COURSE DATES, MODALITY, AND LOCATION

This is a 100% online course, and uses the A&M-Central Texas Canvas Learning Management System [https://tamuct.instructure.com/].

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Dr. David Ritter, DBA, JD, MBA, Attorney, CPA
Office: 323 C
Phone: 254/519-5792
Email: ritterd@tamuct.edu
(Utilize Canvas Messages for course communications)
Office Hours: Online, I will check email and messages several times a day.
Office meeting by appointment.

Student-instructor interaction:
I will be checking Canvas and email several times a day, between 8:00 and 5:00, except Saturday and Sunday. I will attempt to respond to your emails in less than 24 hours. Email or Canvas messages sent Saturday or Sunday will receive a response no later than the following Monday.

Warrior Shield:
Emergency Warning System for Texas A&M University-Central Texas
Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by 911Cellular [https://portal.publicsafetycloud.net/Account/Login] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION
Course Overview and description:

This course is an intensive coverage of Individual Taxation.

This course is an online course with no face-to-face meetings.
CANVAS log in:  https://tamuct.instructure.com

This class will use CengageNowv2 (CNOWv2) and the ancillaries that come with the ebook.

This is an intensive 8 week online course. You must budget your time wisely and accomplish work in advance so that your submissions will be on time.

All assignments, Discussion Topics, Homework, Quizzes, Exams, and other assignments will be accessed and submitted in the class WEEK Module in Canvas.

**Online assignments are assigned each week, including WEEK 1**

**Course Objective:**

**Student Learning Outcomes:**

**CHAPTER 2**

**Learning Objectives:** *After completing Chapter 2, you should be able to:*

- LO.1 Distinguish between the statutory, administrative, and judicial sources of the tax law and understand the purpose of each source.
- LO.2 Locate and work with the appropriate tax law sources.
- LO.3 Develop an awareness of tax research tools.
- LO.4 Describe the tax research process.
- LO.5 Communicate the results of the tax research process in a client letter and a tax file memorandum.
- LO.6 Apply tax research techniques and planning procedures.
- LO.7 Be aware of taxation on the CPA examination.

**CHAPTER 3**

**Learning Objectives:** *After completing Chapter 3, you should be able to:*

- LO.1 Recognize and apply the components of the Federal income tax formula.
- LO.2 Explain the use of the standard deduction in computing taxable income.
- LO.3 Apply the rules for arriving at personal exemptions.
- LO.4 Apply the rules for determining dependency exemptions.
- LO.5 List the filing requirements and choose the proper filing status.
- LO.6 Use the proper method for determining the tax liability.
- LO.7 Identify and work with kiddie tax situations.
- LO.8 Describe the tax treatment of property transactions.
LO.9 Identify tax planning opportunities associated with the individual tax formula

CHAPTER 4
Learning Objectives: After completing Chapter 4, you should be able to:

LO.1 Explain the concepts of gross income and realization and distinguish between the economic, accounting, and tax concepts of gross income.

LO.2 Describe the cash and accrual methods of accounting and the related effects of the choice of taxable year.

LO.3 Identify who should pay the tax on a particular item of income in various situations.

LO.4 Apply the Internal Revenue Code provisions on alimony, loans made at below-market interest rates, annuities, prizes and awards, group term life insurance, unemployment compensation, and Social Security benefits.

LO.5 Identify tax planning strategies for minimizing gross income.

CHAPTER 5
Learning Objectives: After completing Chapter 5, you should be able to:

LO.1 Be aware that statutory authority is required to exclude an item from gross income.

LO.2 Identify the circumstances under which various items are excludible from gross income.

LO.3 Determine the extent to which receipts can be excluded under the tax benefit rule.

LO.4 Describe the circumstances under which income must be reported from the discharge of indebtedness.

LO.5 Identify tax planning strategies for obtaining the maximum benefit from allowable exclusions.

CHAPTER 6
Learning Objectives: After completing Chapter 6, you should be able to:

LO.1 Differentiate between deductions for and from adjusted gross income and describe the relevance of the differentiation.

LO.2 Describe the cash and accrual methods of accounting with emphasis on the deduction aspects.

LO.3 Apply the Internal Revenue Code deduction disallowance provisions associated with the following: public policy limitations, political activities, excessive executive compensation, investigation of business opportunities, hobby losses, vacation home rentals, payment of others' expenses, personal expenditures, capital expenditures, related-party transactions, and expenses related to tax-exempt income.

LO.4 Identify tax planning opportunities for maximizing deductions and minimizing the disallowance of deductions.
CHAPTER 7
Learning Objectives: After completing Chapter 7, you should be able to:

LO.1 Determine the amount, classification, and timing of the bad debt deduction.
LO.2 State and illustrate the tax treatment of worthless securities, including § 1244 stock.
LO.3 Distinguish between deductible and nondeductible losses of individuals.
LO.4 Identify a casualty and determine the amount, classification, and timing of casualty and theft losses.
LO.5 State and apply the alternative tax treatments for research and experimental expenditures.
LO.6 Calculate the domestic production activities deduction.
LO.7 Describe the tax impact of a net operating loss and review the effect of the carryback and carryover provisions on previous and subsequent years’ taxable income.
LO.8 Identify tax planning opportunities in deducting certain business expenses, business losses, and personal losses.

CHAPTER 8
Learning Objectives: After completing Chapter 8, you should be able to:

LO.1 State the rationale for the cost consumption concept and identify the relevant time periods for depreciation, ACRS, and MACRS.
LO.2 Determine the amount of cost recovery under MACRS.
LO.3 Recognize when and how to make the § 179 expensing election, calculate the amount of the deduction, and apply the effect of the election in making the MACRS calculation.
LO.4 Identify listed property and apply the deduction limitations on listed property and on luxury automobiles.
LO.5 Determine when and how to use the alternative depreciation system (ADS).
LO.6 Report cost recovery deductions appropriately.
LO.7 Identify intangible assets that are eligible for amortization and calculate the amount of the deduction.
LO.8 Determine the amount of depletion expense, including being able to apply the alternative tax treatments for intangible drilling and development costs.
LO.9 Identify tax planning opportunities for cost recovery, amortization, and depletion.

CHAPTER 9
Learning Objectives: After completing Chapter 9, you should be able to:

LO.1 Distinguish between employee and self-employed status.
LO.2 Recognize deductible transportation expenses.
LO.3 Describe how travel expenses are treated.
LO.4 Determine the moving expense deduction.
LO.5 Differentiate between deductible and nondeductible education expenses.
LO.6 Explain how entertainment and meal expenses are treated.
LO.7 Identify other employee expenses.
LO.8 Compare various deductions for contributions to retirement accounts.
LO.9 Demonstrate the difference between accountable and non-accountable employee plans.
LO.10 Apply the limitations on miscellaneous itemized deductions.
LO.11 List and evaluate tax planning ideas related to employee business expenses.

CHAPTER 10
Learning Objectives: After completing Chapter 10, you should be able to:

LO.1 Distinguish between deductible and nondeductible personal expenses.
LO.2 Define medical expenses and compute the medical expense deduction.
LO.3 Contrast deductible taxes with nondeductible fees, licenses, and other charges.
LO.4 Explain the Federal income tax treatment of state and local income taxes and sales taxes.
LO.5 Distinguish between deductible and nondeductible interest and apply the appropriate limitations to deductible interest.
LO.6 Recognize charitable contributions and identify their related measurement problems and percentage limitations.
LO.7 List the business and personal expenditures that are deductible either as miscellaneous itemized deductions or as other itemized deductions.
LO.8 Recognize the limitation on certain itemized deductions applicable to high-income taxpayers.
LO.9 Identify tax planning strategies that can maximize the benefit of itemized deductions.

Required Reading and Textbook(s):
South-Western Federal Taxation 2020
Comprehensive Volume
Maloney, Raabe, Young, Nullen, Hoffman
ISBN-10: 0-357-10914-7

COURSE REQUIREMENTS
Course Requirements:

Participation is essential to enhancing each student’s awareness about the subject area and developing their knowledge base. You must participate in each
discussion, turn in all assignments on time and complete all exams on time.

4.1 Quizzes and Exams will cover each chapter starting with Chapter 1 in WEEK 1.

You are on your honor to not receive help from or assist others during the exam period. Do not discuss the exam questions or answers and do not attempt to clarify the exam for others as this is also cheating.

Exams will be available from 7:00 pm until 10:00pm on Thursday in the Week assigned.

You may attempt each quiz 3 times with the highest grade being your recorded grade for that quiz. You are encouraged to take all 3 quizzes to improve your mastery of the chapter material. Each quiz is different.

The quizzes and exams are prepared so that you will have to read and understand the material in each chapter if you are to complete them in the allotted time. You will not have time to look up many of the questions during the test period so you must study enough to obtain a mastery of the chapters covered.

4.2 Research Problems

Tax Research Assignments (Deliverables)

All Tax Research Assignments require both a Tax File Memorandum and a Client Letter, illustrated in chapter 2. Both documents are to be included in 1 WORD Document on separate pages.

The Tax Research process starts on page 2-20 at 2.3. Exhibit 2.9 and 2.10 show the Tax File Memorandum, and Exhibit 2.10 is a sample Client Letter.

At least two(2) authorities found in tax research data base should be cited in each detailed Tax File Memorandum. Ensure you cover the research and provide an authoritative basis for an opinion.

The submissions will be graded for content and the proper use of the English language to include spelling. It is anticipated that the student will use Grammar and Spell Check on their submissions.

Research Evaluation Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>“A” paper (90 – 100%)</th>
<th>“B” paper (80 – 89%)</th>
<th>“C” paper (70 – 79%)</th>
<th>“D” or lower paper (below 70%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format,</td>
<td>All issues are</td>
<td>Issues are</td>
<td>Most issues are</td>
<td>Limited issue</td>
</tr>
</tbody>
</table>

### Organization & Writing Standards

*Student produces logical, coherent, and well-structured writing.*

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Identified and presented in a logical order. Ideas are clearly introduced and connected. Body includes sufficient level of detail, and conclusion summarizes main idea or effectively closes the presentation. Impeccable spelling, grammar, word usage, sentence structure, punctuation, and citation format. All issues are identified, citations are accurate, and conclusion is on point.</td>
</tr>
<tr>
<td>2</td>
<td>Presented in an overall logical order. The writing includes introduction to, development of, and conclusion for the topic. There are no distracting shifts in presentation of ideas throughout the writing. 3-4 errors in spelling, grammar, word usage, and punctuation. Proficient use of proper APA citation format. Few sources properly identified and presented.</td>
</tr>
<tr>
<td>3</td>
<td>Presented in a logical order. There is an indication of an organizational pattern—introduction, body and conclusion—although they may not be equally effective. Level and organization of details may be weak with occasional distracting shifts in presentation of ideas. 5-6 errors in grammar, spelling, sentence structure, word usage, punctuation, or citations. 4 page numbers omitted in citations. This is an APA guideline departure.</td>
</tr>
<tr>
<td>4</td>
<td>Identification and presentation in logical order. Writing occasionally fragmented with very weak considerations for presentation. Details may be missing, disjointed, or inapplicable. 7 or more errors in grammar, spelling, sentence structure, word usage, punctuation, or citations. Poor writing skills.</td>
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</table>

A suggestion for studying taxation or any other subject is to follow the following steps:

1. Read the chapter through as rapidly as possible without taking notes or underlining.
2. Read the chapter again as rapidly as possible highlighting what you did not remember from your first reading.
3. Read the chapter again concentrating on the highlighted information and underlining in pencil what you do not remember from the previous readings.
4. Read the chapter again concentrating on the information underlined in pencil and underlining in ink what you do not remember from the previous readings.

5. Read the chapter again concentrating on the information underlined in ink and underlining in red what you do not remember from the previous readings.

The rapid reading, outlined above, will allow you to cover the chapters faster and increase your retention.

Take a five or ten minute break between each break to give your brain a chance to absorb and categorize the information.

I believe the more you study and understand taxation the more you will enjoy the subject. Individual taxation is a subject you will encounter yearly the rest of your working life even if you do not become an accounting practitioner.

### Grading Criteria Rubric and Conversion

<table>
<thead>
<tr>
<th>POINTS</th>
<th>GRADE</th>
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<tbody>
<tr>
<td>Quizzes (20 points each) 200 (20%)</td>
<td>A=900-1000</td>
</tr>
<tr>
<td>Exams (1 &amp; 2 150 points each, Final 200 points) 500 (50%)</td>
<td>B= 800-899</td>
</tr>
<tr>
<td>Discussion Topics(20 each) 160 (16%)</td>
<td>C= 700-799</td>
</tr>
<tr>
<td>Research Problems(RP1 50, RP2 90 points) 140 (15%)</td>
<td>D= 600-699</td>
</tr>
<tr>
<td>TOTAL 1,000 (100%)</td>
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</table>

**Posting of Grades**

Grades for will be posted to the Canvas Grade Book within 1 week.

### COURSE OUTLINE AND CALENDAR

**Complete Course Calendar**

* SCHEDULE IS SUBJECT TO CHANGE AT THE DISCRETION OF INSTRUCTOR

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>TOPIC</th>
<th>ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>06/03</td>
<td>READ AND UNDERSTAND THE ENTIRE SYLLABUS</td>
<td>You should purchase your text before the end of the first day. Review research process and problem answer format in chapter 2.</td>
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<tr>
<td>Date</td>
<td>Topic</td>
<td>Notes</td>
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<tr>
<td>06/10</td>
<td>Discussion Topic 2</td>
<td>Chapter 3 Q2ch3</td>
<td></td>
</tr>
<tr>
<td>06/17</td>
<td>Discussion Topic 3</td>
<td>Chapter 4 Q3ch4 Research Problem 1 EXAM 1 (CH 1-4)</td>
<td></td>
</tr>
<tr>
<td>06/24</td>
<td>Discussion Topic 4</td>
<td>Chapters 5 &amp; 6 Q4ch5&amp;6</td>
<td></td>
</tr>
<tr>
<td>07/01</td>
<td>Discussion Topic 5</td>
<td>Chapter 7 Q5ch7 EXAM 2</td>
<td></td>
</tr>
<tr>
<td>07/08</td>
<td>Discussion Topic 6</td>
<td>Chapter 8 Q6ch8 Research Problem 2</td>
<td></td>
</tr>
<tr>
<td>07/15</td>
<td>Discussion Topic 7</td>
<td>Chapter 9 Q7ch9</td>
<td></td>
</tr>
<tr>
<td>07/22</td>
<td>Discussion Topic 8</td>
<td>Chapter 10 FINAL (Comprehensive) available between 7:00pm and 10:00pm on Thursday. Exam is 120</td>
<td></td>
</tr>
</tbody>
</table>
Important University Dates:

SUMMER 2019

July 5, 2018 Deadline for Tuition and Fee Payments (Second 5-Week Classes)
September 12, 2018 Summer Semester Admissions Application Opens
March 18, 2019 Advising Begins for Summer Semester
March 18, 2019 Class Schedule Published For Summer Semester
April 1, 2019 Deadline for Scholarship Applications for the Summer Semester
April 4, 2019 Priority Deadline for International Student Summer Admission Applications
April 22, 2019 Priority Deadline for VA Certification Request
May 13, 2019 Classes Begin for Minimester
May 20, 2019 Priority Deadline for Summer Admissions Applications
May 27, 2019 Memorial (University Closed)
May 31, 2019 Deadline for Tuition and Fee Payments (10-, 8-, and First 5-Week Classes)
May 31, 2019 Minimester ends
June 3, 2019 Add, Drop, and Late Registration Begins for 10-, 8- and First 5-Week Classes. $25 fee assessed for late registrants.
June 3, 2019 Classes Begin for First 5-, 10-, and 8-Week Session
June 6, 2019 Deadline to Drop First 5-Week Classes with No Record
June 10, 2019 Deadline to Drop 8-Week Classes with No Record
June 18, 2019 Deadline to Drop 10-Week Classes with No Record
June 21, 2019 Deadline to Drop First 5-Week Classes with a Quit (Q) or Withdraw (W)
June 21, 2019 Student End of Course Survey Opens (First 5-Week Classes)
July 1, 2019 Deadline for Teacher Education and Professional Certification Applications (i.e. Principal, Reading Specialist, etc.)
July 4, 2019 Independence Day (University Closed)
July 5, 2019 Classes End for First 5-Week Session
July 5, 2019 Deadline for Graduation Application for Summer Ceremony Participation
July 5, 2019 Deadline to Withdraw from the University for First 5-Week Classes
July 8, 2019 Add, Drop, and Late Registration Begins for Second 5-Week Classes. $25 fee assessed for late registrants.
July 8, 2019 Classes Begin Second 5-Week Session
July 8, 2019 Student End of Course Survey Opens (First 5-Week Classes)
July 9, 2019 Deadline for Faculty Submission of First 5-Week Final Class Grades (due by 3pm)
July 11, 2019 Deadline to Drop Second 5-Week Classes with No Record
July 12, 2019 Deadline to Drop 8-Week Classes with a Quit (Q) or Withdraw (W)
July 12, 2019 Deadline for Final Committee-Edited Theses with Committee Approval Signatures to Office of Graduate Studies for Summer Semester
July 12, 2019 Student End of Course Survey Opens (8-Week Classes)
July 19, 2019 Deadline to Drop 10-Week Classes with a Quit (Q) or Withdraw (W)
July 26, 2019 Classes End for 8-Week Session
July 26, 2019 Deadline to Drop Second 5-Week Classes with a Quit (Q) or Withdraw (W)
July 26, 2019 Deadline to Withdraw from the University for 8-Week Classes
July 26, 2019 Student End of Course Survey Closes (8-Week Classes)
August 1, 2019 Deadline for GRE/GMAT Scores to Office of Graduate Studies
August 9, 2019 Classes End for 10- and Second 5-Week Sessions
August 9, 2019 Deadline for Applications for $1,000 Tuition Rebate for Summer Graduation (5pm)
August 9, 2019 Deadline for Summer Degree Conferral Applications to the Registrar’s Office. $20 Late Application Fee
August 9, 2019 Deadline to Withdraw from the University for 10- and Second 5-Week Classes
August 10, 2019 Commencement Ceremony Bell County Expo Center (TBD)
August 12, 2019 Student End of Course Survey Closes (10- and Second 5-Week Classes)
August 13, 2019 Deadline for Faculty Submission of 10-Week and Second 5-Week Final Class Grades (due by 3pm)
August 13, 2019 Deadline for Theses to Clear Thesis Office for Summer Semester
TECHNOLOGY REQUIREMENTS AND SUPPORT

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [https://tamuct.instructure.com/] or access Canvas through the TAMUCT Online link in myCT [https://tamuct.onecampus.com/]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Canvas Support
Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.
For issues related to course content and requirements, contact your instructor.

Other Technology Support
For log-in problems, students should contact Help Desk Central.
24 hours a day, 7 days a week:
   Email: helpdesk@tamu.edu
   Phone: (254) 519-5466
   Web Chat: [http://hdc.tamu.edu]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy.
If you discover that you need to drop this class, you must complete a Drop Request Form [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity.
Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students
from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student’s academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student’s work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university’s Office of Student Conduct. Ignorance of the university’s standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more information regarding the Student Conduct process, [https://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel]. If you know of potential honor violations by other students, you may submit a report, [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

**Academic Accommodations.**
At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university’s programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our Access & Inclusion Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

**Important information for Pregnant and/or Parenting Students.**
Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education’s Office of Civil Rights, the Dean of Student Affairs’ Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the Student Affairs web page [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution’s Title IX Coordinator. If you would like to read more about these requirements and guidelines online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in
the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University’s Title IX Coordinator.

**Tutoring.**
Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive FREE online tutoring support. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

**University Writing Center.**
Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-4:00 p.m. Monday thru Thursday with online only hours Monday thru Thursday from 6:00-9:00 p.m.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students’ ideas and writing, our tutors highlight the ways in which they read and interpret students’ texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via WCOnline. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

**University Library.**
The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and
82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our Library website [http://tamuct.libguides.com/index].

OPTIONAL POLICY STATEMENTS:

A Note about Sexual Violence at A&M-Central Texas
Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don’t agree with their behaviors and tell survivors we will support them. Your actions matter. Don’t be a bystander; be an agent of change. For additional information on campus policy and resources visit the Title IX webpage [https://www.tamuct.edu/departments/compliance/titleix.php].

Behavioral Intervention
Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, who are exhibiting behaviors that pose a threat to safety, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. You can complete the referral online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].
Anonymous referrals are accepted. Please see the Behavioral Intervention Team website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person’s behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

**INSTRUCTOR POLICIES.**
The skills that you acquire in this course will benefit you your entire career. Tax skills are utilized every day by most individuals and business.

My grading is strict and fair. You should complete all quiz attempts. The highest grade is recorded.

Pay strict attention to the guidelines for tax research. Remember that you are responsible to yourself, your client, and to the IRS for your results.

If you have any questions please communicate with me. You may send an email. If an office visit is necessary you can make an appointment.

This is a rewarding course. If you keep up with the assignments you will enjoy the learning environment and the material covered.

I have practiced as a CPA for over 40 years and have used, and continue to use, tax planning and compliance on a regular basis to help my clients understand their individual and business tax responsibilities, and planning for tax contingencies. As an attorney I advised clients and worked with them on wealth preservation plans.

Let us all have a great semester.

*Remember:*
*Studying ENOUGH earns you the grade you set as your goal.*
*Studying A LOT, is everything short of studying ENOUGH.*

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