

**The University of Western Ontario  
Aubrey Dan Program in Management and Organizational Studies**

**Management and Organizational Studies 3362a – Introduction to Taxation in Canada  
Course Outline**

**FACULTY**

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**Office Hours: Wednesday and Friday 2:30-4:00, or by appointment**

Section	Instructor	Day	Time	Location
001	Bigelow	Wednesday Friday	9:30 - 11:30 9:30 - 11:30	Social Science Centre Room 3022
002	Bigelow	Wednesday Friday	11:30 - 1:30 11:30 - 1:30	Social Science Centre Room 3022
003	Van Esch	Tuesday Thursday	6:00 - 8:00 6:00 - 8:00	UCC 63

**DESCRIPTION**

The course will provide students with a basic understanding of the Income Tax Act (Canada) and its effect on business decisions. This course will focus on personal taxation, and will cover the different sources of income and how they are taxed. The student will also become familiar with tax deductions and credits that are allowed under the Act. Students will be able to calculate and complete GST returns and will understand the Goods and Services Tax system.

**PREREQUISITES**

MOS 3360a – Intermediate Accounting I

**(Note:** Unless you have either the requisites for this course, or written special permission from your Dean to enroll in it, you may 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.)

**TEXTBOOKS AND OTHER REQUIRED MATERIAL**

1. Byrd, Clarence and Chen, Ida.; Byrd and Chen's Canadian Tax Principles 2011-2012 Edition, Pearson Education Canada. Toronto.
2. Study Guide for the above text.

**WEBSITE FOR COURSE MATERIAL**<http://webct.uwo.ca/>

Contents: Solutions to problems, powerpoint presentations, scanned lecture notes, etc.

**NOTE:** This course meets the credit requirements of all three accounting designations. CA and CGA students will also require MOS 4462b to fulfill all of the taxation requirements of their respective programs.

## EVALUATION

In-class Test (October 12, 2011)	10%
Mid-term Examination (Thursday, Nov 10, 2011, 5:30-8:30 PM)	20%
Assignment (Due Wed., Dec. 7, 2011, noon)	20%
Final Examination (Date: TBA)	30%
Weekly multiple choice quizzes in WebCT	10%
Participation – in class	<u>10%</u>
	<u>100%</u>

***You must complete the assignment and ALL tests/exams to pass the course.***

## EXAMINATIONS

"Students who fail to appear for an examination at the time set in the timetable will not be allowed to write the examination thus missed. Students should report this irregularity immediately to the office of their Dean. They may, with the approval of the chairman of the department concerned, petition the dean for standing or permission to write a special examination. Petitions will be entertained only when they are submitted on compassionate grounds with supporting documents." See the current Western Calendar.

## POLICY ON SPECIAL EXAMINATIONS

- (1) Students with conflicts or students who are unable to write based on compassionate grounds (supported by appropriate documents), may apply in writing prior to the exam to the course coordinator to for special proctoring privileges to write examinations at another time.
- (2) Students involved with approved out-of-town university activities during the scheduled mid-term exam may apply to the course coordinator for special proctoring privileges to write the mid-term exam.
- (3) Students will not be excused from the writing of the mid-term exam under any circumstances.

## MEDICAL NOTES

“Students who are unable to meet a course requirement through any form of illness (whether temporary, serious, or long-term) should advise their instructors of such an absence at the earliest possible opportunity (preferably in advance of the course requirement).

Medical excuse slips normally are not required. Instructors may, at their discretion, require medical certificates for verification of absence for reasons of illness, especially in the event that such absence includes a significant assessment period or evaluation. (Instructors are asked to use good judgement in requesting the use of UWO Student Health Services to verify absence for reasons of minor illness or in instances where a student had not consulted a physician at the time of illness.) Such verification shall be submitted by the student to the office of the appropriate Dean. The Dean’s Office will evaluate the original certificate and will retain it according to the University’s records retention guidelines. The Dean’s Office will then make arrangements with the appropriate instructor and Department Chair regarding accommodations to be made.

In the case of absence from final examinations, such verification is mandatory and normally is contingent upon the student being assessed medically before the final examination.

UWO Student Health Services normally will issue verification of illness only in the case of serious or long-term illness or in cases involving absence from final examinations or other significant periods.

Student absences for reasons other than illness shall continue to be verified according to current practices.”

## ACCESSIBILITY

DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may wish to contact Services for Students with Disabilities (SSD) at 661-2111 #82147 for any specific questions regarding an accommodation. More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>.

## GENERAL NOTES

- (1) Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence at the following web site: <http://www.uwo.ca/univsec/handbook/appeals/scholoff.pdf>.
- (2) Plagiarism: Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage, from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence. See Note 1 for further information.
- (3) Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating
- (4) For a description of the process to be followed for mark/grade appeals, see your professor.
- (5) The use of personal computers during examinations will not be permitted.

## ADD/DROP DEADLINES

October 15, 2011 – Last date to drop a first term half course without academic penalty.

## HOW TO DO WELL IN THIS COURSE:

- 1) Come to class every class, no exceptions.
- 2) Prepare all the practice problems before the class in which they will be taken up
- 3) When preparing the practice problems, do not look at the answer first. Learning involves making mistakes and then correcting them. Please allow yourself to benefit from the process of making mistakes.
- 4) Read the Powerpoint slides before each lecture. Use the textbook when you need more detail than the Powerpoint slides contain.
- 5) Do the practice Exercises in the text book.
- 6) Stay up to date with the material, *you can't afford to fall behind*.
- 7) 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 remember. No two problems look alike. **You have to be willing to do tax in order to understand tax.** 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 and three hint.

**PRACTICE PRACTICE PRACTICE**

Generally, practice problems will be taken up in the class following the class in which they are assigned. I will post solutions on WebCT after they are taken up in class. It is helpful to your preparation for class if you look at the problems and think about what you need to know and clarify in the class that they are assigned above. This will make it easier for you to prepare your solutions over the time between assignments and take up of questions.

Also, please note that the answers to the Exercises and Self Study Problems throughout the text are in the Study Guide provided with the text book. These exercises serve as additional work that you can complete to ensure you understand the material in the chapter, and to prepare for tests.

### WEEKLY MULTIPLE CHOICE QUIZZES

For ten weeks of the course, there will be a multiple choice quiz consisting of 5-15 (usually 10) questions. These questions will be randomly assigned from a larger pool of questions. The results will be electronically scored and assessed. Generally, you will have a two week window (in two cases, this window is 12 days) in which to complete each of these quizzes, and once you begin the quiz, you will have 1 hour to complete it. The first week the quiz is available will be the week we are covering the material for a particular chapter, and the second week will be the following week. There will not be a quiz for Chapters 12 and 21. Your mark on the this portion of the course will be based on the results from the best 8 out of the 10 unit quizzes.

The dates that each quiz will be available, and the quiz content is listed below:

Available dates	Content
Sept 14 – 28	Chapters 1 and 2
Sept 21 - Oct 5	Chapter 3
Sept 28 - Oct 12	Chapter 4
Oct 5 – Oct 19	Chapter 5
Oct 14 – Oct 26 (12 days)	Chapter 6
Oct 19 – Nov 2	Chapter 7
Oct 26 – Nov 9	Chapter 8
Nov 4 – 16 (12 days)	Chapter 9
Nov 9 – 23	Chapter 10
Nov 16 – Nov 30	Chapter 11

### ASSIGNMENTS

There will be one hand in assignment required for this course. **You must complete the assignment and ALL tests/exams to pass the course.** The distribution and due dates are listed in the table above. The assignment will require you to research tax issues and develop an opinion on the appropriate treatment of a variety of situations for tax purposes. The assignment will also require you to complete personal tax calculations for a family. You will be required to submit your explanation of what you believe to be appropriate treatment for any issues described. Research materials you may use might include the *Income Tax Act*, the textbook, other CRA publications such as Interpretation Bulletins and Information Circulars and other tax related publications.

It is fine for you to work with another student or group (of up to 4 students in total) to complete the assignment. Groups must consist of students who have the same instructor. Groups may submit one assignment for all members. If agreement cannot be reached on the tax treatment of some items then some group members may wish to submit an individual assignment. In this case, please indicate the names of all people consulted in completing the assignment. Beware of working in groups and using material provided by other students without proper referencing – this will be considered cheating if it is detected. **Plagiarism is a serious academic offence that can result in a penalty as severe as expulsion from the University.** Whenever you take an idea or a passage from another author, you must acknowledge your debt by using

quotation marks where appropriate, and by proper referencing such as footnotes and citations. Western has software available to check for plagiarism, and you may be required to submit your work in electronic form so that it can be checked by this software.

## TESTS and EXAMS

The exams will consist of a combination of multiple choice questions and problems, similar to problems assigned in the textbook. You will be permitted to bring writing materials, a calculator and 2 sheets of notes (8.5" x 11" pages, double sided). **Note sheets must be 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 hand writing it (typed note sheets will be taken away at the exam). It cannot be photocopied from some other source. Under no circumstances can you use notes prepared by another student.** Should there be any concerns about your cheat sheet during an exam, it 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. These rules will be strictly enforced as it is my responsibility to do everything possible to prevent cheating on examinations.

**You must complete the assignment and ALL tests/exams to pass the course.**

## PARTICIPATION

- (1) 10% of your final grade will be a result of your contribution to class discussion.
- (2) It is expected that you will arrive on time, and be ready to work when you arrive.
- (3) I will evaluate your participation efforts after each class, taking into consideration both the quality of your participation and the quantity.
- (4) Quality is more important than quantity.
- (5) It is not anticipated that we will encounter any problems with poor preparation for class, disruptive behaviour, or frequent lateness or absences, however, should you choose to behave in any of these ways, you will experience a negative impact on your participation mark. I appreciate it very much when students advise me that they will be late, have to leave early, or will be absent from class.
- (6) The main objective of contributing to class discussion is not to be evaluated, but rather to learn, and to assist other members of the class (including the instructor) to learn.
- (7) The following might assist you in deciding on how you will contribute to the class:
  - **9 to 10 out of 10 – Excellent contribution**
    - Consistent contribution to class discussions
    - Contributions indicated preparation for class by pre reading and thinking about assigned material, and making an initial attempt at assigned problems
    - Frequently explains difficult points or concepts
    - Positive direction demonstrated consistently
  - **7 to 8 out of 10 – Good contribution**
    - Consistent contribution to class discussions
    - Contributions indicated preparation for class by pre reading assigned material
    - Often demonstrates the capability to explain difficult points or concepts
    - Positive direction demonstrated consistently
  - **6 out of 10 – Fair contribution**
    - Contributed to class discussions
    - Contributions indicated preparation for class
    - Positive direction demonstrated most of the time
  - **4 to 5 out of 10 – Poor contribution**
    - Contributed to class discussions infrequently
    - Contributions give little indication of preparation for class

- Did not aid in developing a positive classroom atmosphere
- **less than 4 out of 10 – Unsatisfactory contribution**
  - Rarely contributed to class discussions
  - Gave no indication of preparation for class
  - Actively inhibited or impeded the course of class discussions
- 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.

## GENERAL INFORMATION

- If, on medical or compassionate grounds, you are unable to meet your academic responsibilities, i.e., unable to write term tests or final examinations or complete course work by the due date, you should follow the instructions listed below. You should understand that academic accommodation will not be granted automatically on request. You must demonstrate that there are compelling medical or compassionate grounds that can be documented before academic accommodation will be considered. Read the instructions carefully. In all cases, action must be taken at the earliest possible opportunity, preferably prior to the scheduled examination, test or assignment.
- 1. Check the course outline to see if the instructor has a policy for missed tests, examinations, late assignments or attendance. The course outline should include the preferred method of contact (e-mail, phone, etc.).
- 2. Inform the instructor prior to the date of the scheduled time of the test or examination or due date of the assignment. If you are unable to contact the instructor, leave a message for him/her at the department office.
- 3. Bring your request for accommodation to the Social Science Academic Counselling Office, Room 2105, Social Science Centre, telephone 519 661-2011 or fax 519 661-3384. Be prepared to submit documentation of your difficulties.
- 4. If you decide to write a test or an examination you should be prepared to accept the mark you earn. Rewriting tests or examinations or having the value of the test or examination reweighted on a retroactive basis is not permitted.

## TERM TESTS and MID-TERM EXAMS

- 1. If you are unable to write a term test, inform your instructor (preferably prior to the scheduled date of the test). If the instructor is not available, leave a message for him/her at the department office.
- 2. Be prepared, if requested by the instructor, to provide supporting documentation. Submit your documentation to the Social Science Academic Counselling Office.
- 3. Make arrangements with your professor to reschedule the test.
- 4. The Academic Counselling Office will contact your instructor to confirm your documentation.

## FINAL EXAMINATIONS

- 1. You require the permission of the Dean, the instructor, and the Chair of the department in question to write a special final examination.
- 2. If you are unable to write a final examination, contact the Social Science Academic Counselling Office in the first instance to request permission to write a special final examination and to obtain the necessary form. You must also contact your instructor at this time. If your instructor is not available, leave a message for him/her at the department office.
- 3. Be prepared to provide the Social Science Academic Counselling Office and your instructor with supporting documentation.
- 4. You must ensure that the Special Examination form has been signed by the instructor and Department Chair and that the form is returned to the Social Science Academic Counselling Office for approval without delay.

## LATE ASSIGNMENTS

- 1. Advise the instructor if you are having problems completing the assignment on time (prior to the due date of the assignment).
- 2. Submit documentation to the Social Science Academic Counselling Office.
- 3. If you are granted an extension, establish a due date.
- 4. Extensions beyond the end of classes must have the consent of the instructor, the Department Chair and Dean. A Recommendation of Incomplete form must be filled out indicating the work to be completed and the date by which it is due. This form must be signed by the student, the instructor, the Department Chair, and the Dean=s representative in the Academic Counselling Office.

## **SHORT ABSENCES**

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

## **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. This must be done by the appropriate deadlines. (Refer to the Registrar=s website for official dates.) The Social Science Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed of your difficulties.

## **DOCUMENTATION**

§ Personal Illness: If you consulted Student Health Services regarding your illness or personal problem, you should complete a Records Release Form at the time of your visit allowing them to notify Social Science Academic Counselling Office. Once your documentation has been assessed, the academic counsellor will inform your instructor that academic accommodation is warranted.

§ If you were seen by an off-campus doctor, obtain a certificate from his/her office at the time of your visit. The doctor must provide verification of the severity of the illness for the period in question. Notes stating "For Medical Reasons" are not considered sufficient.

§ In Case of Serious Illness of a Family Member: Obtain a medical certificate from the family member's physician.

§ In Case of a Death: Obtain a copy of the newspaper notice, death certificate or documentation provided by the funeral director.

§ For Other Extenuating Circumstances: If you are not sure what documentation to provide, ask an Academic Counsellor.

**Note:** Forged notes and certificates will be dealt with severely. To submit a forged document is a scholastic offense and you will be subject to academic sanctions.

## **ACADEMIC CONCERNS**

§ You need to know if your instructor has a policy on late penalties, missed tests, etc. This information may be included on the course outline. If not, ask your instructor.

§ You should also be aware of attendance requirements in courses such as Business and English. You can be debarred from writing the final examination if your attendance is not satisfactory.

§ If you are in academic difficulty, check the minimum requirements for progression in your program. If in doubt, see your Academic Counsellor.

§ If you are registered in Social Science courses but registered in another faculty (e.g., Arts or Science), you should immediately consult the Academic Counselling Office in your home faculty for instructions.