Course Syllabus

FIR 4011 / 6011 – Retirement and Estate Planning

FALL 2017
Mondays, Wednesdays and Fridays 11:30 am – 12:25 pm

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Office Hours: Mondays and Wednesdays 12:30 – 2:30

Course Overview

A study of techniques pertaining to retirement and estate planning for individuals, families, and businesses with the goal of evaluating retirement plans, analyzing regulatory framework of retirement planning, and applying estate planning techniques for individuals and families. Forecasting retirement income from employer-based retirement plans, IRAs, insurance policies, social security and investment programs. Property titling, wills and transfers in contemplation of death. Topics include retirement planning and estate planning, as well as regulations relevant to the financial services industry. Students registered at the Masters level will require an additional Project.

Pre-Requisites/Co-Requisites:
An open mind and the willingness to work hard.

Required Text & Materials:


Location of Course Materials:
All class assignments submissions, notes and other material will be available on the ecourseware website: https://elearn.memphis.edu

Course Objectives:
• To conduct Retirement Needs Analysis.
• Factor in Social Security, Medicare and Medicaid into Retirement Planning
• Types of Retirement Plans and regulations thereof.
• Retirement Income and Distributions and tax strategies.
• Choosing an optimal plan for Businesses.
• Property Titling and Strategies to transfer property.
• Sources of Estate Liquidity
• Gift and Estate tax compliance and tax considerations.
• Marital deductions, Intra-family and other business transfer techniques.

Fogelman College: Learning Outcomes for Your Degree

BBA http://www.fcbeassessment.net/LearningOutcomes/BBADegreeLearningOutcomes.pdf
MBA http://www.fcbeassessment.net/LearningOutcomes/MBADegreeLearningOutcomes.pdf
MSBA http://www.fcbeassessment.net/LearningOutcomes/MSBADegreeLearningOutcomes.pdf

Course Methodology
The class will be a mix of lectures on fundamentals, and in-class discussions with emphasis on real cases. In short we will work hard and have a lot of fun learning.

Class Participation:
There will be a lot of emphasis on class participation. 10 per cent of your overall grade is based on class participation and this includes attendance and taking part in discussions. An important part of learning is to be able to articulate what you have learnt and the class will be the forum for you to practice in.

Exams:
The emphasis is on preparing you for the CFP exam. Hence questions will be modelled on those asked in the exam. There will be two exams in total. One mid-term exam and a final. Students taking the graduate level course will have different exams.

Professor’s Expectations:
I expect you to participate in the discussions, read the material and be on top of your assignments. If you have any problems, please do not hesitate to reach out. The class load will demand that you to spend at least 3 to 5 hours a week.
We are on the honor system. During the exam or submission of an assignment, I expect you to submit your own work and not anything from the internet or someone else’s. You are allowed to reference other material, but make sure that you cite and give due credit to any source that you have used. In any assignment I want to hear your opinion and views on the question asked.

**Student's Expectations:**
I aim to provide a structured and organized course which will challenge you, but at the same time will expand your horizons. You can expect a response to your email within two working days and feedback and grades on all submitted assignment within 5-7 calendar days.

**Grading and Evaluation Criteria**

The following will be the grading scheme:
- Exams = 40 points
- In class project / Online quizzes = 50 points
- Class participation = 10 points
- Bonus project = 10 points

**Final Course Grades**

Your exam, attendance and bonus points, and their letter grade equivalent are:

- 90 -100  A
- 80- 89  B
- 70- 79  C
- 59 - 69  D
- Below 58  F

(I do not use +/- grading.)

**Course Topics and Schedule of Activities**

The Course is divided into two parts; Fundamentals and Applications. This is a tentative break down of the topics that we will try and cover. It is subject to change as and when needed. We will not be covering the full chapter many a times, but only parts that I deem fit.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Week1</td>
<td>Retirement planning</td>
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<tr>
<td>Week2</td>
<td>Qualified Plans</td>
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<td>Week3</td>
<td>Profit Sharing Plans and ESOPs</td>
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<td>Week4</td>
<td>Distributions and Regulation of Qualified Plans</td>
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<td>Week5</td>
<td>IRAs, SEPs, Simple, and other plans</td>
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<td>Week6</td>
<td>Social security and Nonqualified plans</td>
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<td>Week7</td>
<td>Fringe and Group benefits</td>
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<td>Week</td>
<td>Activity</td>
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<tr>
<td>Week 8</td>
<td>Review and Exam 1</td>
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<tr>
<td>Week 9</td>
<td>Estate Planning Overview and Documents</td>
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<td>Week 10</td>
<td>Types of Ownership and Probate process</td>
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<td>Week 11</td>
<td>Gift &amp; Estate tax</td>
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<td>Week 12</td>
<td>Transfers and trusts</td>
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<td>Week 13</td>
<td>Charitable giving and Marital Deductions</td>
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<td>Week 14</td>
<td>Life Insurance and generation-Skipping transfers</td>
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<td>Week 15</td>
<td>Review and Final Exam</td>
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**List of Formal Assessed Activities**

There will be 7 assignments and your scores on the best 6 will be considered. Each assignment carries 5 points. They will open each week on Wednesday and close on Sunday Night.

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<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Mid Term Exam</td>
<td>TBD</td>
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<tr>
<td>Final Exam</td>
<td>TBD</td>
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**Final Exam Schedule**

The final exam for this class will be scheduled according to the [Registrar’s academic calendar website](https://academiccalendar.uofm.edu).  

**Course Policies**

**E-MAIL:**

Emails will be sent only to those addresses that I retrieve digitally from University Records Office. Notifications about changes in the syllabus or assignments will be done via these email addresses. 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:**

Attendance is required. A total of 10 sample rolls, including occasional two sample rolls on the same day, will be taken throughout the semester, and your attendance points are assigned as follows:

8 or more attendances  3 points  
7 attendances          2 points  
6 attendances          1 point  
5 or less attendance   0 point
Adding/Dropping:
Please refer to the following page if you have any questions about adding or dropping classes. Registrar’s website.

Academic Integrity:
We are on the honor system. During the exam or submission of an assignment, I expect you to submit your own work and not anything from the internet or someone else’s.
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.
Also review the Fogelman College's Website on Academic Integrity.

Participation:
Learning is incomplete without being able to communicate the ideas that you have learnt in a clear and concise manner. Also communication also helps to iron out any inconsistencies that you have in understanding of any of the fundamental concepts. Please do not think about asking a silly question. NO QUESTION IS SILLY. Actively participate in the class discussions and try to help out your fellow student and you will realize that in the process you have helped yourself. There are 7 points to be earned via class participation.

Classroom or Online Behavior:
Be collegial in the classroom and with the members of your group for the group projects that you decide to undertake. “It is okay to disagree as long as you are agreeable.” I expect all students to be sensitive to their fellow class mates and no disrespect of any nature will be tolerated.

Late Assignments:
Assignment must be submitted before the deadline. I encourage early submissions. Late turn-in will not be graded and no credit will be given.

Extra Credit:
There will be an opportunity to get extra 5 bonus points by completing the BMC. The details of the project and the certification will be discussed in the class.

Reporting Illness or Absence:
I suggest that you try and submit your assignments as early as possible and not wait till the last day for submission. I will not accept any request for extension due to any emergency or illness 12 hours before deadline.

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 Live Safe, 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.
**Syllabus Changes:**
I reserve the right to make any changes to the syllabus and you will be notified of the same via email and notification on the ecourse webpage.

**Student Services:**
Please access the [FCBE Student Services](#) 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.