, my expectation is not that everyone always answers correctly, but that everyone is willing to be an active participant in order to gain some new knowledge and learn some new skills.

The expectation is that all of you will be present and prepared for every class and that you will conduct yourselves professionally.

A student that behaves professionally is one who is amicable and courteous in their dealings with professors, other students, the teaching assistant for the course, and staff in and out of class. In short, “professionalism” means that you treat others as you would want to be treated.

**Collaboration:** On rare occasions in the past, some students have collaborated on assignments and quizzes in a way that was different from what was intended. Most of these issues were due to a lack of understanding by students about when it was appropriate to seek, and share, information about assignments and quizzes. To help eliminate any misunderstanding, I will use a color code of red and green as shown in the table below. You should note that these codes have a similar, but slightly different, application to both group and individual assignments and quizzes.



**You should assume that the default condition is individual red unless you have specific instructions from me that a different condition applies.** Remember that in cases where a code different than red is to be used, you will get this information directly from me (not a friend or classmate) through an email, an announcement on Carmen, or an announcement in class. Please follow the guidelines in the table below as you turn in each class assignment. Note that the default on any assignment is **INDIVIDUAL RED**.

		Who should turn the assignment in?	
		<i>Individual</i>	<i>Group</i>
Who can I share information with on the assignment?	<b>Red</b>	You may not discuss this assignment with anyone else, and you must prepare and submit your own solution to the assignment.	Your group may not discuss this assignment with anyone outside of the group, and the group must prepare and submit its own solution to the assignment.
	<b>Green</b>	You may discuss this assignment with other students taking my course, but you must prepare and submit your own solution to the assignment.	Your group may discuss this assignment with other students taking my course, but the group must prepare and submit its own solution to the assignment.

## Grading scale

93–100: A  
 90–92.9: A-  
 87–89.9: B+  
 83–86.9: B  
 80–82.9: B-  
 77–79.9: C+  
 73–76.9: C  
 70–72.9: C-  
 67–69.9: D+  
 60–66.9: D  
 Below 60: E

## Instructor feedback and response time

I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-4357(HELP)** at any time if you have a technical problem.)

- **Grading and feedback:** For normal assignments, you can generally expect feedback within **7 days**. I always appreciated timely feedback when I was a student and I try to extend that to my students as well. If you are ever feeling like feedback or grading is taking too long, please email me and let me know.
- **Email:** I will reply to emails within **24 hours on days when class is in session at the university**. If you do not hear from me within these guidelines, I probably just missed it or thought I replied. Please email again – I do not purposefully ignore any emails. Also, please use my OSU email instead of emailing through Carmen. There is a lag sometimes in the Carmen email system.

## OTHER COURSE POLICIES

### Academic integrity policy

See **Descriptions of major course assignments**, above, for my specific guidelines about collaboration in the context of this online class.

#### Ohio State's academic integrity policy

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the university's *Code of Student Conduct* ([studentconduct.osu.edu](http://studentconduct.osu.edu)), and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the university's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the university or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the university's *Code of Student Conduct* is never considered an excuse for academic misconduct,

so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct. **To be clear, unless specifically instructed otherwise, you are expected to do your work independently.**

**If I suspect that a student has committed academic misconduct in this course, I am obligated by university rules to report my suspicions to the Committee on Academic Misconduct.** If COAM determines that you have violated the university's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the university.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Furthermore, I will adhere to the highest standards of academic integrity as well, **so do not ask me to change (or expect me to change) your final grade, or to bend or break rules for one person that will not apply to everyone.**

Other sources of information on academic misconduct (integrity) to which you can refer include:

- Committee on Academic Misconduct web page ([go.osu.edu/coam](http://go.osu.edu/coam))
- Ten Suggestions for Preserving Academic Integrity ([go.osu.edu/ten-suggestions](http://go.osu.edu/ten-suggestions))
- Eight Cardinal Rules of Academic Integrity ([go.osu.edu/cardinal-rules](http://go.osu.edu/cardinal-rules))

## Copyright for instructional materials

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

## Harassment, Discrimination, & Sexual Misconduct Free Environment:

The Ohio State University is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Office of Institutional Equity:

1. Online reporting form at [equity.osu.edu](https://equity.osu.edu),
2. Call 614-247-5838 or TTY 614-688-8605,
3. Or email [equity@osu.edu](mailto:equity@osu.edu)

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Office of Institutional Equity to ensure the university can take appropriate action:

- ▶ All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.
- ▶ The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member.

## **Commitment to a diverse and inclusive learning environment**

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

## **Your mental health**

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. No matter where you are engaged in distance learning, The Ohio State University's Student Life Counseling and Consultation Service (CCS) is here to support you. If you find yourself feeling isolated, anxious or overwhelmed, on-demand resources are available at [go.osu.edu/ccsondemand](https://go.osu.edu/ccsondemand). You can reach an on-call counselor when CCS is closed at 614-292-5766, and 24-hour emergency help is also available through the 24/7 National Prevention

Hotline at 1-800-273-TALK or at [suicidepreventionlifeline.org](https://suicidepreventionlifeline.org). The Ohio State Wellness app is also a great resource available at [go.osu.edu/wellnessapp](https://go.osu.edu/wellnessapp).

## Health and safety requirements

All students, faculty and staff are required to comply with and stay up to date on all university safety and health guidance (<https://safeandhealthy.osu.edu>), which includes wearing a face mask in any indoor space on campus. Non-compliance will be warned first and disciplinary actions will be taken for repeated offenses.

## ACCESSIBILITY ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

### Requesting accommodations

The university strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability including mental health, chronic or temporary medical conditions, please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; 098 Baker Hall, 113 W. 12<sup>th</sup> Avenue.

### Accessibility of course technology

This course requires use of CarmenCanvas (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations from me.

- Canvas accessibility ([go.osu.edu/canvas-accessibility](https://go.osu.edu/canvas-accessibility))

## COURSE SCHEDULE

The accompanying assignment schedule is a guideline of what will be covered in class each day as well as the due dates for assignments and exam dates. Please note that dates and assignments may be altered (particularly with respect to T-assignments/quizzes) as deemed necessary; so you should attend class and monitor posted schedule changes closely. The

Excel schedule and what you see in Carmen/McGraw Hill should match at all times. If you see a discrepancy please notify me immediately so I can rectify the situation.