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 an intensive survey course in finance so it assumes no prior knowledge of finance. It is designed to introduce students from all business disciplines to finance and also prepare those who are interested for further coursework in finance. Accordingly, the course will begin with a general overview and then go into depth on concepts such as financial securities and markets as well as techniques used in financial decision-making. Topics covered include time value of money, debt and equity valuation, capital structure, cost of capital, raising and returning capital and capital budgeting. At the end of this course, students are expected to have a good understanding of the basic techniques needed for making sound financial decisions.

Upon completion of the course you should be able to:
• Explain why financial markets exist.
• Understand the distinction between debt and equity securities and find their values.
• Be able to move cash flows through time using simple formulas and calculators.
• Describe the historical relationship between risk and return.
• Describe various considerations in deciding on an optimal capital structure.
• Describe the components underlying a firm's cost of capital (its weighted average cost of capital) and its uses.
• Compute cash flows for capital budgeting projects and know how to compare them using standard evaluation criteria such as net present value and internal rate of return.
• Describe how firms raise capital and if necessary, return excess capital.

Course Structure

The course begins with a general overview of finance and how the financial system interacts with the economy. Then, it explores the techniques used by financial managers in deciding how to acquire and invest funds and studies alternative investments for inclusion in a portfolio. Thus, this course is divided into three major segments that correspond with the course objectives; the financial system, corporate finance, and investments. To achieve these goals, students will be required to:

1. Watch Tegrity lectures and read Powerpoint course slides and textbook chapters.
2. Visit course Blackboard regularly.
3. Take every unit quiz.

Textbook and Internet Access

• There is no required textbook but in the past Essentials of Corporate Finance by Ross, Westerfield, and Jordan, 8th edition, McGraw-Hill, ISBN 978-0078034756 was used as required textbook for this course.
• 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.

Note on financial calculators: Since this is the only course in finance many of you will take, a financial calculator will not be required for the course. However, students intending to become finance majors should get one because it can make your life much easier both in this and future finance courses. To help you master your financial calculator, keystrokes needed to solve certain problems (using TI BA II Plus) will be shown in the lecture notes. You are welcome to use another brand/model of financial calculator, but then it is your responsibility to figure out how to solve these problems using the financial calculator of your choice.

Canvas Access

All class materials, course grades, and class announcements will be posted by Canvas. Your account on Canvas 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.

**Seven Unit Quizzes**

Seven unit quizzes consisting of 20 multiple choice and questions will be given on the dates shown in the course calendar at the end of this syllabus but you are only required to take six of them. Each unit quiz is worth 100 points. You will have the entire lecture period (55 minutes) to complete each quiz. Study guides will be posted on course Canvas prior to each quiz and a certain amount of class time may be devoted to reviewing for them. All material covered in lectures, homework assignments and additional examples is fair game. You are required to bring a #2 pencil and a half-sheet scantron form (Form 882-E) for each quiz. You may use all materials including lecture notes and recommended textbook during the quiz. You will be allowed to use a calculator but the use of all other electronic devices such as laptop or tablet computers is prohibited. You may not share calculators with classmates during quizzes. Please learn to use your calculator before taking the quizzes. Since only six unit quizzes are required and you have plenty of opportunities to earn extra credit, **NO make-up unit quizzes will be given except for students who must miss unit quizzes as a result of university-sanctioned activities such as athletics.** Your quizzes will generally be returned to you at the next class meeting. To prevent changing of answers, your scantron forms will not be returned to you but they are available for review. However, to save precious class time for matters that are of concern to all students present and to protect your privacy, reviews will only be conducted in the presence of the instructor outside of class (ie after class, during office hours or at other times by appointment).

**Five Homework Sets**

A homework set worth 25 points will be assigned for each of the units except for the first and the last. Each set will contain four required problems and one extra credit problem worth five points each. Students are required to complete **all 5** homework sets assigned throughout the course. These problems are designed to both improve your proficiency in applying relevant course concepts and to help you prepare for unit quizzes which will contain problems involving very similar calculations. While you may discuss them with fellow classmates, you must submit your own answers. Your answers must be uploaded onto Canvas by **noon** (central standard/daylight savings time) on the due dates indicated in the course calendar found at the end of this syllabus.

**Note:** **NO WORK NEED TO BE SHOWN** as only the letter of your answer choice will be graded. **No late submissions will be accepted.** **Neither physical (ie paper) nor email submissions are accepted.** You may submit your homework response via Canvas only once so please check your answers carefully before entering your answers. **All requests to clear or reset the homework response submission so you can change one or more answers will be refused.** The solution will generally be posted on Canvas for your reference shortly after the assignment is due and graded. Note that the homework assignment will be available on Canvas only until the time the answers are due and the solution will only
remain on Canvas for seven days after it is posted. It is your responsibility to download the assignment and its solution while they are available on Canvas. **All requests for either the assignment or its solution after they are no longer available on Canvas will be refused.**

**Course Information Quiz**

This is a 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 noon (central daylight savings time) Monday, August 28, 2017 and noon (central daylight savings time) Tuesday, September 5, 2017. You may earn up to 50 points on this quiz and anything above 25 is counted as extra credit. Note that you are allowed to take the Course Information Quiz twice and the higher of the two scores (if you choose to take it more than once) will count. Third attempts will only be allowed if system-wide Canvas issues interrupted both quiz attempts.

**Grading**

<table>
<thead>
<tr>
<th>Points Possible</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>Course Information Quiz (earn up to 25 extra credit points)</td>
</tr>
<tr>
<td>100</td>
<td>5 Homework Sets (20 points and 5 points extra credit each)</td>
</tr>
<tr>
<td>600</td>
<td>6 Unit Quizzes (Only six are required; 7th is extra credit)</td>
</tr>
<tr>
<td>725</td>
<td>Total</td>
</tr>
</tbody>
</table>

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

**Caution:** Finance majors need a grade of A, B or C in FINA 3311 in order to take subsequent finance courses so D is not a passing grade. The same is true for all other business majors because FINA 3311 is a business core requirement.

**Note:** You can always estimate your grade following the procedure outlined above and **ALL EMAIL requests to confirm or verify grades will be IGNORED.** The instructor is not allowed to disclose grades using email and once the grade center feature in Canvas has been disabled during finals, you must wait until the official posting of grades which is prioritized if you complete the course evaluation form.

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 and it is also not possible to have a quiz dropped. The instructor has no control over how the 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.

Appeal

Quizzes can only be reviewed with the instructor in his office by appointment. You may request to see the correct answers of questions you missed on quizzes by email only if coming to the instructor’s office poses a hardship. This is to ensure the integrity of the quizzes since quiz questions for all students are drawn from a common pool and to prevent sharing of answers by students who took quizzes earlier than others.

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 including the areas listed below, please follow this link: http://www.uttyler.edu/wellness/rightsresponsibilities.php

- Academic Dishonesty
- Academic Grievances
- Alcohol, Tobacco and Other Drug Policies
  - Permission to Serve Alcoholic Beverages Form
- Athlete Conduct Policy
- Student Conduct
- Rules and Regulations of the Board of Regents
- Disciplinary Procedures – (Manual of Policies and Procedures for Student Affairs - Chapter 8)
- Family Educational Rights and Privacy Act (FERPA)
- Hazing
- Nondiscrimination Policy and Complaint Procedure
- Speech, Expression, and Assembly – (Manual of Policies & Procedures for Student Affairs - Chapter 6)
- Student Right-to-Know and Campus Security Act

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.uttyle.edu/disabilityservices, the SAR office located in the University Center, # 3150 or call 903.566.7079.

**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)

**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 3311 Course Calendar

## Fall 2018

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Unit</th>
<th>Topic</th>
<th>Key Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/27</td>
<td>1</td>
<td>Intro to finance</td>
<td>Course Info Quiz (8/27 - 9/4)</td>
</tr>
<tr>
<td>2</td>
<td>9/3</td>
<td>1</td>
<td>Intro to finance</td>
<td>Unit 1 Quiz (9/7)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Time value of money</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>9/10</td>
<td>2</td>
<td>(TVM)</td>
<td>Census Date (9/10)</td>
</tr>
<tr>
<td>4</td>
<td>9/17</td>
<td>2</td>
<td>TVM</td>
<td>HW #1 Due (9/18); Unit 2 Quiz (9/21)</td>
</tr>
<tr>
<td>5</td>
<td>9/24</td>
<td>3</td>
<td>Bond Valuation</td>
<td>HW #2 Due (10/2)</td>
</tr>
<tr>
<td>6</td>
<td>10/1</td>
<td>3</td>
<td>Bond Valuation</td>
<td>Unit 3 Quiz (10/5)</td>
</tr>
<tr>
<td>7</td>
<td>10/8</td>
<td>4</td>
<td>Equity Valuation</td>
<td>HW #3 Due (10/16)</td>
</tr>
<tr>
<td>8</td>
<td>10/15</td>
<td>4</td>
<td>Equity Valuation</td>
<td>Unit 4 Quiz (10/19)</td>
</tr>
<tr>
<td>9</td>
<td>10/22</td>
<td>5</td>
<td>Risk and Return</td>
<td>HW #4 Due (10/30)</td>
</tr>
<tr>
<td>10</td>
<td>10/29</td>
<td>5</td>
<td>Risk and Return</td>
<td>Unit 5 Quiz (11/2)</td>
</tr>
<tr>
<td>11</td>
<td>11/5</td>
<td>6</td>
<td>Capital Budgeting</td>
<td>Last Day to Withdraw (11/5); HW #5 Due (11/13)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Unit 6 Quiz (11/16)</td>
</tr>
<tr>
<td>12</td>
<td>11/12</td>
<td>6</td>
<td>Capital Budgeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Raising and Returning</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>11/19</td>
<td>7</td>
<td>Capital</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>11/26</td>
<td></td>
<td>Thanksgiving Break</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Raising and Returning</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>12/3</td>
<td>7</td>
<td>Capital</td>
<td>Unit 7 Quiz (12/7)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NOON (Central Time) on dates</td>
</tr>
</tbody>
</table>

**Note:** All Homeworks are due at NOON (Central Time) on dates shown.