

University of Hawaii at Manoa
College of Business Administration
School of Accountancy

ACC 399 – Directed Research, CRN 76223
Federal Income Taxation of Low-Income Taxpayers
Fall 2024
SYLLABUS (rev. 8/15/2024)

Class Hours: Tuesdays, 2:00 – 3:50 PM in room BUSAD G301

Grading: Credit / No-Credit, no letter grades (9/17/2024 last date to drop with no W grade)

Lecturer: Roy Kamida, CPA

E-Mail: kamida@hawaii.edu

Office Hours: Before or after class meetings in the classroom or by appointment.

Reservation Statement: The instructor reserves the right to modify this syllabus as necessitated by classroom activity, student concerns, material revisions, or any other concern that may arise throughout the duration of this course.

Course Description: This service-learning course provides students with the knowledge, skills, and opportunity to serve their local community by training them to prepare federal and state individual tax returns for low-income taxpayers.

Learning Objectives: This course is structured to broaden the student’s knowledge of the federal and state income tax provisions applicable to individuals. By the end of this course, **students should be able to:**

- (1) Acquire basic knowledge for preparation of individual income tax returns
- (2) Think critically and problem-solve creatively
- (3) Conduct VITA work preparation by collecting information effectively and efficiently
- (4) Communicate effectively with low-income taxpayers and report effectively to the IRS
- (5) Demonstrate knowledge of ethics and ability to apply to real world settings

The information we learn in our class is not only useful to prepare basic income tax returns but will provide you with useful information for your own tax and financial situation.

Prerequisites: Enrolled at UH Manoa. Not unclassified nor summer only.

Assessments: Receiving credit for the course will be based upon passing with at least an 80% score for all the certification tests required by the IRS Volunteer Income Tax Assistance (VITA) program at the advanced preparer level. These tests include:

- **2023** Volunteer Standards of Conduct Exam
- **2023** Intake Interview and Quality Review Exam
- **2023** Advanced Exam
- **2024** Volunteer Standards of Conduct Exam
- **2024** Intake Interview and Quality Review Exam
- **2024** Advanced Exam

Deadlines for passing each exam will be announced during the semester as the IRS materials become available. By the end of the semester all students must provide the instructor with a signed Volunteer Agreement Form 13615 showing that they have passed the required three 2024 exams. This form is due by Tuesday, December 10, 2024.

Currently the online VITA certification testing website is not available but should be timely available for us to be officially IRS certified for 2024 before the end of the fall semester. Currently the 2023 VITA training site is available which we will use to manually do the 2023 certification tests.

Lecture Activities: During class, we will discuss tax laws and tax return preparation. We will work through example problems and scenarios that will help you prepare for the certification tests and be a better volunteer tax return preparer. The problems completed during lectures are not graded.

Attendance/Participation: Class attendance in Accounting 399 is essential to the learning process. Regularly attend and arrive on time. Success in this course depends heavily on our ability to communicate with one another, for students to listen to and engage with their classmates, and general participation in course activities.

Disability Access: Students with disabilities are encouraged to contact the KOKUA Program for information and services. Services are confidential and students are not charged for them. Contact KOKUA at 956-7511 (voice/text), <https://hawaii.edu/kokua/> , or Queen Liliuokalani Center for Student Services, Room 13.

Student Grievance Procedure: Please refer to:
<https://manoa.hawaii.edu/studentssuccess/academic-grievance/policies-and-procedures/>

Alternate Meeting Site: In the event of a disturbance during class time (e.g., bomb threat), we will not have any class meeting. But check our Laulima class site and any emailed Class Message for alternate activities.

Academic Honesty: The University expects students to maintain standards of personal integrity that are in harmony with the educational goals of this institution, to respect the rights, privileges, and property of others; and to observe national, state, and local laws and University regulations. The UH Student Code of Conduct is available at this link: <https://manoa.hawaii.edu/studentssuccess/conduct-code/>

The following are examples of the types of behavior that conflict with the community standards that the UH values and expects of students. Engaging in or attempting to engage in any of these behaviors subjects a student to the disciplinary process and sanctions on each campus. Acts of dishonesty, include but are not limited to cheating, plagiarism, or other forms of academic dishonesty.

- Cheating is an act of academic dishonesty and includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the UH faculty, staff or student body; and (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
- Plagiarism is also an act of academic dishonesty and includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full

and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

If a student is caught committing an act of Academic Dishonesty, as defined in the University Student Conduct Code, they will receive NO CREDIT for the course and be referred for disciplinary action as provided for by the University Student Conduct Code.

Title IX: The University of Hawaii is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. If you or someone you know is experiencing any of these, the University has staff and resources on your campus to support and assist you. Staff can also direct you to community resources.

If you wish to remain **ANONYMOUS**, speak with someone **CONFIDENTIALLY**, or would like to receive information and support in a **CONFIDENTIAL** setting, contact the confidential resources available here: <http://manoa.hawaii.edu/titleix/resources/#confidential>

If you wish to **REPORT** an incident of sex discrimination or gender-based violence including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence or stalking, as well as receive information and support, contact:

Dee Uwono

Director and Title IX Coordinator 2500
Campus Road, Hawaii Hall 124

Honolulu, HI 96822

(808) 956-2299

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