Course Syllabus
FIR1220-003 – Personal Financial Management
Fall Semester, 2018
3.0 Credit Hours
(Last updated: 8/06/2018)

Instructor: S. Clemons, MBA
Phone1: Available upon request
Office and Hours: Email instructor to schedule an appointment
E-mail: smcatee@memphis.edu

Office Hours: As the instructor is an adjunct faculty member, the standard means for communicating with the instructor is via course email throughout the semester. However, phone calls can be scheduled upon request.

Course Overview:
This course covers the personal financial planning process including areas of personal budgeting, borrowing and credit, insurance, home ownership, investment, taxes, entrepreneurship, and family financial planning.

Pre-Requisites/Co-Requisites:
There are no course pre-requisites to enrolling in this course.

Required Texts (and Related Materials): [REQUIRED]
PFIN 6th Edition w/ Coursemate access
Recommended Texts (and Related Materials):
Excel should suffice for all calculations. You may also consider a financial calculator or financial calculator app if you choose, but all calculations can be accomplished using Excel.

Location of Course Materials:
This is a hybrid course and much of the course materials (discussion topics, assignments, quizzes and news, etc.) are located on the eCourseware website (opens in new window).

Course Objectives:
This course is designed to introduce students to the personal side of financial analysis and activity and provide them an important additional perspective on other finance/accounting coursework taken at the University of Memphis. Typically, other courses tend to address these topics from the perspective of the organization or the (typically large/institutional) investor. While some students may decide to continue their studies in the finance field and enter these professions that are often lucrative, all students as well as members of our community will benefit immensely from an early course that prepares them as consumers, and users of financial services.
In this course, the student is placed at the “center of their financial universe” and is exposed to the areas of financial planning and analysis which can help them to increase their financial literacy and make more intelligent choices about their future financial situation.

Topics covered in the course include:
(1) Income and Accumulation - ‘How to make money’, various career options,
(2) Saving early and often - the power of compound interest,
(3) Investments, and
(4) Consumption, Expenditures, and Disbursement (including Taxes, Housing, Auto), budgeting, planning, personal credit, credit cards, student loans, and various types of insurances.

Fogelman College: Learning Outcomes for Your Degree
This course is designed to help you to meet the overall learning objectives for the BBA degree offered by the Fogelman College. You should take the time to become familiar with the overall learning objectives as a student in the BBA degree program.

- BBA Program Outcomes (opens in new window)
- BBA in Accounting Program Outcomes (opens in new window)
- MBA Program Outcomes (opens in new window)
- IMBA Program Outcomes (opens in new window)
Course Methodology

This is a hybrid course. Most of the lectures and instruction will take place face-to-face, while the delivery of assignments, completion of discussions and completion of quizzes, will take place online. This has the benefit of accommodating each student’s unique schedule and learning style.

Professor’s Expectations of Students:

In general, you should assist the instructor in creating a positive, supportive environment for learning by staying engaged in the course and actively participating in all online discussions.

Student’s Expectations of the Professor:

In my role as your instructor, there are certain things you can expect from me including: well-organized and engaging learning experience, response to emails within two (2) business days, and feedback on all work submitted within 7-10 calendar days.

Grading and Evaluation Criteria

Over the semester, you will have a variety of opportunities to earn points towards your final (overall) letter grade in this course. This section of the syllabus describes the assessed work you will be doing and how overall (final) letter grades will be computed.

Final Course Grades

Final course grades are earned according to the following table:

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<tr>
<th>Range</th>
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<th>Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90% or above</td>
<td>A</td>
<td>80%- 89.99%</td>
<td>B</td>
<td>70% - 79.99%</td>
<td>C</td>
<td>60%-69.99%</td>
<td>D</td>
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<tr>
<td>59.99% or below</td>
<td>F</td>
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Your overall grade for the semester is based on how well you perform on a mixture of formal activities including discussions, quizzes and projects. A detailed description of each of the assessed activities can be found after the scoring summary table below.

**Summary of Graded Activities**

Points earned on the assessed activities will be distributed as follows:

<table>
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<tr>
<th>Activity</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Module Quizzes</td>
<td>65%</td>
</tr>
<tr>
<td>Budget Project</td>
<td>15%</td>
</tr>
<tr>
<td>Module Assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>10%</td>
</tr>
</tbody>
</table>

**List of Formal Assessed Activities**

For a complete description of the assessed activities for the semester, please refer to the “List of Assessed Activities” page that can be found in the online course area under “Getting Started”.

**Schedule of Activities**

For a complete semester schedule of readings, activities, and due dates for assignments, please refer to the “Semester Calendar” that can be found in the online course area under “Getting Started”.

**Final Exam Schedule**

The final exam for this class will be scheduled according to the Registrar’s academic calendar website (opens in new window).

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**Course Policies**

**E-MAIL:**

All students are required to maintain and access their University of Memphis (@memphis.edu) email account. You will receive all official course correspondence at this email account. Any inability to receive incoming mail in a timely fashion (e.g., not regularly checking your email, having a “full mailbox” condition, etc.) is the student’s responsibility.
Attendance:

Since this is a hybrid course, attendance is required for scheduled meeting times. You are expected to stay active and engaged throughout the academic term and keep up with the schedule of activities. Your full engagement in the class begins on the first day of the semester and should be maintained until the last assignment is submitted. For students receiving federal student loans, any lack of engagement in the course may be treated as non-attendance and potentially impact access to student loans in the future.

Adding / Dropping:

If you have questions about adding or dropping classes, please refer to this page on the Registrar’s website (opens in new window).

Academic Integrity:

The University of Memphis has clear codes regarding cheating and classroom misconduct. If interested, you may refer to the Student Handbook section on academic misconduct for a discussion of these codes. Note that using a “Solutions Manual” is considered cheating. Should your professor have evidence that using a “Solutions Manual” has occurred, he/she may take steps as described on the campus’ Office of Student Conduct website (opens in new window). If you have any questions about academic integrity or plagiarism, you are strongly encouraged to review the Fogelman College’s Website on Academic Integrity (opens in new window).

Academic Honesty

Academic honesty is fundamental to the activities and principles of a university, and more broadly to society at large. Any effort to gain an advantage not given to all students is dishonest, whether or not the effort is successful. The University has specific Academic Honesty Policies; please see the policies in the U of M Student Handbook. Because academic honesty is extremely important, the consequences of dishonesty are serious, ranging from probation to expulsion. Please feel free to see me concerning issues associated with academic honesty.

Participation:

To be successful in this course as a student, you must stay active and involved throughout the entire semester. Students are expected to participate in all interactive aspects of the course. You should also regularly communicate with the instructor as part of your overall learning experience, check into the course frequently for announcements (usually on the course homepage), and actively participate in threaded discussion events (both formal and informal). You should plan on logging into the course at least three times each week.

Classroom or Online Behavior:

All participants in the course should be considerate of the other course participants and treat them (as well as their opinions) with respect. The class will operate under the assumption that any and all feedback offered is positive in nature and that the intentions of the person(s)
providing feedback are strictly honorable. Insensitivity in this area will not be tolerated. If you have any questions about online communication, you should review the Fogelman College’s Netiquette website (opens in new window).

Late Assignments:

Assignments and projects may be submitted anytime up to and including the date due. Please review all information in this syllabus and related “Course Activity Summary / Schedule” for all due dates for formally assessed work. If your work is not submitted on time, the instructor reserves the option to deduct up to 20% of the grade value for tardiness depending upon the circumstances and appropriate communication between the student and the instructor.

Extra Credit:

There is no extra credit offered in this course. Your final grade will be computed based on your work on the formal/assessed activities previously described in this syllabus.

Reporting Illness or Absence:

Due dates and deadlines have been established for each graded assignment. In this course, deadlines are taken very seriously. Please do not wait until the last day to submit assignments or to take quizzes and exams. If an emergency should arise, it is the student’s responsibility to contact the instructor prior to the deadline to discuss the matter. A deadline extension will be considered only if all of the following conditions are met: (1) Extreme emergency and (2) Instructor contacted prior to the due date.

Inclement Weather:

In the event that inclement weather requires the cancellation of classes at The University of Memphis, local radio and television media will be immediately notified. Additionally, The University of Memphis has established an Inclement Weather Hotline at 678-0888 as well as TigerText (opens in new window), an emergency alert text messaging service to students, faculty and staff. This optional service is used in the event of an on-campus emergency, an unscheduled university closing, or a delay or cancellation of classes due to, for instance, inclement weather. Additional information on TigerText (opens in new window).

Syllabus Changes:

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

Student Services

Please access the FCBE Student Services (opens in new window) page for information about:

- Students with Disabilities
- Tutoring and other Academic Assistance
• Advising Services for Fogelman Students
• Technical Assistance

**FCBE Academic Internship Credit:**

In FCBE, all majors offer an academic internship course option as a substitution for a required elective in a student’s major. To apply for academic credit, students must obtain an internship highly related to their major, register **prior** to the start of their internship and have their internship **approved by departmental internship faculty**. To review the requirements for applying for academic credit, visit [http://www.memphis.edu/professional/internships/academic_credit.php](http://www.memphis.edu/professional/internships/academic_credit.php). Students should allow approximately two weeks for the review and processing of an academic internship application through the Fogelman Internship Network.