

The University of Texas at Tyler
College of Business & Technology

FINA 3315: Personal Finance
Spring 2021

Section 060/061 (Full Distance Learning/Online) Course Number 21014/21015

Instructor: Dr. Chen (Ken) Wu

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Office Hours: Office Hours: 8:20-9:00 AM Monday-Friday. To ensure everyone remains safe from Covid-19, you will be asked to wear a face mask when coming to my office and you will be asked to remain at the door to maintain 6 feet of social distancing.

Communications with the Instructor

I check email often on weekdays and will frequently be in my office. If you want to meet me for any reason outside of office hours shown above, please email for an appointment. For all email communications, you can expect a response within 24 hours except for those sent on holidays or between 5 pm on Friday and midnight on Sunday, when you can expect a response within 48 hours.

Email policy: As mandated by the University, I will only send emails to your Patriot email accounts. Emails from non-Patriot email accounts will **NOT** be answered

Course Objective

This is a survey course in personal finance and is designed to provide students with a foundation in personal finance and it assumes no prior knowledge of finance. Accordingly, the course will begin with a general overview of financial planning and budgeting and then go into depth on topics including cash management, retirement planning, investments in stocks and bonds, buying a house or renting an apartment, insurance, and income tax matters.

Upon completion of the course you should be able to:

- Perform personal budgeting and cash management.
- Understand process and cost of purchasing a house and renting an apartment.
- Explain purpose and types of insurance.
- Explain the basics of investments.
- Explain the basics of retirement planning.
- Explain the basics of tax planning.

Course Structure

The course begins with a general overview of personal financial planning and how to manage cash. Then, it introduces investments in stocks, bonds and mutual funds. Next, it examines the decision to purchase a house or rent an apartment and how to purchase the right kind and amount of insurance. Finally, it reveals some strategies to manage your income tax situation. To achieve these goals, students will be required to:

1. Watch ARC module introduction videos and read Powerpoint course slides and textbook chapters.
2. Visit course Canvas regularly.
3. Take every module quiz.

Required Textbook and Internet Access

- The required textbook is *Get a Financial Life: Personal Finance in Your Twenties and Thirties* by Beth Koblner, 4th Edition (2017), Simon and Schuster, ISBN 978-1476782386.

NOTE: Some of the figures in the textbook, especially figures involving income tax brackets and retirement contributions, (which are subject to frequent changes) are out of date. So when there is a conflict between the information presented in the textbook and the Powerpoint slides, remember that the slides contain more up-to-date information. However, you should use the information shown in the text to answer the questions in module quizzes because module quizzes (except for Module 10) are STRICTLY based on what is in the textbook and ARC video lectures.

- Students should have basic Internet, word-processing, spreadsheet, and email skills. Frequent checking of Canvas announcements and postings is strongly encouraged.
- Class materials are generally in the form of Word, Powerpoint, Excel and pdf files. Students can download Word, Excel or Powerpoint Viewer if they do not have Microsoft Word, Excel or Powerpoint installed on their computer. Adobe Acrobat Reader (which is free) is needed to read pdf files.

Canvas Access

All class materials, course grades, and class announcements will be posted on Canvas. Your Canvas account has already been created automatically by the Canvas administrator. The Canvas user name and password combination is the one you use for UT Tyler student email. For more detailed information, please visit UT Tyler's homepage and click on the link for "Current Students" and follow the link to Canvas. Please contact the Canvas administrator if you have any problem accessing Canvas. Students are required to maintain their current e-mail address with Canvas as it uses this address to send course-related electronic communications.

If you have issues with Canvas access that may hinder your completion of module quizzes, you must inform the instructor by email immediately. If the issue cannot be resolved by the instructor, he will ask you to contact UT Tyler's IT Support staff immediately (even on weekends) for further assistance and get a ticket number. You must do so BEFORE noon (central daylight savings time) on Friday, Apr 30, 2021, the due date for all module quizzes. Claims of Canvas access problems reported to the instructor after the passing of this deadline or without a ticket number from UT Tyler's IT Support staff when you have been asked to obtain one will be immediately dismissed. All Canvas-related issues are regarded as personal-level access issues except for cases of system-wide Canvas issues reported by the university and you must get them resolved without letting them interfere with your coursework.

Ten Module Quizzes

A quiz will be given for each module that covers related topics. Each quiz will contain 20 multiple choice and/or true-or-false questions worth five points each and you will have 60 minutes (1 hour) to complete it. *You are only required to complete any eight of the ten module quizzes. The first nine module quizzes will be based on the required Kobliner book while the tenth one will be purely based on Powerpoint slides created by the instructor. Any of the ten module quizzes may also have questions from ARC video lectures for that module.* You may take more than eight module quizzes if you wish and the points earned this way will be counted as extra credit. Note there will be no other quizzes, exams or assignments in this course. *You will complete the material in each module at your own pace and may take each module quiz at any time between noon (central standard time) Monday, Jan 11, 2021 and noon (central daylight savings time) Friday, Apr 30, 2021. You may do so from any place with a secure and stable internet connection. You may also take the quizzes in any order although it is recommended you follow the sequence of modules shown in the course calendar at the end of this syllabus. Note as Apr 30, 2021 is the last day of finals for the Spring 2021 semester, no extension of the deadline to complete module quizzes can be given. You are strongly advised to complete all module quizzes you wish to take at least three days before the noon Apr 30, 2021 deadline.* Please make sure you study the module material thoroughly before you begin and can devote sufficient time to complete the quiz because you must finish each quiz in one sitting so you will not be able to save a quiz and resume it later. Note that only one question will be shown at a time and you cannot go back and change the answer of a previous question. You will be able to see the answers you provided at the end of the quiz.

You are allowed two attempts for each module quiz. However, keep in mind that if you take a quiz more than once, the score used to compute your course grade will be the higher of the two scores. As an example, if you received scores of 80 and 70, respectively on the two attempts for a module quiz, then the quiz score used to compute the course grade will be 80. Also remember that the questions on the two attempts will be different because each time you try to take a quiz, Canvas will randomly select the questions for your quiz from a pool of questions the instructor uploaded for that particular module. No one will be allowed to take any module quiz more than twice for any reason except for cases of Canvas system-wide outage as reported and documented by the University's IT Support staff

affecting both of the first two quiz attempts. Only then will a third attempt be allowed by the instructor, on a case-by-case basis, by clearing one of the first two attempts. All other requests to clear module quiz attempts will be rejected.

All information covered in textbook chapter(s) assigned for the module is considered fair game for module quizzes. You are advised to begin each module by watching the ARC video lectures to get an overview of each module and then read the assigned chapter(s) in the required textbook for more in-depth understanding of the topic.

In addition, Powerpoint slides for each module will supplement your understanding of the material. **Note that you are ONLY responsible for material from the textbook and ARC video lectures and no module quiz questions will be based on what is strictly found only in Powerpoint slides.** The only exception to the rule above is that all module quiz questions for Module 10 (Estate Planning) will come from the Powerpoint slides and ARC video lecture for that module as the textbook does not address this topic at all. Finally, for certain topics addressed in the course, especially but not limited to US income tax code and military benefits which are the topics of Modules 8 and 9 respectively, only consider the information presented in the textbook when taking the module quizzes even if more updated information is available elsewhere. In other words, if there is a conflict between the information presented in the textbook (for Modules 1-9) and information found elsewhere including course slides, online or other resources, the correct answers to the module quiz questions will be determined using **ONLY** the information from the textbook. For Module 10, the correct answers are **ONLY** determined using the course Powerpoint slides in case of conflict with information found elsewhere.

Every module quiz (except the last one) will consist of questions randomly selected from a pool of questions EXCLUSIVELY based on the reading of the textbook so it is crucial you read the chapter(s) assigned very carefully and study accordingly. Note that because students take module quizzes at different times, each student will face a different set of questions drawn randomly from the pool of quiz questions created for each module. The answer choices for each question may be further scrambled for different quiz attempts. Once you select an answer for a question, you will not be allowed to go back and change your answer so choose your answer carefully before moving on to the next question.

When seeking email assistance from the instructor on a module quiz for any reason, you must clearly state (1) the course/section you are enrolled in, (2) the module quiz where you encountered difficulties and (3) a brief description of the difficulty. Any email missing any of the three items listed above will be ignored. You will be asked to provide the missing information by the instructor and no action will be taken until it is received.

Course Information Quiz

This is a **mandatory** 15-minute multiple-choice quiz designed to test your knowledge of the course requirements as explained in the syllabus. As an example, you may be asked how many unit quizzes are available and how many points they are worth as well as other

course policies. It will be given via Canvas ***only*** between ***12:01 AM*** Monday, Jan 11, 2021 and ***11:59 PM*** (central standard times) Tuesday, Jan 19, 2021. You may earn up to 50 points on this quiz and anything above 25 is counted as extra credit. Note the rules governing the Course Information Quiz are identical to those for module quizzes except the time limit is 15 instead of 60 minutes.

Grading

Points Possible	Assignment
25	Course Information Quiz (Earn up to 25 extra credit points)
<u>800</u>	<u>Module Quizzes</u> (Only eight are required)
825	Total
90.00% or above	→ A
80.00% to 89.99%	→ B
70.00% to 79.99%	→ C
60.00% to 69.99%	→ D
59.99% or below	→ F

Your course grade is computed using the following procedure (so you can use it to monitor your performance in the course at any time): (1) Add up all points earned from Course Information Quiz (see below) and all module quizzes taken, (2) The total number of points earned as computed in previous step will be divided by 825 to obtain a percentage, (3) The percentage obtained in previous step will be converted into a letter grade according to the grading scale shown above.

Note: You can always estimate your grade following the procedure outlined above and ALL (EMAIL, TELEPHONE or IN-PERSON) requests to confirm or verify grades will be REFUSED. The instructor is not allowed to disclose grades using email and once the 12 noon Apr 30, 2021 deadline to take all quizzes passes, your final course grade will be posted shortly thereafter in the Canvas grade center.

Canvas has a grade calculation feature that produces percentages which differ from what is shown above. In particular, extra credit assignments are factored in consideration of total number of points possible. The instructor has no control over how this feature does the grade calculations so you generally CANNOT rely on the grade shown in Canvas but must use the procedure described above to estimate your grade because they are unlikely to be the same except under some rare circumstances.

Extra Credit

WARNING: Since you only eight of the ten module quizzes are required (so the last two are extra credit, attempts to change your grade at the end of the semester by asking the instructor to “round up” or by asking for further extra credit **will be ignored.**

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:

<http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at

<http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit

www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned

absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;

- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

Important Covid-19 Information for Classrooms and Laboratories

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by [Procedures for Fall 2020 Return to Normal Operations](#). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

Recording of Class Sessions

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

Syllabus Revisions

The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be by announcement via Canvas with adequate time for students to make the necessary coursework adjustments.

Tentative Fin 3315 Course Calendar Spring 2021

Note: K refers to the required course textbook by Kobliner.

Week	Date	Module	Topic	Reading	Key Dates
1	1/11		Syllabus/Course Info Quiz		Course Info Quiz: Mon., 1/11-Tue., 1/19
2	1/18	1	Overview of Personal Finance	K Chs. 1,2	
3	1/25	2	Debt Management	K Ch. 3	Census Date: Mon., 1/25
4	2/1	2	Debt Management	K Ch. 3	
5	2/8	3	Cash Management/Banking	K Ch. 4	
6	2/15	4	Investing	K Ch. 5	
7	2/22	4	Investing	K Ch. 5	
8	3/1	5	Retirement Planning	K Ch. 6	
9	3/8		Spring Break		
10	3/15	6	Buying House/Renting Apt.	K Ch. 7	
11	3/22	6	Buying House/Renting Apt.	K Ch. 7	
12	3/29	7	Insurance	K Ch. 8	Last Day to Withdraw: Mon., 3/29
13	4/5	7	Insurance	K Ch. 8	
14	4/12	8	Income Tax	K Ch. 9	
15	4/19	9	Military Benefits	K Ch. 10	
16	4/26	10	Estate Planning	Slides Only	
		Deadline	for all Module Quizzes:	Noon, Fri.,	4/30
Note	1: All	module	quizzes must be taken	between	noon, Mon., 1/11 and noon, Fri., 4/30
Note	2: All	times	are Central Standard	or Central	Daylight Savings Time