

**THE UNIVERSITY OF TEXAS AT TYLER**  
**SOULES COLLEGE OF BUSINESS**  
**Spring 2024**

**COURSE NUMBER:** FUNA 3315-060 &61

**CLASS MEETING:** On-line.

**TEACHING METHOD:** Lecture

**OFFICE & TELEPHONE NUMBER:**

Office: SCB 305.3 Phone: 903-565-5806

**EMAIL ADDRESS:** hshin@uttyler.edu

**FACULTY-STUDENT COMMUNICATIONS:** I will be holding Virtual Office Hours by staying at the Class Discussion Board from 07:00 pm to 08:00 pm every Monday and by holding a Zoom hour from 1:00 pm to 2:00 pm every Tuesday and Thursday. Additional virtual office hours are going to be available as needed (i.e, mid-term exams). Also, to help class I'd like to hold a regular one hour class meeting on 4:00P every Saturday (tentatively) except exam week. Your attendance to this regular Saturday meeting will be on bonus basis though you are required to watch the zoom recording of the session. Thus, by attending the class you will be rewarded 3 points bonus points, which will be added into your total points grade for the semester. In this an hour Saturday session, I am planning to hold Q&A for 20 minutes and two bonus presentations of 20 minutes each.

Please contact me via e-mail if you need my help or have a question. **I generally respond to email messages within 24 hours.** Response time may be a little longer on weekends and holidays. **Email messages should be sent to me at [hshin@uttyler.edu](mailto:hshin@uttyler.edu) rather than through Patriot email.** If you'd like to arrange a phone call at another time, just send me an email and we'll schedule a time that works for both of us. Please note that assignments will be returned within three days of the assignment's due date. When I cannot meet that deadline, I will notify you with an alternative timeline.

Note : Please call or email (preferred) for phone or office appointment outside of these posted hours. Do not call during non-business hours with the expectations that I will return your call. If I am not available during business hours merely leave a voice mail message and I will attempt to return your call quickly.

*It is important to take the necessary precautions to ensure a healthy and successful year. UT Tyler continues to urge you to protect yourselves against the flu, COVID and any new threats that may be developing. Be diligent about preventive measures such as washing hands, covering sneezes/coughs, social distancing and vaccinations, which have proven to be successful in slowing the spread of viruses. Encourage those who don't feel well to stay home, and if they show symptoms, ask them to get tested for the flu or COVID. Self-isolation is important to reduce exposure ([CDC quarantine/isolation guidelines](#)). Please work with your faculty members to maintain coursework and please consult [existing campus resources](#) for support.*

**REQUIRED TEXT:**

- The required text book is Personal Finance 14th Edition by Jack Kapoor, Les Dlabay, Robert J. Hughes and Melissa Hart, McGraw-Hill, eText ISBN10: 1264101597 | ISBN13: 9781264101597.
- McGraw-Hill Connect Plus access: Please logon to McGraw-Hill Connect at <https://connect.mheducation.com/class/h-shin-personal-finance-sec-60-61>
- Students are responsible for StockTrak -- a virtual trading program—subscription. Specific details about StockTrak project will be announced in the second week of the semester. StockTrak participation is required for this course, and this is an individual assignment. You may register for the STOCK TRAK at no cost on <https://uttyler.stocktrak.com>. The University has site license.
- Students also must have Internet access, basic computer, Web camera, and e-mail skills. I strongly recommend you to logon to Canvas and McGraw-Hill Connect Plus **EVERY DAY** and check for new announcements.

**COURSE**

**DESCRIPTION:**

<http://www.uttyler.edu/catalog/index.php>

**COURSE OBJECTIVES:**

1. KNOWLEDGE OBJECTIVES OF THIS COURSE INCLUDE:

- Provide students with the knowledge and skills to manage their personal finances in an effective manner. The course is geared toward practical knowledge that is necessary for financial decision making in everyday life. Students should be able to
  - **Understand** the process for making personal financial decisions;
  - **Evaluate** the factors that influence personal financial planning;
  - **Develop and evaluate** options for providing financial security throughout their life; and
  - **Apply** strategies for attaining personal financial goals.

2. COMPETENCIES TO BE DEMONSTRATED IN THIS COURSE INCLUDE:

- ETHICAL ISSUES IN DECISION MAKING AND BEHAVIORS
- PERSONAL ACCOUNTABILITY FOR ACHIEVEMENT
- COMPETENCE IN BASIC BUSINESS PRINCIPLES

3. OUTCOMES FOR STUDENTS TO SUCCESSFULLY COMPLETE THIS COURSE INCLUDE:

- Make sound decisions relating to a personal financial plan.
- Understand why personal financial planning is important.
- Use the time value of money to make financial planning decisions.
- Measure financial health by using the balance sheets and cash flow statements.
- Develop a tax strategy to enhance your financial planning.
- Understand how to build and maintain good consumer credit.
- Evaluate available housing alternatives.
- Understand why insurance is needed to protect your home, automobiles, and life.
- Explain why you should prepare for and establish an investment program.
- Identify products and services in financial planning.

**COURSE STRUCTURE:**

The course is designed to provide students with an introduction to the various concepts

associated with personal finance. Topics covered are: saving, investments, credit cards, loans, checking accounts, financial institutions, insurance and budgeting. Specifically, this course focuses on 1) services provided by financial service institutions 2) savings and investment options to meet short- and long-term goals, and 3) factors that affect the choice of credit, the cost of credit, and the legal aspects of using credit. To achieve the goal of course, students will be required to:

1. Visit class Canvas and McGraw-Hill Connect Plus regularly and frequently.
2. Don't miss any assignments (tests).
3. Participate in class activities and share insights with classmates through Discussion Board.
4. Be regular with your trades in Stocktrak.
5. Use technology tools.

#### TOPICS COVERED:

Date	HWs/Stock Trak	Ch.	Topic
Jan 16			Syllabus
Jan 22		1	Personal Finance Basics and the Time Value of Money
<b>Jan 24</b>			<b>First drop for non-payment</b>
Jan 29	Stocktrak Registration Due 1/28 Stocktrak Trading begin 1/29	4	Planning Your Tax Strategy
Feb 5	HW1 Due 2/5	5	Financial Services: Savings Plans and Payment Methods
Feb 12	HW2 2/16	7	Choosing a Source of Credit: The Costs of Credit Alternatives
<b>Feb 21</b>			<b>Exam 1</b>
Feb 26		13	Investing Fundamentals
Mar 4		14	Investing in Stocks
Mar 18	HW3 3/22	15	Investing in Bonds
<b>Mar 27</b>			<b>Exam #2</b>
Apr 1		9	The Housing Decision: Factors and Finances
Apr 8	HW4 4/12 Stocktrak Trading END 4/12	10	Property and Motor Vehicle Insurance
Apr 15		12	Life Insurance
Apr 22	HW5 4/26	18	Starting Early: Retirement Planning
<b>Final</b>			<b>April 29</b>

**\*\*\*NOTE: THE ABOVE CLASS SCHEDULE IS SUBJECT TO REVISIONS BY THE INSTRUCTOR IF IT IS DEEMED NECESSARY AS A RESPONSIVE ACTION TO CLASS PROGRESS AND TIME CONSTRAINTS.\*\*\***

## **BONUS OPPORTUNITIES**

Staying current with on-going market issue is required to be a good business manager. Every Saturday (tentatively 4:00PM but to be changed if the class requests) except the week of exam we going to meet for the course materials and presentation through ZOOM. Your attendance will be on bonus basis. Specifically, by attending the class you will be rewarded 3 points bonus points, which will be added into your total points grade for the semester.

Also starting 3<sup>rd</sup> week the class will be given opportunities to get bonus points by presenting topics about general business and personal finance issues (i.e., the difference between Roth IRA and Traditional IRA). The presentation topics will be shared to the class by Jan 22<sup>nd</sup>. A detail guide for bonus presentation will be also shared by 2<sup>nd</sup> week of the semester.

Anyway, this zoom class will be designed to encourage the student to keep up with the financial market/personal finance issues on an on-going basis and to motivate good class attendance. Furthermore, to curve the course grade I may give some other bonus opportunities to the class as needed.

### **StockTrack Simulation Game**

Further information on this subject will be shared by the 2nd week of the semester.

## **INDIVIDUAL HOMEWORK ASSIGNMENTS**

To ease the digestion of heavy load of materials at one time in examination I give homework assignments at frequent and regular. The homework assignments will be designed to encourage the students to keep up with the materials on an on-going basis. Some of assignments are quite easy.

All homework assignments are given through Connect Plus™ homework system. Assignment due dates will be visible when you log into your Connect Plus™ account. The homework assignments include the end of chapter problems, spreadsheet, and news discussion/cases on McGraw-Hill Connect Plus.

## **INSTRUCTION TO SIGN IN CONNECT PLUS™**

To get started in Connect PLUS™, you will need the following:

1. Go to the Connect Web Address below.  
<https://connect.mheducation.com/class/h-shin-personal-finance-sec-60-61>
2. Click on "Register Now." You may either use connect access code on your book if your book has one or buy access online using your credit card.
3. Enter your email address (this will become your Connect username). As a best practice, you may want to register with your UT Tyler email address.
4. Enter a registration code or choose "Buy Online" to purchase access online.
5. Follow the on-screen directions.
6. When registration is complete, click on "Go to Connect Now."

## **EXAMINATIONS**

There will be three tests, including the final, through the semester. Two mid-term exams will be taken on-line using Canvas and Connect. Multiple choice portion of two mid-term exams on Canvas, by the departmental policy, will be proctored. Each test and the final are going to be administered on the announced date on the syllabus. Total points for each examination and the final will be able to be

viewed on-line through Canvas. The format of exams on Canvas can be combination of multiple choices, short essays, and quantitative problems, but most likely to be multiple choices since workout types of questions can be asked through Connect Plus™ homework system. Every student is expected to take exams during the announced times. Exceptions are made only under very special circumstances (e.g., serious illness) and with the **instructor's prior permission**. Written evidence of special circumstances is expected. There are **no make-up exams or assignments**.

## ProctorU

ProctorU, an online proctoring service, allows you to take proctored exams online from anywhere using a webcam and a high speed internet connection. Students must take their exams through ProctorU. Exam proctoring will be at no cost to the student provided that the exam is scheduled in a timely manner per the course instructions. **Students may be billed for cancelling or rescheduling an exam per the provider's fee schedule.**

### **How To Take A Test through ProctorU Auto**

Follow the steps below to set up your ProctorU account and install the browser extension:

1. **Set up your ProctorU account.** Creating a ProctorU account is easy. Simply select ProctorU in the course menu to start the process. Write down your Username and Password! If you already have an account, you will need to login with your account credentials.
2. **Install the ProctorU Browser Extension for Chrome or Firefox.** Chrome is the recommended browser to use with ProctorU.
  - o [Click here for the Chrome ProctorU](#)
  - o [Click here for the Firefox ProctorU](#)
3. Prior to your first test proctoring session, [Test Your Equipment](#)
4. The day and time of the exam, log on to your ProctorU account with your Username and Password. Click on the link to your exam.
  - Be sure you are in a well-lit, quiet and private room. The lighting of your room must be daylight quality, and overhead lighting is preferred. If overhead lighting is not possible, please make sure that your light source is not directly behind you because it will make it difficult for your proctor to see you.
  - Make sure to close out all programs, applications, and websites that do not pertain to the exam.
5. Before you begin the exam proctoring session, the exam proctor(s) will authenticate your identity. Be prepared with two forms of government issue photo ID. You will also be asked identifier questions.

### **EVALUATION:**

The primary method of instruction in this course is lecture. Your class grade will be determined by a weighted average of two mid-term examinations, the final examination, and assignments including pop-up quizzes. It is possible that a student who sustains "A" up to the third exam may end up with "B" or "C" in final letter grade after the final. You **must** allocate extra study hours for the final to achieve the letter grade of your goal. I'll not take any blame for downgraded letter grade if the poor performance is caused by the spoiled final and (or) stocktrak project.

Exam 1	100
Exam 2	100
Final	200
StockTrak	120
Homework Assignments	180
<b>Total</b>	<b>700</b>

The approximate grading scale is:

A	90% or above
B	80% or above
C	70% or above
D	60% or above
F	Below 60%

I do not normally curve grades at the end of the course; instead, I monitor the class progress and give pre-curve in form of bonus points (i.e., more points to exams and HW assignments). Thus, you have to earn 630 (490) or higher to get "A" ("C") for the course.

#### **COLLEGE OF BUSINESS STATEMENT OF ETHICS:**

The ethical problems facing local, national and global business communities are an ever-increasing challenge. It is essential the Soules College of Business help students prepare for lives of personal integrity, responsible citizenship, and public service. In order to accomplish these goals, both students and faculty of the Soules College of Business at The University of Texas at Tyler will:

- Ensure honesty in all behavior, never cheating or knowingly giving false information.
- Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
- Develop an environment conducive to learning.
- Encourage and support student organizations and activities.
- Protect property and personal information from theft, damage and misuse.
- Conduct yourself in a professional manner both on and off campus.

#### **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://www2.uttyler.edu/wellness/rightsresponsibilities.php> .

#### **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 that students need to be aware of. 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.

**Withdrawing from Class** - Students you are allowed to withdraw (drop) from this course through the myUTTyler Withdrawal portal. Instructions for dropping a course using the myUTTyler portal can be found on the Enrollment Management One Stop Tutorial Library page. (See the Enrollment Services section.) Instructions for dropping a course before and after courses begin are provided.

Texas law prohibits students 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 other 2-year or 4-year Texas public colleges and universities. Make sure to consider the impact withdrawing from this class has on your academic progress as well as the financial implications. We encourage you to consult your advisor(s) and financial aid for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the Tuition and Fee Refund Schedule. CAUTION #2: All international students must check with the Office of International Programs before withdrawing. All international students are required to enroll full-time for fall and

spring terms. CAUTION #3: All UT Tyler Athletes must check with the Athletic Academic Coordinator prior to withdrawing from a course.

**Final Exam Policy:** Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three months following the examination date.

**Incomplete Grade Policy:** If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the Incomplete will be changed to an F, or to NC if the course was originally taken under the CR/NC grading basis, and may adversely affect the student's academic standing.

**Grade Appeal Policy:** - UT Tyler's Grade Appeal policy requires the completion of a Grade Appeal form for this action to take place. The grade appeal begins with the instructor of your course. If you do not agree with the decision of the instructor, you may then move your appeal to the department chair/school director for that course. If you are still dissatisfied with the decision of the chair/director, you may move the appeal to the Dean of the College offering that course who has the final decision. Grade appeals must be initiated within sixty (60) days from the date of receiving the final course grade. The Grade Appeal form is found on the Registrar's Form Library.

**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 the Assistant Director Student Accessibility and Resources/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.”

**Military Affiliated Students:** UT Tyler honors the service and sacrifices of our military affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with your faculty member if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. Campus resources for military affiliated students are in the Military and Veterans Success Center (MVSC). The MVSC can be reached at MVSC@uttyler.edu, or via phone at 903.565.5972.

**Academic Honesty and Academic Misconduct:** The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the Student Conduct and Discipline policy in the Student Manual Of Operating Procedures (Section 8).

FERPA - UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in University Policy 5.2.3. The course instructor will follow all requirements in protecting your confidential information.

### **COVID Guidance**

Information for Classrooms and Laboratories: Students are expected to wear face masks covering their nose and mouth in public settings (including classrooms and laboratories).

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, digestive issues (e.g. nausea, diarrhea), or a higher than normal temperature should stay at home and are encouraged to use the UT Tyler COVID-19 Information and Procedures website to review protocols, check symptoms, and report possible exposure. 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.

**Absence for Official University Events or Activities:** This course follows the practices related to approved absences as noted by the Student Manual of Operating Procedures (Sec. 1 -501).

**Absence for Religious Holidays:** This course follows the practices related to Excused Absences for Religious Holy Days as noted in the Catalog.

**Campus Carry:** We respect the right and privacy of students 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>.