

**Spring 2018**  
**Business 343 - Sec 1 - Principles of Insurance**  
**Wednesday 16:00 – 18:30**  
**CPS Room 228**

Marcia Tepp  
E-mail: [mtepp@uwsp.edu](mailto:mtepp@uwsp.edu)

Home number: 715-345-0180

Campus Office : CPS 474  
Office Hours: Wednesdays 14:30 – 15:30  
& by appointment

**Required text:**

Principles of Risk Management and Insurance, 12<sup>th</sup> Edition, George E. Rejda, Harper Collins Publishers.  
Additional

**Bring your text book to each and every class; you will often use it in class.**

**Course objective:**

The course will introduce the basic principles that underlie the field of insurance. Several insurance policies will be used to present concepts and policy provisions common to the insurance mechanism. The risk management approach will be stressed in the use of personal and business insurance. During the course, you will also be exposed to the various career opportunities in the insurance industry.

At the end of the course you will:

1. Be familiar with various types of insurance.
2. Understand how insurance can positively impact your personal life.
3. Understand how insurance enables businesses to operate in today's society.
4. Understand the process of risk management and know how to apply it to your decision making.
5. Expand your knowledge of a current situation impacting society and insurance through completion and presentation of a research paper.
6. Improve presentation skills by presenting ideas in coherent and convincing manner.

**Class meetings and attendance:**

Attendance will benefit you and your grade. You are encouraged to be an active participant in class. If you make the choice not to attend class, be aware that there will be no opportunity to make-up in class activities. You will be able to earn 20 points during each class session.

For the best learning experience, it is expected that you read related materials in the text prior to class and be prepared to answer questions in class. We will operate on that premise. See the detailed schedule for the chapters and the order we will be covering the material. We may deviate from the schedule depending on the guest speakers and tours that are involved with the class.

Concepts and policies will be presented by lecture, discussion and assigned activities. There will be activities assigned during the week and during class. Participation will be graded. Be prepared to ask and answer questions in class. I intend to cover the most important concepts from the textbook in class. However, you are still responsible for developing an understanding of other concepts and terms not covered. If you have questions about something not covered in class please ask.

You will be assigned to a group for in-class activities. The group will receive one grade for a given group activity and each member in the group will receive the same grade. If you want to receive a high group activity grade be active in your group and perform.

During class we may access the Internet, so cell phones and other electronic devices that access the Internet are allowed in class. You are discouraged from text messaging during class.

We may have tours of local Stevens Point businesses as part of the class. It is your responsibility to get to the business on time on the assigned date. Missing a tour will be treated the same as missing a class and activities assigned may not be made up.

Review the UWSP policy on attendance at: <http://www.uwsp.edu/regrec/Pages/Attendance-Policy.aspx>

**Insurance Current Events**

Each student is expected to present two current events during the semester. There will be opportunity in each class to present a Current Event. A Current Event cannot be a repeat of an event previously reported in class. The Current Event will be worth 50 points for each update, a total of 100 points.

**Exams and Assignments:**

There will be six exams and six assignments throughout the semester.

All exams, other than the take home exam, will be 30 minutes long. The exams will largely be objective, short answer and situational problems. At a minimum you will be able to use your in-class notes for exams. In addition, some exams may include use of the text book.

All material in the text book, additional reading material, material presented in class and business tours may be used in exams. Exams will be given upon completion of the material. Make up exams will only be given under special circumstances with **prior approval**.

**Research paper**

The assigned research paper will be due April 4. We will use the papers as a basis for discussion to further cover and understand important aspects of the subject material. Keep a copy of your handed-in paper for use in group presentation and discussion. Be prepared to present and defend your conclusions/positions. There will be a group presentation of papers on May 9<sup>th</sup>. Material presented by the groups may be included in the final exam

**Written Assignments Standards**

All written assignments are to follow the American Psychological Association (APA) style guidelines for documentation, grammar, spelling, and punctuation. Points will be deducted for those deviating from APA style. Use the Publication manual of The American Psychological Association (6th ed.) for all writing projects you do for this class. The guidelines are included in D2L, under References. Also included in References is information on formatting references in Word.

**D2L:**

D2L will be utilized for the class. Assignments will be posted on D2L or emailed. It will be your responsibility to check it often for information. Links for insurance industry related websites will be posted and maybe helpful in research. PowerPoints for each chapter will be posted.

**Final:**

The final exam will be comprehensive. The final exam is scheduled for Friday May 18, 12:30 – 14:30. It will not be given early nor can the time for the exam be changed.

**Student evaluation:**

Points will be assigned for each activity group.

Exams	600 points
Assignments	300 points
In-Class Work	300 points
Current Events	100 points
Research Paper	300 points
Final Exam	200 points
Total	1800 points

It is expected that students will be prepared to discuss or explain incidents, cases and problems. This follows the education methods used in the development of business employees and we will use this approach.

Students who wish to receive a particular grade must earn the following points:

	From	To
A	1800	1728
A-	1727	1656
B+	1655	1584
B	1583	1512
B-	1511	1440
C+	1439	1368
C	1367	1296
C-	1295	1224
D+	1223	1152
D	1151	1080
D-	1079	1008
F	1007 &	below

Be ready to submit items as requested. Items slipped under my office door or placed in my mailbox by the office door are not considered submitting them to me and will be considered late. E-mail of assignments and exams **prior** to class time will be considered on time. Assignments or take home exams that are submitted late will have a **four point reduction in grade for each day they are late, starting with the due date. If a submission is made the same day after the due date time there will be a four point reduction.** Once grades are posted and/or assignments/exams are returned to students, late items will receive a 30 point reduction in grade prior to grading. Most assignments will be due the day before class and grading completed by class the next day.

### **Emergency Response**

Be familiar with what you should do in the event of an emergency.

**Medical Emergency** – In the event of a medical emergency call 9-1-1 or use the Emergency Phone located next to room 231. Offer assistance if trained and willing to do so. Guide emergency responders to victim.

**Tornado Warning** – In the event of a tornado warning proceed to an interior room without window exposure.

**Fire Alarm** – In the event of a fire alarm evacuate the building in a calm manner. Meet across Fourth Ave, in front of the HEC building.

**Active Shooter/Code React** – Run/Escape, Hide, Fight. If trapped, hide, lock doors, turn off lights, spread out and remain quiet. Call 9-1-1 when it is safe to do so. Follow instructions of emergency responders.

### **Academic Misconduct**

This course is part of the UW-Stevens Point academic community, an academic community that is bound together by the traditions and practice of scholarship. Honest intellectual work – on examinations and on written assignments is essential to the success of this community of scholars. Using classmates' responses to answer exam questions or disguising words written by others as your own undermines the trust and respect on which our course depends.

The work in this course is challenging and will demand a good deal of each of you. I have every confidence that each of you can succeed. Doing your own work will enhance your sense of accomplishment when the semester comes to a close.

Additionally, the classroom environment is a unique opportunity for students to share ideas, opinions, discuss classroom and course content. As each student is entitled to contribute in class, specific expectations are necessary to ensure a thriving classroom environment. Expectations include: arriving to class on time, being prepared for class, no electronic devices, unless authorized to do so, any loud shouting, excessive side conversations, arriving to class under the influence of any alcohol or drugs, profane language, and verbal or physical threats, intimidation of any kind, or any other behavior that may be disruptive to the professor or other students. If any of this behavior is exhibited, you may be asked to leave the class for the day. Any continued disruptive behavior may result in a referral to the Dean of Students Office.

### **Academic Honesty**

No plagiarism or cheating will be tolerated and can result in an F grade for the class. All written work submitted to a drop box in D2L will be evaluated by turnitin.com.

### **Student Rights and Responsibilities/Academic Misconduct**

Please be sure to review the information on student rights at the following:

<http://www.uwsp.edu/acadaff/Pages/gradeReview.aspx>

### **ADA Statement**

If you need an accommodation or special services for this class please see me or call the service at 346-2002.

You must have a completed approved form to qualify for an accommodation. See the information on ADA at:

<http://www.uwsp.edu/disability/>

### **Help:**

In addition to Wednesday office hours, I am available to discuss questions before or after class. Office appointments are available by special appointment. As part-time faculty it is best to call me and schedule time to discuss questions if the time will be outside of regular office hours.

# UWSP Emergency Plan

Arrows Denote Building Evacuation Routes.  
Shaded Areas Represent Tornado/Severe Weather Shelter Areas.  
Shelter Areas Are Located On Floors 0, 1, and 2 Of This Building.

## WHAT TO DO DURING:

### TORNADO/ SEVERE WEATHER

Notification of severe weather will be relayed to the building. If a siren sounds, building occupants should take cover in the lowest safe location available, preferably in an interior room or basement. Remain in your shelter area until tornado warning is expired.





### FIRE

Pull a fire alarm and EVACUATE the building in the event of a fire. Before opening a door, feel it for heat. If it is warm, do not open the door closed and find an alternate path. Stay low if you encounter smoke. Stop, drop, and roll should your clothes catch fire.

### EVACUATION

Remain calm. Use stairs and not elevators. Pay close attention to your surroundings as you exit. Egress routes to fire or hazardous materials releases may require that alternate paths be selected. Stay clear of the building and entry ways after exiting the building in order to facilitate responder access to the emergency.

## KEY

-  YOII ARF HFRF  
EMERGENCY PHONE
-  AED (Located on 1st Floor)
-  SHADED AREA =  
SEVERE WEATHER/  
TORNADO SHELTER
-  EVACUATION  
ROUTES

**Call 911 for all Emergencies.**  
There will seem to be a 10 second delay, but **STAY ON THE LINE!**

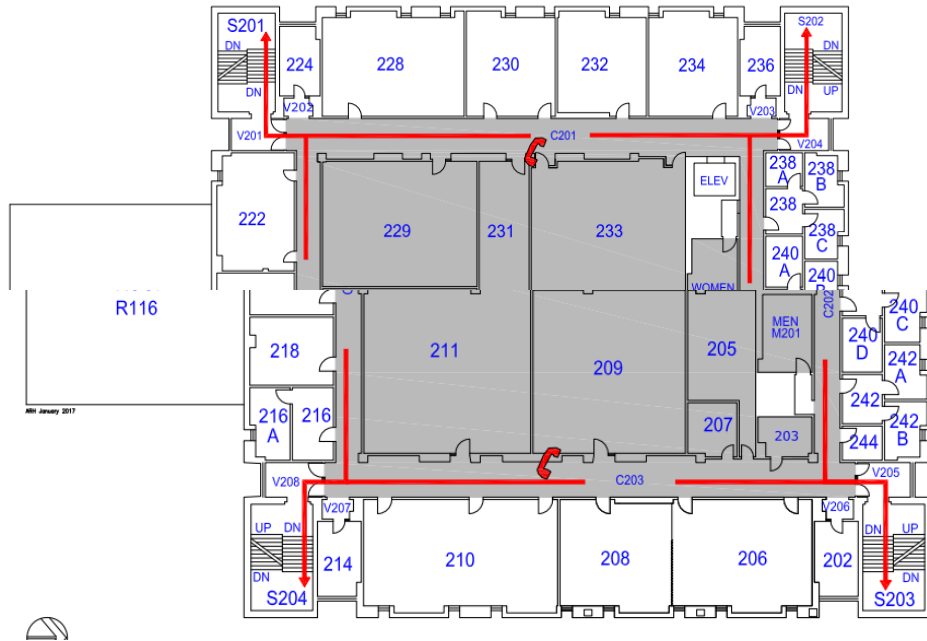
Meet first responder for directions.

See UWSP Emergency Procedures at <http://www.uwsp.edu/rmgt> for details on all emergencies.



## COLLEGE OF PROFESSIONAL STUDIES SECOND FLOOR

University of Wisconsin Stevens Point  
1901 4th Avenue  
Stevens Point, WI



**Assignment & Exam Outline Subject to change based on class progress.**

**Exams are given after completion of related chapter.**

**Best way to know when an exam will take place is to attend class**

<b>January 24 &amp; Jan 31</b>	<b>Basics of Risk and Insurance Chapters 1 &amp; 2</b>	<b>Exam</b>
<b>February 7</b>	<b>Risk Management Chapter 3</b>	<b>Assignment</b>
<b>February 14</b>	<b>Legal Principles Chapters 9 &amp; 10</b>	<b>Assignment</b>
<b>February 21</b>	<b>Liability Risk Chapter 19</b>	<b>Assignment</b>
<b>February 28</b>	<b>Homeowners Insurance Chapters 20 &amp; 21</b>	<b>Exam</b>
<b>March 7</b>	<b>Auto Insurance Chapters 22 &amp; 23</b>	<b>Exam</b>
<b>March 14</b>	<b>Commercial Insurance Chapters 25, 26, 27</b>	
<b>March 21</b>	<b>Commercial Insurance Chapters 25, 26, 27</b>	<b>Take Home Exam</b>
<b>March 28</b>	<b>Spring Break</b>	
<b>April 4</b>	<b>Paper Due</b>	
<b>April 4</b>	<b>Social Insurance Chapter 18</b>	<b>Exam</b>
<b>April 11</b>	<b>Life Insurance Chapters 11,12,13 5:30-6:30 Visit at Sentry</b>	<b>Exam</b>
<b>April 18</b>	<b>Annuities &amp; IRAs Chapter 14 Guest speaker – Kevin Hermmining</b>	<b>Assignment</b>
<b>April 25</b>	<b>Health Insurance Chapter 15</b>	<b>Assignment</b>
<b>May 2</b>	<b>Employee Benefits Chapters 16 &amp; 17</b>	<b>Assignment</b>
<b>May 9</b>	<b>Presentation of papers</b>	
<b>May 18</b>	<b>Final Exam 12:30 – 14:30</b>	