

2.2 Senate Regulations

Senate Regulations state, “unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.”

3. Textbook

Byrd, Clarence and Chen, Ida.; Byrd and Chen’s Canadian Tax Principles 2015-2016 Edition, Pearson Education Canada. Toronto.

4. Course Objectives and Format

4.1 Course objectives

To learn and practice advanced concepts in Canadian Income Tax.

4.2 Course format

Lecture, problem solving, examinations & application of knowledge gained via a term project.

5. Learning Outcomes

Building upon the knowledge and skills of Introduction to Taxation in Canada – MOS3362A/B, students who successfully complete Advanced Issues in Canadian Taxation – MOS4462A/B will be able to:

- Assemble and properly arrange complex and diverse financial information in order to accurately calculate net income, taxable income and federal income tax payable for corporations, trusts and taxpayers involved in partnerships. (AK)
- Identify opportunities to minimize tax consequences of financial transactions involving corporations and their shareholders and generate multiple solutions. (AK)
- Develop a solution to a tax planning scenario in order to minimize the tax consequences by balancing both short and long term taxpayer objectives and communicate their recommendations in a professional format. (CS)

6. Evaluation

Exam #	Percentage of Course Grade
1 In Class Mid-Term Exam – Feb 5	25%
2 Term Project (Due April 1)	25%
3 In Class Hand-in Assignments	11%
4 In Class Participation	9%
3 FINAL EXAM (April TBD)	30%

You must complete ALL written components to pass the course.

There are no exceptions to this. **Extra assignments to improve grades will NOT be allowed.** Grades will not be adjusted on the basis of need. It is important to monitor your performance in the course.

Remember: **You are responsible for your grades in this course.**

HOW TO DO WELL IN THIS COURSE:

This is not a class for sitting back and watching. You have to be willing to do tax in order to understand tax.

I will be teaching new material by working through problems, and you are expected to be actively engaged in this process. You will not merely copy down solutions; you will determine solutions to problems during class. Some of the in-class problems are listed on the course outline. Some are not. There will be additional problems to help you become more competent with the material. This will often involve collaborating with other students. Some in-class work will need to be submitted each week as part of your grade. The problems noted on the class schedule are to give you practice in these areas PRIOR to coming to class.

Please keep these things in mind:

- 1) Come to class every class, **no exceptions**.
- 2) There are two types of PowerPoint slides used. There is a detailed set which is a comprehensive summary of the textbook, and then there is a set that the instructor will use in class.
 - a. Read the detailed PowerPoint slides before each class. Use the textbook when you need more detail than the PowerPoint slides contain. [It's actually well-written and rather interesting...]
 - b. You may want to bring a computer to class so you can make notes on the in-class slides, and refer to the detailed slides while doing problem work.
- 3) Do the practice Exercises from the text book as you go through the PowerPoint slides. When doing the exercises, do not look at the solutions first. Please allow yourself to benefit from the process of making mistakes. After you complete an exercise, check the Study Guide to see how you did, and make a note of anything that was confusing. Make sure that you understand the correct solution before moving on.
- 4) Attempt the Assignment Problems before the class in which they will be discussed.
- 5) Stay up to date with the material; **you can't afford to fall behind.**
- 6) Do as many extra problems as you possibly can find time for.

Important: This is not a course to take for easy credit. It is extremely challenging, and there is an incredible amount of information for you to learn and to remember. No two problems look alike. Watching me do tax problems in class might be fun (but probably isn't), however, it won't help you do tax problems on your own.

My number one hint is: **Practice**. That is also my number two, three and four hints:

PRACTICE PRACTICE PRACTICE

DID I MENTION YOU NEED TO PRACTICE?

7. Mid-Term and Final Exams:

You must complete all written components in order to pass the course.

The exams will consist of a combination of multiple choice questions and problems, similar to problems assigned from the textbook. You will be permitted to bring writing materials, a calculator and **2** sheets of notes (8.5" x 11" pages, double sided) to each exam. **YOU MAY NOT USE MORE THAN 2 SHEETS OF PAPER. Note sheets must be handwritten and personally created by you.** This means that material from another source must go through your eyes, into your brain, and then be transferred onto the page by writing it by hand. The pages cannot be photocopied from some other source (including your notes). **Photocopied & typed note sheets will be taken away at the exam. Under no circumstances can you use notes prepared by another student.**

Should there be any concerns about your note sheets during an exam, they will be taken away from you.

No other items will be permitted at your desk in the examination room. This includes dictionaries, cell phones, PDA's, CD players, iPod's, etc. Having an electronic device on your person during an exam is considered an academic offence, whether you use it or not, and that can result in a grade of 0 on the assessment in question. These rules will be strictly enforced as it is my responsibility to do everything possible to prevent cheating on examinations.

8. Weekly Hand-In Problems

You must complete all written components in order to pass the course.

11% of your grade will be based upon weekly hand-in problems. For most weeks of the course there will be a problem, or several problems, assigned for completion during class. You will be able to work on these problems with other students in the class. At the end of the class, the problems will be handed in to the instructor, who will mark them and return them to you by the following class. These problems may not be scheduled in advance, although I expect to give at least one problem set per class, and there may be more than one. You are to come to class prepared to complete problems on the assigned chapter, in anticipation of having a problem to complete given to you in class.

As it is recognized that on occasion some students may need to miss a class during the term, I will remove your two lowest grades when determining the grade allocated to this component of your final grade. **If more than 2 classes are missed**, and documentation is provided to Academic Counseling to demonstrate that these absences are legitimate, which they communicate to me, **then that portion of the hand-in grade will be added to your final exam.**

9. Participation:

9% of your grade will be based on your participation. There are three ways to earn participation marks.

- Attend class
- Participate fully in class discussions of chapter material by **posing** questions, or by **answering** questions asked by the instructor.
- Demonstrate your engagement in completing the assigned work to be completed during class.

Marks will be awarded each class out of 3 possible points. 1 point will be given to those students who attend class but do not participate, as long as they demonstrate they are focused on the class material throughout. A second mark will be given to those students who participate in a positive manner at least once during the class. A third mark will be given to students who participated at an **exceptional** level during the class.

PLEASE NOTE: Participation marks must be earned. They are not negotiable, however it is important that you understand why you get the mark that you do, so I am always available to discuss matters like this, and I will provide feedback on how you are doing at least once during the term. If you wish to have more frequent feedback, please let me know. Using your cell phone, or computer inappropriately during class will have a negative effect on your participation grade.

10. Lecture and Examination Schedule

See course site.

11. University Policy Regarding Illness

11.1 Illness

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation supplied (see below for process) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy

http://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf

Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.)

A form to be completed by off-campus physicians is available at:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

In the case of a final examination in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your instructor and the Faculty Academic Counselling Office as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

11.2 Make Up Examinations

- The student must write a make-up exam if the regularly scheduled exam is missed for reasons for which adequate documentation is received by the instructor (this documentation **must** be supplied by the Academic Counseling office).

11.3 Attendance

- It is expected that students will attend all classes. If you miss a class, some lecture notes may be posted online after class is over. Please consult a fellow student for information regarding missed materials.

12. University Policy on Cheating and Academic Misconduct

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses. Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating. Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring. A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room 3135, WSSB, (519) 661-3573.

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar. Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

13. Procedures For Appealing Academic Evaluations

In the first instance, all appeals of a grade must be made to the course instructor (informal consultation). If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Assistant Program Director or Designate of the BMOS program. If the response of the Assistant Director is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course of program was taken. Only after receiving a final decision from the Dean, may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office.

14. Student Responsibilities

Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as **complimentary** and not redundant. As such, students who want to do well in this course are **strongly encouraged** to attend lectures on a regular basis. Please note that the instructor will not be providing copies of lectures notes or overheads. Therefore, if you miss a lecture, you should try to obtain this material from another student.

In this class, some students may be unaware that their private discussions are distracting to other people. If you feel that students are distracting your attention from the material, then you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), then please see the instructor. In addition, please avoid engaging in private discussions with other students during the lectures.

To avoid unnecessary distractions, please arrive to each class on time.

15. Support Services

15.1 Support Services

The Registrar's office can be accessed for Student Support Services at <http://www.registrar.uwo.ca> Student Support Services (**including the services provided by the USC listed here**) can be reached at: <http://westernusc.ca/services/> Student Development Services can be reached at: <http://www.sdc.uwo.ca/>

Students who are in emotional/mental distress should refer to Mental Health@Western http://www.health.uwo.ca/mental_health/ for a complete list of options about how to obtain help.

16. Other Issues

16.1 Grade Policy

The DAN Program has a grade policy which states that for courses in the 4000 range, the class average must fall between 70% and 75% for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside this range may be approved by the Assistant Director or Director. Class averages are not grounds for appeal.

16.2 Short Absences.

If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate.

16.3 Extended Absences.

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

16.4 Academic Concerns.

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.

16.5 Important Dates:

January 4, 2016 Classes begin.

January 12, 2016 Last day to add a second-term half course or second-term full course.

February 15-19, 2016 Reading Week.

March 4, 2016 last day to drop a second term half course.

April 6, 2016 Winter Session classes end.

April 7-8, 2016 Study Days

April 9-30, 2015 Final examination period.

17. Other Information

- Bring student identification to exams.
- Nothing is to be on/at one's desk during an exam except a pen, pencil, an eraser, a non-programmable calculator and the individual's student card. (no pencil cases)
- Do not wear baseball caps to exams
- **Do not bring music players, cell phones, beepers, or other electronic devices to exams**
- For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: http://www.uwo.ca/univsec/academic_policies/index.html

18. E-mail Policies

The following policies apply to all emails between students and the Professor. Please respect the fact that the Professor receives hundreds of emails from students and must deal with those emails in a fair and organized manner. Non-acceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

18.1 UWO.CA Email Addresses Only

For privacy reasons, students must use their Western email accounts to contact the Professor. The Professor will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.).

18.2 Subject Line Must Include Course and Section Number

The subject line of emails must contain the name or number of the course, and the section number in which the student is enrolled. The Professor teaches different courses and sections and cannot properly respond to questions if he does not know which course or section you are enrolled in.

18.3 Acceptable Emails

- questions about the course content or materials
- asking to set up an appointment to ask questions or review an exam
- notification of illness or other special circumstances
- providing constructive comments or feedback about the course

18.4 Non-Acceptable Emails

- questions that may be answered on OWL or on this course outline
- asking when grades will be posted
- asking what grade a student received
- asking where or when an exam is scheduled or the material covered on an exam
- **requests for grade increases, extra assignments, or reweighting of course components**

FREQUENTLY ASKED QUESTIONS

Question	Answer
How can I succeed in this course?	Do all the assigned readings, attend class, focus on understanding the principles in a way that lets you apply them to new fact situations, and PRACTICE PRACTICE PRACTICE
I missed an assignment or exam because I was sick or there was a death in my family. What can I do about it?	See the section of the course outline on ILLNESS AND SPECIAL CIRCUMSTANCES
I have a lot of mid-terms or projects at once. Can I write the make-up exam?	Make-up exams for exam conflicts are not available unless you have three exams within a 24 hour period or a direct time conflict.
When will the exam grades be posted?	Mid-term grades are posted on OWL when they become available. Final exam grades and final course grades are not posted on OWL until the final marks have been approved.
Can I come and see my exam?	You can review your exam during office hours or at any other mutually convenient time.
Can I use an older version of the text?	You can use an older version of the textbook, but it is your responsibility to ensure that you are learning all of the assigned material. Be aware that different versions of the textbooks will be different and may cover different material or in a different way. Page numbers and rates will usually be different. Using an old income tax text book is like trying to start a car with instructions for a motorcycle. Things change a LOT in tax.
There is so much material. How can I possibly remember everything?	You do not need to remember everything in the book. You need to know how to apply the principles we have learned. You have exam aids which can be used to remember formats.
This mark is going to prevent me from getting accepted at Ivey/graduate school/NASA.	Grades are given based on actual performance, as set out on the course outline. In order to be fair to all the students in the course, grade adjustments, extra assignments, and the reweighting of course components are not available. If you need a better mark, be sure to do better work during the term.
<p>I need a certain mark to get or maintain a scholarship or my AEO status at Ivey, or for the CPA exemptions.</p> <p>I tried really hard, but I still got a poor mark.</p> <p>This is the lowest mark I have ever received.</p>	See box above.