MEMORANDUM

TO: Students in Tax Research

FROM: Nathan Jones

DATE: August 22, 2017

RE: Instructions for Assignments

Your first assignment is due by 4:00 p.m. on August 29. Please turn all assignments in to Room 203. Following are instructions to be adhered to in completing this assignment and all subsequent ones during the semester.

First, obtain a number from Room 203 to use for the assignment. Put the exam number and the problem set number at the top of your paper. The answers that you hand in should be typed and in memo format. (Note: you will use new exam numbers for each problem set, so please make sure to indicate the problem set on the exam number that you hand back to the personnel in Room 203.)

Second, you may not assist each other in any way in answering these questions. This includes making comments to each other about the difficulty of the assignment or a good resource to use. The purpose of this class is for each of you to familiarize yourselves with tax research tools; assisting each other is not an effective way to learn about these tools, and it is also an Honor Code violation. However, you may seek the assistance of a librarian or the computer lab personnel. In addition, if you have any difficulty in interpreting the questions, please feel free to ask me for assistance.

Third, make a copy of your work (I will be collecting your assignments and keeping them after we go over them in class).

Fourth, in preparing the assignment on statutes due on September 1, you may feel free to use any resources, including online services such as Westlaw, Lexis, and Bloomberg Law, as well as any of the other internet-based resources offered through the library’s website in answering the questions. Some of the questions, however, might be more easily answered using the traditional materials available in the library. For future assignments, consider all research tools to be available to you unless I note otherwise.

Fifth, on all assignments, please indicate the source or sources that you used in answering each question (i.e., Standard Federal Tax Reporter, Volume 10). If you use an online service such as Westlaw, please indicate the database and search terms that you used to find your answer. There are two principal reasons that I request this information. First, if your answer differs from mine, I can locate your answer through the resources that you used and determine whether to give you credit for your answer. Second, by learning the resources that you use in performing your research, I can discover new or unique research sources and use them to improve my class in the future.

Finally, you are required to reshelving your books after using them. Failure to reshelving a book or keeping it overnight could be considered an Honor Code violation. In addition, please do not put books on the reshelving cart. This is unfair to students who need to use the materials after you.