Course Syllabus
FIR 1220, Section 4 – Personal Financial Management
Fall Semester, 2020 – Mon/Wed 2:20 to 3:45
Fogelman Classroom Building, Room 119
3.0 Credit Hours

Instructor: Allison Potter, PhD
Phone: 901-678-5925
E-mail: apotter@memphis.edu
Office location: FCBE 344
Office hours: Please contact me if you would like to set up a time to meet online using Zoom.

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 for this course.

Required Texts (and Related Materials):
Title: PFIN7 (w/PFIN Online Access Card)
Authors: Billingsley, Gitman, Joehnk
Publisher: Cengage
ISBN: 9780357033609

Recommended 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 or online calculators.

Location of Course Materials and Grades: Course syllabus, documents, and grades are in the eCourseware system (also known as elearn), accessed from your mymemphis account.

https://elearn.memphis.edu
COVID-19 Information:

There is an information page on the FCBE website that includes important considerations for students related to the ongoing COVID situation. The URL for this webpage: https://www.memphis.edu/fcbe/faculty/covid_19_notice.php

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:

- Income and Accumulation – ‘How to make money’, various career options,
- Saving early and often – the power of compound interest,
- Investments, and
- Consumption, Expenditures, and Disbursements (including Taxes, Housing, Auto), budgeting, planning, personal credit, credit cards, student loans, and various types of insurance.

Overall Objectives for FIR 1220 as a General Education Elective

1. Recognize, describe, and explain social institutions, structures, and processes and the complexities of a global culture and diverse society.

2. Think critically about how individuals are influenced by political, geographic, economic, cultural, and family institutions in their own and other diverse cultures and explain how one's own belief system may differ from others.

3. Explore the relationship between the individual and society as it affects the personal behavior, social development and quality of life of the individual, the family and the community.

4. Examine the impact of behavioral and social scientific research on major contemporary issues and their disciplines' effects on individuals and society. Examine the impact of behavioral and social scientific research on major contemporary issues and their disciplines’ effects on individuals and society.

5. Using the most appropriate principles, methods, and technologies, perceptively and objectively gather, analyze, and present social and behavioral science research data, draw logical conclusions, and apply those conclusions to one's life and society.
6. Take ethical stands based on appropriate research in the social and behavioral sciences.

7. Analyze and communicate the values and processes that are used to formulate theories regarding the social context of individual human behavior in the social and behavioral sciences.

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. If you need help accessing your email, please call 678-8888, the UofM Help Desk. You can also access online help at http://www.memphis.edu/umtech/service_desk/index.php

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).

Classroom Behavior:

This will apply if we return to on-ground classes during the semester:
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. No earbuds/headphones are allowed on in class.

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 ecourseware news page.

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

Curriculum

<table>
<thead>
<tr>
<th>Module</th>
<th>Chapters</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1, 2 and 3</td>
<td>Financial Statements, Budgets, and Taxes</td>
</tr>
<tr>
<td>2</td>
<td>4 and 5</td>
<td>Managing Basic Assets (Cash, Savings, Auto and Home)</td>
</tr>
<tr>
<td>3</td>
<td>6 and 7</td>
<td>Managing Credit</td>
</tr>
<tr>
<td>4</td>
<td>8, 9 and 10</td>
<td>Managing Insurance Needs (Life, Health, Auto and Home)</td>
</tr>
<tr>
<td>5</td>
<td>11, 12 and 13</td>
<td>Managing Investments</td>
</tr>
<tr>
<td>6</td>
<td>14 and 15</td>
<td>Retirement and Estate Planning</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction discussion points</td>
<td>25</td>
</tr>
<tr>
<td>Class discussion points (6 modules at 50 points each)</td>
<td>300</td>
</tr>
<tr>
<td>Module Quizzes (6 modules at 50 points each)</td>
<td>300</td>
</tr>
<tr>
<td>Post-class survey</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>650</strong></td>
</tr>
</tbody>
</table>

Grading Scale

- A = 585 – 650 points
- B = 520 – 584 points
- C = 455 – 519 points
- D = 390 – 454 points
- F = Below 390 points
Grading and Evaluation Criteria

The grade weights and a discussion of each of the grade categories are provided. We will be utilizing the grade book within the eCourseware/eLearn system. Pay close attention to when assignments are due. You will not be able to earn points after the quiz/discussion thread closes. Both of these close at 11:59pm on the date indicated.

Discussion threads (300 points)

For each of the six modules, you will post under the topics in the discussion threads for that module, as well as reply to at least one post from another student for each discussion thread. There are two discussion threads per module, so you need to post both a comment and reply for each of these (a total of at least four entries). Your post should be at least 5 good sentences to receive the full points. Replies don’t need to be that long. It needs to be a well thought out comment, using correct spelling and grammar. Saying “I agree” or “Good point” will not result in discussion points for that Module. You can earn 50 points per module for these if you are fully involved in the class discussion. To get full points, please post your comment in the thread at least 24 hours before the discussion thread closes. This is to encourage discussion among class members, which can’t occur if your post is at the last minute before close.

Module Quizzes (300 points)

There will be an online quiz on each of the six modules in the textbook. The quizzes can be accessed through the ecourseware system. The opening/closing dates are in ecourseware and below in the syllabus schedule. You will have 4 hours (240 minutes) to complete each quiz of 50 questions each and you may take it up to three times. Your grade will be the average of your scores. These are worth 50 points each, so one point per question. We will work examples of a few of the problem questions in class or over zoom.

Other Activities (50 points)

There will be an Introduction discussion thread and a post-class survey, both worth 25 points each. The Introduction will be under the Communications tab and the survey will be online in Qualtrics or through a dropbox link in ecourseware.
COVID-19 Health and Safety Policy - Masks and Social Distancing  All students, faculty and staff will wear masks in all public spaces, including our classroom (lab) per the COVID-19 policy. The first time a student enters a classroom without wearing a face covering, the student will be asked to leave the class until they return a covering. Further violations will be referred to the Office of Student Accountability. Students who repeatedly or flagrantly violate these community expectations may be referred for discipline under the Student Code and, if appropriate, immediately removed from campus by the Dean of Students.

Student Health  Students who are experiencing symptoms such as sneezing, coughing or a higher than normal temperature should inform me by email so they can be excused from class and should stay home. Students should contact their health care provider or the Student Health Center at https://www.memphis.edu/health/.

Students who have a positive COVID-19 test should contact the Dean of Students at deanofstudents@memphis.edu

Student Accommodations If and when we return to class, students who wish to may remain virtual. You will be welcome to come back into the classroom with me but are not required to and will not lose points if you choose to remain online-only.
Assignment Due Dates
Shown below is the schedule we will be following this semester. Remember, you cannot enter a unit until the beginning date it opens. You must complete the assignment for each unit before the closing/due date.

<table>
<thead>
<tr>
<th>Date open</th>
<th>Topics</th>
<th>Assignment</th>
<th>Date close</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-17</td>
<td>Introduction thread</td>
<td></td>
<td>8-24</td>
<td>25</td>
</tr>
<tr>
<td>8-17</td>
<td>Module 1: Foundations of Financial Planning Chapters 1, 2, and 3</td>
<td>Module 1 Quiz and Discussion thread</td>
<td>9-6</td>
<td>50</td>
</tr>
<tr>
<td>9-6</td>
<td>Module 2: Managing Basic Assets Chapters 4 and 5</td>
<td>Module 2 Quiz and Discussion thread</td>
<td>9-20</td>
<td>50</td>
</tr>
<tr>
<td>9-20</td>
<td>Module 3: Managing Credit Chapters 6 and 7</td>
<td>Module 3 Quiz and Discussion Thread</td>
<td>10-4</td>
<td>50</td>
</tr>
<tr>
<td>10-4</td>
<td>Module 4: Managing Insurance Needs Chapters 8, 9 and 10</td>
<td>Module 4 Quiz and Discussion Thread</td>
<td>10-25</td>
<td>50</td>
</tr>
<tr>
<td>10-25</td>
<td>Module 5: Managing Investments Chapters 11, 12 and 13</td>
<td>Module 5 Quiz and Discussion Thread</td>
<td>11-8</td>
<td>50</td>
</tr>
<tr>
<td>11-8</td>
<td>Module 6: Retirement and Estate Planning Chapters 14 and 15</td>
<td>Module 6 Quiz and Discussion Thread</td>
<td>11-22</td>
<td>50</td>
</tr>
<tr>
<td>11-15</td>
<td>Post-class survey</td>
<td></td>
<td>11-24</td>
<td>25</td>
</tr>
</tbody>
</table>