Course Syllabus
FIR 6620 – CFP Capstone
Spring 2018
3.0 Credit Hours

Instructor: Frank Allen
E-mail: fallen@shoemakerfinancial.com
E-mail: fsallen@memphis.edu
Office Hours: By appointment
Phone: Available upon request

Course Overview:
This course will apply financial planning techniques in a case study manner. Students will have studied the content in this course in previous courses. We will review that content and compile it into a comprehensive financial plan. Topics include:

- Ethics
- Financial Planning
- Insurance Planning
- Investment Planning
- Income Tax Planning
- Retirement Planning
- Estate planning

Pre-Requisites/Co-Requisites:
This course is to be taken only under the supervision of a faculty member appointed by the Department Chair.

Required Texts (and Related Materials):

Location of Course Materials:
All course materials (lectures, discussion topics, news, etc.) are located on the eCourseware website
Course Objectives:

By successfully completing this course, students will be able to:

1. Prepare for the CFP exam
2. Know and live by the ethical standards
3. Create and present a financial plan
   a. Financial Planning
   b. Insurance planning
   c. Investment Planning
   d. Income Tax Planning
   e. Retirement Planning
   f. Estate Planning

Fogelman College: Learning outcomes for your degree:

This course is designed to help you 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 MBA Program

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.

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:

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 final (overall) letter grades will be computed.

Final Course Grades:

<table>
<thead>
<tr>
<th>Point Range</th>
<th>Assigned Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,080-1,200</td>
<td>A</td>
</tr>
<tr>
<td>960-1,079</td>
<td>B</td>
</tr>
<tr>
<td>840-959</td>
<td>C</td>
</tr>
<tr>
<td>720-839</td>
<td>D</td>
</tr>
<tr>
<td>Below 720</td>
<td>F</td>
</tr>
</tbody>
</table>

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>
<thead>
<tr>
<th>Deliverable</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance and Participation</td>
<td>50</td>
</tr>
<tr>
<td>Mid-Term Exam</td>
<td>300</td>
</tr>
<tr>
<td>Project</td>
<td>400</td>
</tr>
<tr>
<td>Final Exam</td>
<td>350</td>
</tr>
<tr>
<td>Research Project</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,200</strong></td>
</tr>
</tbody>
</table>

Course Topics:

The learning units of the course will generally follow the organization outlined as follows:

- Ethics and Client Communication
- Financial Planning
- Insurance Planning
- Investment Planning
- Income Tax Planning
- Retirement Planning
- Estate Planning

List of Formal Assessed Activities:

- Participation
- Mid-Term Exam
- Project
- Research Project
- Final Exam

Schedule of Activities:

For a complete semester schedule of readings, activities, and due dates for assignments, please refer to the schedule of semester activities

Final Exam Schedule:

The final exam for this class will be in the form of a group project presentation that will take place on the scheduled exam date as noted on the Registrar’s Academic Calendar website.
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:

This is a standard classroom course and class time will be used for a variety of purposes other than reviewing factual information. Therefore it is important that you stay active and engaged through consistent attendance all semester. 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. Note that class attendance will contribute to your overall grade in the semester as noted under ‘Grading’ in this syllabus.

Adding/Dropping:

If you have questions about adding or dropping classes, please refer to the Registrar’s website.

Academic Honesty
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).

Participation
To be successful in the 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 in the course home page), and actively participate in classroom discussions (both formal and informal). Note that your overall level of participation will contribute to your final grade in the semester as noted under ‘Grading’ in this syllabus.

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.
Make-Up/Late Policy

There will not be make-up assignments. Special accommodations may be possible if you contact your instructor before the respective due date, however this is not a guarantee. Late assignments will not be accepted. 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.

Last minute, extra credit essays at the end of the Semester

There will be no last minute extra-credit opportunities. Please do not ask. Do the work as it is assigned and stay ahead of deadlines. Time management is as valuable of a skill to learn as financial management.

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