

TAX HELP COLORADO PRACTICUM, ACC133 - SECTION 601

Spring 2020 Syllabus

CONTACT INFORMATION

Instructor: Laura Sakry

Office: 2604

Office Hours: M/W 1:15 - 2:15, T/W/Th 10:15 - 11:15

Phone: 303-914-6576

Email: laura.sakry@rrcc.edu

Other: I will make every attempt to respond to email within 24 business hours.

When corresponding with me, please include as much information about your question or concern so that I can provide an effective response. If you are experiencing a schedule variation or are having difficulty understanding a discussion or assignment, please email or call me promptly so that we can work together. Working together proactively gives us an opportunity to support you in the successful completion of the course.

Instructor Absence: In the event of an instructor absence, class cancellation, or school closing, information will be posted on the NEWS section of the course on D2L.

REQUIRED TEXTBOOK/COURSE MATERIALS

1. Tax Help Colorado 2019 Student Edition
2. IRS Publication 4012 Volunteer Resource Guide
3. IRS Publication 17 Your Federal Income Tax for Individuals

COURSE DESCRIPTION:

ACC 133 - Individual Income Tax - Site Lab - This course gives students hands-on experience preparing federal and state income tax returns for individuals. They perform community service by preparing these tax returns for the economically disadvantaged members of their community, which has a significant economic impact in the community. Students use their interpersonal communication skills in dealing with customers of different cultural backgrounds and ages while answering tax-related questions. They use professional tax software in the preparation of these tax returns. A student must work at the tax site for a minimum of 20 hours for successful completion of this course. Special recognition will be given to any student who volunteers 40 hours or more.

Credit hours: 1 credit hour

COURSE PREREQUISITES/CO-REQUISITES

ACC 132 and/or successful completion of the IRS VITA Advanced Exam

COURSE LEARNING OUTCOMES

- Upon completion of this course the student/learner will be able to:
- 1. Prepare tax returns for the elderly and economically disadvantaged of the community.
- 2. Perform community service.
- 3. Obtain an employable skill.
- 4. Have a definable economic impact in the community.
- 5. Use interpersonal communication skills in dealing with customers of different cultural backgrounds and ages.
- 6. Answer basic tax questions.
- 7. Understand appropriate tax software.

COURSE REQUIREMENTS/EXPECTATIONS

The tax site will be open to the public every Saturday February 8 - March 14, 9am to 3pm, and volunteer hours will be 8am - 4pm.

If you need to leave the tax site at a specific time, please manage your time wisely and do not take on an additional return if you cannot complete it. You choose the hours you will volunteer, and please keep in mind the grading policy, as well as the fact that when you volunteer for forty or more hours you will receive an A and a letter from Governor Hickenlooper.

It is expected that you will treat all tax clients, students and volunteers with respect at all times.

GRADING POLICY

METHODS OF EVALUATION/GRADING/ASSESSMENT

Your grade is a combination of hours you volunteer at our tax site and/or another locations tax site and your participation in the Service Learning requirements.

GRADING SCALE:

Your grade will be based upon the number of hours you work in the tax site and participation in the service learning requirements including the reflections (discussion boards).

- 40 or more hours - A
- 30 to 39 hours - B
- 20 to 29 hours - C
- 10 to 19 hours - D
- Under 10 hours - F

DRESS CODE: At the tax site please dress business casual. Examples would be khaki pants, slacks, polo shirts, etc... No jeans please.

IMPORTANT DATES

STUDENTS: PLEASE VERIFY THE SPECIFIC DROP AND WITHDRAW DATES FOR THIS COURSE IN YOUR “[Detailed Student Schedule \(with Drop-Withdrawal Dates\)](https://erpdnssb.cccs.edu/PRODRRCC/wt_student_sched.P_DisplayStudentSched)” LINK IN THE ROCK, UNDER THE STUDENT TAB
(https://erpdnssb.cccs.edu/PRODRRCC/wt_student_sched.P_DisplayStudentSched)

ACADEMIC MISCONDUCT

Academic misconduct consists of plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic

dishonesty are subject to both academic consequences (as determined by the instructor) and to disciplinary action, according to the current Student Handbook (<http://www.rrcc.edu/student-life/handbook>). All academic integrity incidents shall be sent to the Vice President of Student Success, Dr. Lisa Fowler.

CLASSROOM CONDUCT

Respect your classmates. If you have a cell phone, please turn it on vibrate. If you need to take a call, quietly excuse yourself from the classroom.

RRCC SYLLABUS INSERT - REQUIRED AND ADDITIONAL INFORMATION

All students are required to be familiar with the information contained in the RRCC Syllabus Insert document. In addition to your instructor reviewing the required content in class, the RRCC SYLLABUS INSERT can be found as an announcement on all D2L landing pages (where you have access to all of your courses) and in the “Student Help” pull-down menu.

COURSE SCHEDULE

The tax site will be open the following dates to the public 9am-3pm, volunteer hours are 8am - 4pm.

WEEK 1: FEB 8

WEEK 2: FEB 15

WEEK 3: FEB 22

WEEK 4: FEB 29

WEEK 5: MAR 7

WEEK 6: MAR 14