

**Today's Date 12.12.2019 SUBJECT TO ADMIN APPROVAL Updated 01.04.2020 01.06.2020 01.06.2020** FGCU. TAX4001, Federal Tax Accounting I, SPRING 2020 CRN11040

**Prerequisites.** ACG 3103 with a minimum grade of C

**Course Description.** A study of the federal income taxation of individuals, including property transactions, loss limitations, and sole proprietorships.

**CRN11039** 3 Credit Hours

**Location.** Marieb Hall 214

**Dates.** Monday, January 06, 2020-Saturday, May 02, 2020

**Regular Meeting Time.** Mondays Class-4:30-5:45pm Mandatory Break5:45-6pm Class6-7:15pm

**Curriculum.** This is the first introductory course in federal income taxation. This is a required course for accounting majors. This course supports critical thinking skills. **Attendance.** This is a required attendance course. This is not a hybrid course. This is not an on-line course. This is not a correspondence course.

**Instructor.** Professor H. Wayne Cecil, PhD

**Office.** Lutgert Hall 3312

**EagleMail.** hwcecil@fgcu.edu

**Phone.** 239-590-7307

**Office Hours.** (Subject to change)

Mondays 9:00-9:20AM and 11:20-11:30AM and 1:20-2:30PM and 2:30-3:30PM and 3:30-4:20PM

Wednesdays 9:00-9:20AM and 11:20-11:30AM

Fridays 9:00-9:20AM and 11:20-11:30AM

No **Office hours** before the first day of class and after the last regular class day. **No tax issues on test days. Only admin related issues on test days. Office hours are not a substitute for class.** Students that miss class due to an authorized absence are welcome during office hours. Students absent for all other reasons are required to ask other students (not the instructor) **for the missed materials.** Office hours are on a first come, first **serve** basis and no appointments are scheduled during regular office hours. A maximum of two students in the instructor's office at the same time (**A maximum of one student when that student is reviewing tests**).

A maximum of 10 minutes if other students are waiting. **All University rules and regulations and syllabus rules apply during office hours. LH3312 and the immediate hallway are no phone, no camera, no recording device of any kind space (protection of federal and Florida privacy rights).**

**There are 2 ways to communicate with the instructor outside of scheduled class time.**

1. In person during regular office hours, first come, first serve basis.
2. EagleMail. The instructor will attempt to reply to any proper EagleMail within 2 business days. The instructor will not reply to EagleMail outside normal banking hours and not on Saturdays, Sundays, holidays, etc. Test scores and course letter grades are only discussed in person face to face with students.

**Teaching Philosophy.** The essence of teaching is providing the best opportunities to students to learn the materials. Students are responsible for taking advantage of opportunities.

**The instructor is simply and only an instructor.**

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**This syllabus is for information purposes only based on the FGCU Catalog and Regulations. This is not an offer and this is not a contract.**

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**ALL ELECTRONIC DEVICES (phones, laptops, smart watches, calculators-yes, even calculators etc.) are NOT ALLOWED TO BE ON IN THE CLASSROOM (before, during, after class).**

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**Instructor.** H. Wayne Cecil. Professor of Tax Accounting. PhD-University of Kentucky. Master in Professional Accounting-University of Texas. MBA and Bachelor of Business-University of North Carolina. **10 plus years of professional taxation experience. 27 years of college teaching experience. FGCU faculty for 12 years. In-Unit Faculty. Member of the UFF-FGCU. Member of the University Academic Integrity Committee. Member of the University Code of Student Conduct Committee. Member of the UFF-FGCU Grievance Committee.**

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**Required Course Materials.**

1. McGraw-Hill's Essentials of Federal Taxation 2020 Edition (**loose leaf**)  
**Students are NOT allowed to use digital books in classroom.**
2. Florida Gulf Coast University Catalog (online) and Regulations

**Suggested Course Materials.**

1. Up to date CPA Exam Review Guide
2. Webster's Dictionary and/or Black's Law Dictionary

**This is a "no calculator" course. Yes-no calculators.**

**Attendance Policy.** This is a required attendance course. Regular and punctual attendance and participation are required. A student is **allowed up to four (4) class meeting absences (there are 2 class meetings per week). Those absences will not affect the course letter grade. All absences beyond (4) class meetings must be approved in order to not affect the course letter grade. A phone that is on during class counts as an absence. ALL ELECTRONIC DEVICES ARE REQUIRED TO BE OFF (not simply silenced) IN THE CLASSROOM.**

**Authorized absence.** An authorized absence is due to participation in a university sponsored activity that has been approved in advance by the director and the appropriate student affairs officer. Such an absence permits the student to make up the work missed when practical or to be given special allowance so that he/she is not penalized for the absence.

**Excused absence.** An excused absence is due to other causes, such as illness, family emergency, death in the family, or religious holiday. A student **seeking** an excused absence should obtain **documentation** such as a physician's statement, accident report, or obituary and contact all instructors. If students need assistance in contacting faculty, the Dean of Students Office assist students in facilitating communication with their faculty members or academic leadership but does not provide excused absences.

**An excused absence must be documented by the student and also approved by the instructor.** The instructor deems class attendance and participation as essential. **A student that is absent more than (4) class meetings (i.e. 2 weeks) may be assigned a punitive letter grade including an F for the course.** The instructor reserves the ability to assign seats in the classroom to take attendance.

Catalog. Although students are graded on intellectual effort and performance rather than attendance, **absences may lower the student's grade when the instructor deems class attendance and participation as essential.** In those classes where **attendance** is considered part of the grade, the instructor must inform students at the beginning of the term in the syllabus. Any instructor who informs students in writing about the necessity of **attendance** may request the Office of the Registrar to drop the student from the class. The instructor will need to indicate the student's last date of **attendance** in their request to the Office of the Registrar. A grade of W will be posted to the student's record if the Office of Registrar is notified prior to the deadline for withdrawal without academic penalty. After that date, **the instructor may assign a punitive letter grade for any student that does not abide by attendance requirements.**

**Request for an Excused Absence.** A student asking for an excused absence must **document the request** by submitting a professionally written memo, typed, 1 sided 8 x 11 sheet of paper, signed and dated under penalties of academic dishonesty, and explicitly state the reason **requesting** an excused absence. Each absence must be separately **documented**. The **documentation** memo is **only accepted on the last day of class** from the actual student asking for an excused absence. **No emails**. The asking student should personally hand delivered the memo to **the instructor during office hours on the last regularly scheduled class date**. **Late to class is an absence. Leaving early is an absence. A powered phone is an absence (phones must be OFF-not simply silenced)**. The submission of proper **documentation** is not automatic acceptance as an excused absence. The instructor uses professional judgment and university policy as to approving or not approving absences.

**A student selects his/her course letter grade based on her/his intellectual effort and performance (test scores) and compliance with university academic rules and regulations.**

**TENTATIVE Course Letter Grade Scale (see Catalog for all possible grades)**

**The tentative course letter grading scale is subject to change.**

**Test 1 100 Points. Test 2 100 Points. Test 3 100 Points. Total Possible Points 300.**

A 270-300 Total Points (90-100 percent of Total Points)

B 240-269 Total Points (80-89.99 percent of Total Points)

C 210-239 Total Points (70-79.99 percent of Total Points)

D 195-209 Total Points (65-69.99 percent of Total Points)

F 000-194 Total Points (0-64.99 percent of Total Points)

**Mandatory Canvas Quiz completion by the end of the first week (0 Points).**

The University requires **ALL students** to confirm attendance for every course during the first week. The confirmation in this course is documented by students completing the **mandatory** syllabus quiz in Canvas by the end of the first week. The failure to timely complete the quiz may result in a delay in the disbursement of financial aid. This is an administration issue.

**Noncompliance with University rules (Minus 300 points).**

**Noncompliance with university rules, such as required attendance, academic dishonesty, recording class, the required prerequisite, etc. regardless of points may result in a grade of "F".**

Per the Catalog...it is the option of the instructor to use all, some, none of the plus/minus grades in assigning student grades in a course as long as the grading system is communicated via the course syllabus at the beginning of the course. The instructor reserves the option of using plus and minus grades. **Numerical ranges corresponding to letter grades are established for each course according to the professional judgment of the instructor.**

**Tests.** There are 3 tests during regular class meetings. Scantron are provided for students. Tests are carefully controlled and timed evaluations. Tests are 50 multiple choice questions. Test questions are up to 5 choices per question. The test questions and scantrons are the property of the instructor/university and are not returned to students. Test questions are similar to the less challenging questions on CPA/CMA/CFP etc. Students are **required** to show a current Photo ID when turning in her/his tests and scantron. Tests are closed book and closed notes. **Students may not use calculators.** Students may be assigned/reassigned seats for tests. A student that misses 1 of the first 2 tests with an authorized or excused absence may be assigned the lower of her/his other test scores as a substitute score. Students that miss both Test1 and Test2 should select a W course grade or will be assigned I or F course letter grade. Students missing Test 3 are assigned an I or F course letter grade. **Students may not communicate with anyone (including the Instructor) during the tests.** Tests are required to be completed during the designated times. No early tests. No late tests. No substitute tests. No make-up tests. No extra credit. No exceptions. No surprise tests. Students may not make copies of test questions. Students may review scantrons and test questions during office hours only during the week following release of test scores. No review of test materials may be completed after that time.

**Test scores.** Posted on Canvas. Canvas is the only approved method of releasing test data (test score of a student to that specific student only, the high, the average, the low test scores for entire CRN). No other data released.

**Final course letter grades.** Only available via Gulfline. Final course letter grades will be input into Gulfline per the University timeline. The timeline (last due date) is announced by the University. Do not ask and or drop by, phone, or email etc. to request test scores and/or course letter grades.

**All factors** outside the course, including and not limited to graduate school applications, GPAs, scholarships, work requirements, **graduation plans**, personal plans, vacation plans, children activities, significant other work requirements, etc. **do not** justify any adjustment per the course letter grading policy. **Any misleading and/or false statements (oral and/or written) to university officials in asking and/or requesting a change of test score or course letter grade/appeal is a violation of FGCU Regulations. The instructor, department chair, etc. are university officials. No test score and or grade negotiations based on any and all factors outside the course.** Do not ask for a test score change and or course letter grade change using words including and not limited to “fair”, “opinion”, “need”, “but”, “GPA”, “sympathy”, “special”, “commuting time”, “tuition status”, “employer reimbursements” “scholarships”, “grants”...repeating this course”...etc. Do not make any hearsay statements. Please do not waste the instructor and/or department chair and/or other university officials’ time. The last day for a W grade is per the University calendar.

**Partial List of Knows.** A partial list of know/no(s) provides and protects the basic rights of all people related to this course. Apply common sense and respect at all times on all issues. Apply critical thinking skills. **Students are required to study this syllabus in seeking guidance and answers to questions BEFORE asking the instructor.** Students entering the room late, leaving and returning (2 simple examples-to go to the restroom, get a drink of water, etc.) or simply leaving early must do so in a manner that minimizes the distraction to others. **Students are required to turn off (NOT simply silence) electronic devices (phones and or smart watches and or laptops, etc.) and devices must be out of sight and out of easy arm’s reach during class.** No drama. No entitlements. No eating in class. No internet access in class. No late handout distributions. No recording class. No surprises. No use of classroom for charging phones etc. during class. The instructor and students on the current official class list are the only people allowed in the room and/or attend the class. A student that has a W course grade may not continue to attend class. The instructor does not approve Audits for this course. No invitations to join any and all academic societies allowed during class. No invitations to join any organization are allowable during class. No naps and or sleeping during the class. No reading completely unrelated materials (newspapers, other textbooks, etc.) during class. No laying of heads on desks. **No wearing of electronic devices (on or silenced) during class excepting OAS accommodations.** No wearing of sunglasses and or hats and or hoodies during class. Authorized service animals are welcome. No other animals in class. No criticism of other students and/or university employees (example...instructors, parking officials etc.). No inappropriate clothes. No bare feet. No personal questions to the instructor. No selling or marketing products or services (textbooks, class notes, cookies, balloons, flowers, phone services, etc.) before and during class. Students that are disruptive must immediately stop being disruptive and leave the room/building if/when directed to leave the room/building. The instructor does not accept gifts (examples include and not limited to the following...movie tickets, coupons, girl scout cookies, gift cards, car wash coupons, concert tickets, etc.) and any offers are reportable as potential violations of the student code of conduct. The syllabus applies to the hall outside the classroom and both outside and inside the instructor’s office. The instructor has academic freedom in conducting the course. Students are required to study this syllabus and materials outside of class. Students can anticipate spending 3-5 hours outside class for every 1 hour of class. Students that do not make an appropriate time commitment will not earn passing course letter grades. Students may not record class. A student that records class earns an F course letter grade. **Students are required to turn off (NOT simply silence) electronic devices (phones, laptops, etc.) and place them out of sight and out of easy arm’s reach during class.** Students are required to follow university requirements at all times.

#### **Additional Information.**

**This is a challenging course.** The least difficult way to earn a C or better course grade is to **attend every class, pay very close attention, and take very careful handwritten notes.** The rules of financial accounting do not apply to federal income taxation. This class is not about the political, economic, psychological, criminal, social and other aspects of tax policy. This is not a forensics class, not a business law class, and not a debate class. This is a very basic federal income tax class.

The instructor (to the best of his knowledge and ability) follows all written university rules on all issues for all people. Informal. Students may bring an alleged infraction and a copy of the specific written rule(s) to the attention of the instructor within 1 week of the possible infraction, and if the instructor agrees there is an infraction, the instructor will change to comply with the written rules and make every reasonable effort to retroactive eliminate any negative impact of lack of compliance. The line of direct authority is required per university rules. For continuing concerns, the student should seek informal assistance from the Department chairperson.

#### **COURSE SPECIFIC LEARNING OBJECTIVE**

Students will demonstrate knowledge of US federal income taxation filing requirements  
Students will demonstrate knowledge of US federal income taxation of individuals  
Students will demonstrate knowledge of US federal income taxation of property transactions  
Students will demonstrate knowledge of US federal income taxation of proprietorships

#### **PROGRAM LEARNING OBJECTIVE**

Learning Objective P: Be effective problem solvers/critical thinkers. ALC-CTS. Formulate an appropriate solution to an accounting problem. Assessment Strategy->Test Questions

PL01. ALC-CTS-Analyze accounting problems and formulate solutions. Assessment Strategy->Test Questions.

#### **UNDERGRADUATE ASSESSMENT STATEMENT**

When assessing the LOs above, if 90% of the student answer 80% of the question(s) correctly the assessment is exemplary; if 80% of the students answer 80% of the question(s) correctly the assessment exceeds expectations; if 70% of the students answer 80% of the question(s) correctly the assessment meets expectations. If less than 70% of the students answer 80% of the question(s) correctly, the assessment is below expectations; and if less than 60% of the students answer 80% of the assessment correctly, the assessment fails.

#### **DEPARTMENTAL POLICIES AND RESOURCES**

**ALL ELECTRONIC DEVICES (phones, laptops, smart watches, calculators-yes even calculators etc.) ARE REQUIRED TO BE OFF (not simply silenced) in the classroom.**

#### **DEPARTMENTAL POLICIES AND RESOURCES**

1. The schedules for the departmental courses offered is online.
2. Course registration and graduation requirements are the student's responsibility. The schedules and LCOB advisors, course prerequisite sequences described in the Catalog and degree program sheets, assist in ensuring plans are successful. Course substitutions and prerequisite exceptions shall be granted only for exceptional circumstances clearly beyond the student's control. Poor or lack of planning is not one of those circumstances.

#### **LCOB Vision, Mission, and Guiding Principles:**

- LCOB Vision: The Lutgert College of Business will be known for excellence in applied business education.
- LCOB Mission: The Lutgert College of Business educates and engages students and businesses in a collaborative community. We offer high quality educational programs that prepare our students to thrive in their professional careers.

#### **Core Values/Guiding Principles:**

- Diversity: Foster a climate that enhances awareness of and respect for diversity of people and ideas, actively encourages it among ours students, faculty, and staff.
- Service to Community/Connected: Address current regional issues through extensive outreach activities and by building relationships on a local, regional, and global basis to facilitate the economic growth of Southwest Florida.

- Sustainability: Educate and develop future business professionals to recognize the value of and need for social, economic, and environmental sustainability.
- Global Perspective: Emphasize the ability to perform effectively across cultures in addressing global business challenges building on the “second circle\*” model.
- Integrity/Accountable: Maintain the highest standards of ethics, honesty, mutual respect, and accountability for our college’s faculty, staff, and students.
- Knowledge/Innovative: Provide an academic environment emphasizing teaching and scholarship that enhances student learning and the reputation of the college.

\*The second circle model was created by Dr. Richard Peggnetter as a process that expands the traditional college/university to international university partnership model to include the regional business community of Southwest Florida with the regional business community of our international partner thus expanding the interaction to “second circle”.

### **ETS Exam in GEB 4890.**

All business majors are required to take the ETS exam at the end of GEB 4890 in order to graduate with a BS degree. While performance on the ETS exam does not impact your grade in GEB 4890, please take this exam seriously. It is one of the main tools used to assess the BS degree program. Do your best in answering the questions. Otherwise, the results will not be reliable and the assessment will not be robust, a result that may jeopardize SACS accreditation and the Academic Learning Compact made with the State of Florida, along with having a negative impact on our AACSB accreditation.

### **ACG BS Program Vision, Mission, Guiding Principles, and Goals:**

- Vision: Be the destination of choice for students who aim to establish mastery of subject matter and/or successful careers based on accounting education.
- Mission: Prepare students for entry level careers in public accounting, service organizations, government, and industry and/or post-baccalaureate education by ensuring that graduates are technically competent and possess the full range of business and professional skills.

#### **Guiding Principles:**

- Support the preservation of the AACSB accreditation.
- Continue to add value to our stakeholders (students, employers, Parents, and the community).

#### **Goals to Implement the Principles:**

- Goal 1. Perform continuous review and evolutionary improvements in curriculum design based on the assessment of program learning outcomes and analysis of external input.
- Goal 2. Faculty members will on average exceed the scholarship standards for continued employment.
- Goal 3. Faculty and students will be involved in professional and academic organizations and produce industry specific experience outcomes.

### **FGCU Statements**

**1. CAPS.** Counseling and Psychological Services (CAPS) provides free counseling and therapy services (including psychiatry) to all FGCU students. See CAPS at [www.fgcu.edu/caps](http://www.fgcu.edu/caps) for more information.

#### **1. Academic Behavior Standards and Academic Dishonesty**

All students are expected to demonstrate honesty in their academic pursuits. The university policies regarding issues of honesty can be found in the FGCU Student Guidebook under the Student Code of Conduct and Policies and Procedures sections. All students are expected to study this document which outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook is available online.

#### **2. University Nondiscrimination Statement**

FGCU is committed to ensuring equity and fairness for all university employees, students, visitors, vendors, contractors, and other third parties. As such, FGCU prohibits discrimination based on the bases of race, color, national origin, ethnicity, religion, age, disability, sex (including sexual harassment/assault) gender

identity/expression, marital status, sexual orientation, veteran status or genetic predisposition with regards to admissions, employment, programs or other activities. This prohibition extends to enforcement if Title IX of the Education Amendments of 1972. Questions or complaints should be directed to the Office of Institutional Equity and Compliance (OIEC).

### 3. Disability Accommodations Services

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university's guiding principles, will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please contact the Office of Adaptive Services. The phone number is 239-590-7956 or Video Phone (VP) 239-243-9453. In addition to classroom and campus accommodations, individuals with disabilities are encouraged to create their personal emergency evacuation plan and FGCU is committed to providing information on emergency notification procedures. You can find information on the emergency exits and Areas of Rescue Assistance for each building, as well as other emergency preparedness materials on the Environmental Health and Safety and University Police Department websites. If you will need assistance in the event of an emergency due to a disability, please contact Adaptive Services for available services and information. ***(There is an OAS memo and Syllabus Appendix which must be followed for recording accommodations).*** This protects the accommodated student(s), the other students, and the instructor regarding copyrights and privacy rights, etc.

### 4. Student Observance of Religious Holidays

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence.

**5. Online Tutorials.** Information on online tutorials to assist students is available online.

**6. Canvas Learning Management System and Demonstration.** Information available online.

**7. Library Resources.** Information on Library Resources is available online.

**8. Respond Monitor-(Not Applicable)**

**9. Respond Lockdown Browser (Not Applicable)**

**10. Lecture Capture Technology/FGCU Capture (Not Applicable)**

**11. Official FGCU Academic Calendar.** "Florida Gulf Coast University reserves the right to repeal, change or modify any calendar information at any time without advance notice.

## FOLLOWING INSTRUCTIONS

**Free and publicly available statement**

**Time4Writing.com (<https://www.timeforwriting.com>)**

(Underlines and bold and italicized are per instructor).

Following instructions is an important learning skill; it is an essential life skill. Starting from coloring the correct box in preschool and going all the way to applying for social security, directions are an important part of everyone's life. Yet, many seem to have trouble following them.

As toddlers, we are told by our parents not to touch anything that could be potentially dangerous. If we don't listen to those directions, we either get hurt or are put in "time out" to learn our lesson.

Throughout childhood and the teen years, learning to follow directions needs to be reinforced all through a person's education. Many activities have been designed for this sole purpose. Standardized writing exams test this skill as well, as many students fail these each year due to 'not following the directions.'

In the traditional classroom, teachers have developed non-traditional tools to demonstrate the importance of direction following. Some teachers have had students follow a recipe for a favorite age-appropriate food while purposely leaving out an important ingredient. Others have used a simple sheet of tasks numbered one through ten with activity #1 asking the students to read all of the directions before doing anything. The payoff to this lesson is task #10 that will simply say: Now that you have read all of the instructions, please go back and just complete #1 and #2. Of course, many students have jumped ahead and have already finished all of the tasks – not adhering to the first direction to read everything first. Activities as the ones described above can be duplicated by homeschooling parents providing the same lesson to young people.

We also want to emphasize the importance of following directions. ***There are a set of guidelines at the beginning of each course that students are asked to read before they begin.*** They are directed to copy and paste their assignment instructions on to their individual text boxes so that they can have them in full view while working. Students are expected to follow these directions as closely as possible.

So, perhaps in years ahead, students who have taken Time4Writing courses will not have to redo their driver's license applications, have insurance forms rejected, or have tax returns spit out because they were not filled out correctly. They will think back to that online writing course they took that showed them how to write and how to follow instructions.

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**Notice.** This Notice protects **all** rights of **all persons** at **all** times regarding **all** issues in accordance with University rules and local, state, Federal laws. All lectures and course materials are for educational purposes only and do not constitute expressed or implied tax advice and/or legal advice. **All lectures and course materials are the subject of copyright laws. Class may not be recorded for any reason in any manner at any time by anyone, excepting OAS accommodation, documented to the instructor in advance. Any form of recording anyone without their express written authorization in advance may be considered a violation of Federal and/or Florida privacy laws.** All items on Canvas are the property of the instructor and/or the University and may not be copied and/or distributed without the express written authorization the instructor in advance. **Any noncompliance with the above statements violates the University academic honesty policies. All potential violations are pursued per University rules, local laws, Florida laws, and Federal laws.**

**This syllabus is only for information purposes and based on the FGCU Catalog and Regulations. This is not an offer and this is not a contract. The tentative course letter grading scale is subject to change.**

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**VERY Basic Example of Test Instructions**  
**TAX XXXX, Test 1 of 3, Date, Time, Location**

PRINT YOUR NAME \_\_\_\_\_ SCANTRON NUMBER \_\_\_\_\_

Instructions: This test covers **your ability to follow instructions** and your tax knowledge. This includes your ability to both start and finish not later than the designated times per above. **Do not waste time.** Your ability/inability to **follow these instructions** is a scored part of this test. The failure to **follow these instructions** can reduce the scantron score by up to 100 points. Remove everything from your desk area except for a current photo ID, pencils, erasers, drink/water, and watch. Turn off all electronic communication devices. Print your name above. Your last name from above must match your last name per the university's class list. Print your name and scantron number from above on the name line on the blue side of the scantron. Use a No. 2 pencil to mark the best response to each of the test questions on the blue side of the scantron. The best response is the one that matches the key used to score the scantron. Keep the test pages stapled together. You may write/mark on the questions. **Do not use scrap paper.** Do not use any electronic device. **No calculators.** You must turn in the test questions and scantron before the end of the testing period. You must show a current photo ID when you turn in the test questions and scantron. Do not make stray marks on the scantron. Sign the academic honesty statement. **Do not talk or ask the instructor questions during the test and/or after class.** In the case of a personal emergency (bathroom break, panic attack, etc.), write "personal emergency" on the top of the test questions, turn your test questions and scantron face down, then leave the room quietly (do not leave the building), and return when the personal emergency is complete. A personal emergency does not increase the time allowed to complete this test. If you do not return to the classroom before the end of the testing period and/or you must leave the building, go directly to the FGCU Student Health Services (Wellness Center building) for assistance. In the case of a classroom/building emergency (fire alarm, etc.) turn your test questions and scantron face down, and quickly leave the building. The test will be rescheduled on a future class date. Test scores will be posted on Canvas. Print any issues you have with any questions on these lines. Do not waste time. This test is the property of the instructor and protected by federal copyright laws. **GOOD LUCK!** \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

ACADEMIC HONESTY STATEMENT I have not given and I have not received any assistance during the testing period. I understand the test questions and scantron are the property of the instructor. I understand I must show a current photo ID and return both the questions and scantron to instructor before the end of the test period. I understand any violation of these requirements is the failure to adhere to the academic honesty policies of the University. I understand an F grade for the course is assigned to all students that do not follow all of the academic honesty policies of the University.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

TEST SCORES ARE POSTED ON CANVAS. Canvas is the only university approved method of releasing tests scores. COURSE LETTER GRADES ARE POSTED ON GULFLINE. GULFLINE is the only university approved method of releasing course letter grades. Please do not phone, email, etc. as that delays the release of test scores and course letter grades for all students.

**TAX 4001 MONDAY AFTERNOON SCHEDULE (subject to change)****CLASS 4:30-5:45****MANDATORY BREAK 5:45-6:00****CLASS 6:00-7:15**

01. January 06, Monday	Syllabus / Basics
02. January 06, Monday	Basics
03. January 13, Monday	Chapter 1
04. January 13, Monday	Chapter 2
<b>January 20, Monday</b>	<b>MLK Day No Class</b>
05. January 27, Monday	Chapter 3
06. January 27, Monday	Chapter 4
07. February 03, Monday	Chapter 5
08. February 03, Monday	Chapter 5
<b>09. February 10, Monday</b>	<b>TEST1 of 3</b>
10. February 10, Monday	Chapter 6
11. February 17, Monday	Chapter 6
12. February 17, Monday	Chapter 7
13. February 24, Monday	Chapter 7
14. February 24, Monday	Chapter 8
<b>March 02, Monday</b>	<b>No Class</b>
<b>March 02, Monday</b>	<b>No Class</b>
15. March 09, Monday	Chapter 9
16. March 09, Monday	Chapter 9
17. March 16, Monday	Chapter 10
18. March 16, Monday	Chapter 10
<b>19. March 23, Monday</b>	<b>Test 2 of 3 (cumulative)</b>
20. March 23, Monday	Chapter 11
21. March 30, Monday	Chapter 11
22. March 30, Monday	Chapter 12
23. April 06, Monday	Chapter 13
24. April 06, Monday	Chapter 13
25. April 13, Monday	AICPA SSTS (on Canvas)
26. April 13, Monday	AICPA SSTS (on Canvas)
27. April 20, Monday	Review for Test3
28. April 20, Monday	Review for Test3
<b>29. April 27, Monday</b>	<b>Test 3 of 3 (cumulative)</b>
<b>30. April 27, Monday</b>	<b>No Class</b>