 

COURSE SYLLABUS

|  |
| --- |
| Econ 272 |
| Personal Finance  |
| Spring 2021 |

Course Prefix & Number

Course Name

Term

# Course Information

## Instructor Information

|  |  |
| --- | --- |
| **Instructor:**  | Kevin M. Bahr, Ph.D., CPA |
| **SBE Office Telephone:** | 715-346-2728 |
| **E-mail:** | kbahr@uwsp.edu **(use e-mail for contact method)** **Please contact me via e-mail for any questions about the course, or any questions that you may have on the material contained in the course**. |

## Course Information

|  |  |
| --- | --- |
| **Course Description:**  | Economics for the consumer, the art of consumer decision making, issues affecting consumer spending, taxes, saving, investing, purchasing, and insurance. The primary focus of this course will be on budgeting, investing, and saving, with a focus on practical investment strategies to meet various financial goals.  |
| **Credits:** | 3 |
| **Prerequisites:** | None |

**PLEASE READ THIS SYLLABUS CAREFULLY AND RETAIN IT FOR FUTURE REFERENCE. THE SYLLABUS CONTAINS YOUR RESPONSIBILITIES TO SUCCESSFULLY COMPLETE THIS COURSE, AND SPELLS OUT IN DETAIL GRADING, EXAM REQUIREMENTS, and EXAM FORMATS. THIS SYLLABUS IS SUBJECT TO ANY CHANGES ANNOUNCED THROUGH CAMPUS E-MAIL; IT IS YOUR RESPONSIBILITY TO BE AWARE OF ANY CHANGES THAT ARE ANNOUNCED.**

**Course Format:**

This course is offered in an online format. A major focus of this course is to utilize a variety of web resources for information and real-time information on the financial markets. **For each topic studied you will be provided with a study guide. In some cases, you will also be provided with a Powerpoint presentation that accompanies the study guide for a given topic.** (In some cases, Powerpoint allows a visual use of charts and graphs that can help in understanding a topic). **Focus on the study guides and websites for each topic area**, and any associated presentation. The text is primarily used as a reference source. Online resources will allow you to build your own library of websites that you can use for real-time information on the financial markets and personal finance topics in your own financial planning, well after the course concludes. It is also a goal to have you learn this material through a hands-on approach, by visiting a variety of websites which you can use now (to answer assigned questions), and in the future (for your own financial planning).

The websites and material are updated as close as possible to the beginning of the course. However, given the nature of real-time information, it is possible a change in a website (or web link) may occur. If you have a problem with a website, send me an e-mail.

To get the most out of this course, it is extremely important that you have the initiative to read through the study guides and spend time exploring the referenced web links. The study guide will provide self-study material for you to work through. The study guide will include a discussion of the subject matter, a narrative of accompanying Powerpoint slides if applicable for the subject, Review Questions, a list of hybrid activities and informational websites, and Website Questions.

Study and work through each of the study guides and if applicable, the associated presentations. Study and answer the Review and Website questions for each topic; they will provide the basis for your exam questions. **The good thing about the online format of this class is that you have significant flexibility as to when you want to cover the material. However, the ultimate motivation to work through the material and take the exams on a timely basis has to come from you.**

Generally, for each topic, the Study Guides include a list of specific questions (Website Questions) which can be answered by visiting relevant websites; the links to answer the questions are provided in each of the Website Questions. **The Review Questions from the Study Guides and Website Questions from the Study Guides will provide the basis for exam questions.** For each topic, I will e-mail the materials via the UWSP class distribution e-mail list. The materials are also available in Canvas.

If you have any questions when you are working through the material, just send me an e-mail.

**1.3 *Textbook & Course Materials***

|  |
| --- |
| Textbook: Personal Financial Planning, *14th Edition,* Gitman, Joehnk and Billingsley.Note: You do NOT need a financial calculator for this course – all calculations can be done using on-line calculators.**For each topic studied you will be provided with a study guide. In some cases, you will also be provided with a Powerpoint presentation that accompanies the study guide for a given topic.** The textbook is primarily used as a reference source. In other words, **what is covered in the study guides is of primary importance**, with the textbook as an available resource to help your understanding of the material.  |

## 4 Course Technology

|  |  |
| --- | --- |
| **Course Website:**  | All course material is available through CANVAS |
| **Other Websites:** | Appropriate websites relevant for a particular chapter are indicated in the chapter course material. |
| **Canvas Support:** | **ALL QUESTIONS OR PROBLEMS USING CANVAS SHOULD BE DIRECTED TO THE CANVAS LEARNING MANAGEMENT SYSTEM.*** Click HELP from within Canvas for links tosupport via email and chat.
* Call Canvas Support for Students at 1 (833) 828-9804.
* [Canvas Student Guides](https://community.canvaslms.com/docs/DOC-10701)
* [Canvas Video Guides](https://community.canvaslms.com/docs/DOC-3891)

**Training*** A self-paced [Student Training / Orientation course](https://uwstp.instructure.com/enroll/36GKLY) is available for self-registration in Canvas
 |
| **UWSP Technology Support:** | The Office of Information Technology (IT) provides a Service Desk to assist students with connecting to the Campus Network, virus and spyware removal, file recovery, equipment loan, and computer repair. You can contact the Service Desk via email at techhelp@uwsp.edu or at (715) 346-4357 (HELP) or visit: [https://www.uwsp.edu/infotech/Pages/ServiceDesk/default.aspx](https://www3.uwsp.edu/infotech/Pages/ServiceDesk/default.aspx)**ALL QUESTIONS OR PROBLEMS USING TECHNOLOGY SHOULD BE DIRECTED TO THE UWSP HELP DESK.** |

# Learning Outcomes

## 2.1 Course Objectives and Outcomes

|  |
| --- |
| Goals of this course:* *Overall: provide you with a solid understanding of personal finance principles*
* *Emphasis on using Financial Planning and Investing to achieve financial goals*
	+ Family finances
	+ Financial Planning (including budgeting)
	+ Cash Management
	+ Savings Bonds
	+ Stocks and Bonds
	+ Mutual Funds and ETFs
	+ Portfolio Allocation
	+ Retirement Planning
	+ Saving for College
* *Introduction to general principles (the SBE offers specific courses on each of these topics) on*
	+ Taxes
	+ Real estate and housing
	+ Insurance
* *Provide you with resources to enable you to do personal financial planning on your own*.
* *Provide with an opportunity to familiarize yourself with appropriate, informative websites that you can use in financial planning, well after the course concludes.*
 |

## 2.2 Academic Unit

|  |
| --- |
| SBE Mission: The UW-Stevens Point School of Business and Economics creates career ready graduates and leaders through applied learning. We serve the businesses, economy, and people of the greater Central Wisconsin region. We specialize in preparing students for success by providing professional development experiences, access to employers, and in-demand skills. The SBE achieves its mission by valuing:• Talent development• Lifelong learning• Career preparation• On the job experiences• Community outreach• Regional partnerships• Continuous improvement  |
| SBE is accredited by the Association to Advance Collegiate Schools of Business (AACSB), a designation earned by only 5 percent of world business schools. Accreditation instills a culture of continuously improving our programs through connections with local business leaders, alumni and the community. |

# Course Policies

## Attendance

|  |
| --- |
| Not applicable – this is a fully online course. |

## Late Work

|  |
| --- |
| Not accepted. You need to do take the 3 exams in the exam windows as stipulated below. |

## Etiquette/Netiquette

|  |
| --- |
| It is expected that all participants in the class will treat each other respectfully. |

# Grading

## Grading Scheme

**YOUR FINAL GRADE WILL BE BASED ON YOUR SCORE FROM THREE EXAMS, WITH EACH EXAM COUNTING FOR ONE-THIRD OF YOUR GRADE. EXAMS ARE MULTIPLE CHOICE AND WILL BE OFFERED ONLINE AS STIPULATED BELOW. OBVIOUSLY, THE EXAMS ARE OPEN NOTE, OPEN BOOK. HOWEVER, YOU ARE TO WORK ON EACH OF THE EXAMS INDEPENDENTLY.**

**Grading Scale**

**A- 90-92%; A 93-100%**

**B- 80-82%; B 83-86%; B+ 87-89%**

**C- 65-69%; C 70-74%; C+ 75-79%**

**D 50-56%; D+ 57-64%**

**F Below 50%**

**Your final grade is based on your Final Average, which is an equally weighted average of your 3 exams scores. Final averages ending in .5 or higher will be rounded up; extra credit is not available for this course. Your final average will be compared to the grading scale above to determine your final grade.**

# Exams

## Exams

**All exams will be available through CANVAS. To get access to the exams, you will be required to log on to CANVAS during the stipulated exam time as indicated below and click on “quizzes.”**

**EACH EXAM WILL HAVE 50 MULTIPLE CHOICE, EQUALLY WEIGHTED QUESTIONS.**

* **APPROXIMATELY TWO-THIRDS OF THE QUESTIONS ON EACH EXAM WILL BE BASED ON THE review questions CONTAINED IN THE STUDY GUIDES.**
* **APPROXIMATELY ONE-THIRD OF THE QUESTIONS ON EACH EXAM WILL BE selected from the WEBSITE QUESTIONS CONTAINED IN THE STUDY GUIDES. the exact, same website questions used in the study guides will be used on the exam.**

**ONCE YOU START THE EXAM, YOU WILL HAVE 2 HOURS TO COMPLETE THE EXAM.**

***Sequence of Topics to be Covered***  ***Materials Chapter Reference***

*Part 1 Mid-term Exam 1 Material*

Family Finances Summary

Financial Planning Study Guide/Presentation 2

Tax Basics Study Guide

Cash Management Study Guide/Presentation 4

Savings Bonds Study Guide

**Mid-term Exam 1 Window:**

**You may take Exam 1 anytime between Monday Feb. 8 at 8:00 a.m. and Monday March 1 at 11:59p.m. The exam must be completed by 11:59 p.m. on March 1. ONCE YOU START THE EXAM, YOU WILL HAVE 2 HOURS TO COMPLETE THE EXAM.**

*Part 2 Mid-term Exam 2 Material*

Intro to Investing Study Guide/Presentation 11

Investing in Stocks and Bonds Study Guide/Presentation 12

Mutual Funds/Portfolio Allocation Study Guide/Presentation 13

**Mid-term Exam 2 Window:**

**You may take Exam 2 anytime between Monday March 15 at 8:00 a.m. and Monday April 12 at 11:59 p.m. The exam must be completed by 11:59 p.m. on April 12. ONCE YOU START THE EXAM, YOU WILL HAVE 2 HOURS TO COMPLETE THE EXAM.**

*Part 3 Mid-term Exam 3 Material*

Retirement Planning Study Guide

Planning for College/ABLE Accounts Study Guide

Auto and Housing Decisions Study Guide/Presentation 5

Insurance Study Guide

**Mid-term Exam 3 Window:**

**You may take Exam 3 anytime between Monday April 26 at 8:00 a.m. and Monday May 17 at 11:59 p.m. The exam must be completed by 11:59 p.m. on May 17. ONCE YOU START THE EXAM, YOU WILL HAVE 2 HOURS TO COMPLETE THE EXAM.**

**The order of the exam questions will follow the order in which topics were covered; website questions will be in a separate section on the exam. Website questions may be at the beginning or end of the exam, depending on the version of the exam you have. You will NOT be allowed to go back to a question on the exam; you must answer the questions in the order they appear on the exam.**

**I have made the exam windows relatively large (3 weeks) to try and make this course as flexible as possible. You must take each exam during the specific time window that is designated for the exam. Once you start the exam, you will have two hours to complete it. The study guides, through the review questions and website questions, indicate what you need to know for this course. The websites are an excellent source of personal financial planning material. Obviously, I can’t ask you everything from a given website, so the website questions provide a specific way for me to ask questions on website material.**

**Please note the online, open note/open book format of the exam gives you the opportunity to use these materials as a reference while taking the exam and minimize any memorization. However, the format is NOT designed to allow you to simply look up every answer. You will have 2 hours to answer 50 questions. Approximately one-third of these questions are selected website questions that you should have already answered based on working through the study guides. The remaining exam questions are based on the review questions from the study guides – the better you know the material, the quicker you can answer the questions.**

**you are responsible for doing each exam independently. Students copying or supplying answers to others during an exam are subject to academic misconduct. Don’t do it.**

# Schedule

## Dates and Deadlines

**Mid-term Exam 1 Window:**

**You may take Exam 1 anytime between Monday Feb. 8 at 8:00 a.m. and Monday March 1 at 11:59p.m. The exam must be completed by 11:59 p.m. on March 1. ONCE YOU START THE EXAM, YOU WILL HAVE 2 HOURS TO COMPLETE THE EXAM.**

**Mid-term Exam 2 Window:**

**You may take Exam 2 anytime between Monday March 15 at 8:00 a.m. and Monday April 12 at 11:59 p.m. The exam must be completed by 11:59 p.m. on April 12. ONCE YOU START THE EXAM, YOU WILL HAVE 2 HOURS TO COMPLETE THE EXAM.**

**Mid-term Exam 3 Window:**

**You may take Exam 3 anytime between Monday April 26 at 8:00 a.m. and Monday May 17 at 11:59 p.m. The exam must be completed by 11:59 p.m. on May 17. ONCE YOU START THE EXAM, YOU WILL HAVE 2 HOURS TO COMPLETE THE EXAM.**

# Other Administrative Details – UWSP Standard Policies

## ADA / Equal Access for Students with Disabilities

|  |
| --- |
| The American Disabilities Act (ADA) is a federal law requiring educational institutions to provide reasonable accommodations for students with disabilities. Links to UWSP’s policies regarding ADA, nondiscrimination, and Online Accessibility (IT & Communication Accessibility) can be found at: [https://www.uwsp.edu/datc/Pages/uw-legal-policy-info.aspx](https://www3.uwsp.edu/datc/Pages/uw-legal-policy-info.aspx)UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities.  The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.If modifications are required due to a disability, please inform the instructor and contact the Disability and Assistive Technology Center to complete an Accommodations Request form. The Disability and Assistive Technology Center is located on the 6th Floor of Albertson Hall. For more information, call 715-346-3365, email datctr@uwsp.edu or visit: [https://www.uwsp.edu/datc/Pages/default.aspx](https://www3.uwsp.edu/datc/Pages/default.aspx) |

## Inclusivity/Nondiscrimination Statement

|  |
| --- |
| It is the responsibility of the instructor to present materials and activities that are respectful of diversity, such that students from all diverse backgrounds and perspectives be well-served by this course. No person shall be discriminated against because of race, ethnicity, color, age, religion, creed, gender, gender identity, sexuality, disability, nationality, culture, genetic information, socioeconomic status, marital status, veteran’s status, or political belief or affiliation and equal opportunity and access to facilities shall be available to all. To address concerns regarding any of these issues please call 715‑346‑2606 or visit: <http://www.uwsp.edu/hr/Pages/Affirmative%20Action/About-EAA.aspx> |

## Religious Beliefs Accommodation

|  |
| --- |
| It is UW System policy (UWS 22) to reasonably accommodate your sincerely held religious beliefs with respect to all examinations and other academic requirements. A direct link to this policy can be found here: <https://docs.legis.wisconsin.gov/code/admin_code/uws/22> |

## Help Resources

|  |
| --- |
| The Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, & Science. The Tutoring and Learning Center is located at 018 Albertson Hall. For more information, call 715‑346‑3568 or visit: [https://www.uwsp.edu/tlc/Pages/default.aspx](https://www3.uwsp.edu/tlc/Pages/default.aspx)If you need healthcare, UWSP Student Health Service provides student-centered healthcare that empowers and promotes wellness for all UWSP students. Student Health Service is located on the 1st floor of Delzell Hall. For more information, call 715‑346‑4646 or visit: <http://www.uwsp.edu/stuhealth/Pages/default.aspx>The UWSP Counseling Center is staffed with licensed mental health professionals dedicated to assisting students as they navigate difficult circumstances or resolve personal concerns. Therapy and consultation services are free of charge for registered students. The UWSP Counseling Center is located on the 3rd Floor of Delzell Hall. For more information, call 715-346-3553 or visit: <http://www.uwsp.edu/counseling/Pages/default.aspx>In addition to the support services provided by Student Health Service and the UWSP Counseling, there are also professional support services available to students through the Dean of Students.The Office of the Dean of Students supports the campus community by reaching out and providing resources in areas where a student may be struggling or experiencing barriers to their success. Faculty and staff are asked to be proactive, supportive, and involved in facilitating the success of our students through early detection, reporting, and intervention. As such, an instructor may contact the Office of the Dean of Students if he or she senses that a student is in need of additional support beyond what the instructor is able to provide. For more additional information, please go to <http://www.uwsp.edu/dos/Pages/default.aspx>UWSP students may also share a concern directly if they or another member of our campus community needs support, is distressed, or exhibits concerning behavior that is interfering with the academic or personal success and/or the safety of others. Please report any concerns of this nature at [https://www.uwsp.edu/dos/Pages/Anonymous-Report.aspx](https://www3.uwsp.edu/dos/Pages/Anonymous-Report.aspx) |

## Emergency Response Guide

|  |
| --- |
| In the event of an emergency, follow UWSP’s emergency response procedures. For details on all emergency response procedures, please go to <http://www.uwsp.edu/rmgt/Pages/em/procedures>  |

## UWSP Community Bill of Rights and Responsibilities

|  |
| --- |
| UWSP values a safe, honest, respectful, and inviting learning environment. In order to ensure that each student has the opportunity to succeed, a set of expectations has been developed for all students, staff, and faculty. This set of expectations is known as the Rights and Responsibilities document, and it is intended to help establish a positive living and learning environment at UWSP. For more information, go to: <https://catalog.uwsp.edu/content.php?catoid=10&navoid=422#section-1-communal-bill-of-rights-and-responsibilities> |

## University Attendance Policy

|  |
| --- |
| In addition to the course attendance policies determined by the instructor (noted above if applicable), the university provide standard guidelines by which students are to abide. All exceptions to the course attendance policy or the university guidelines should be documented in writing. A link to the university’s attendance guidelines can be found at: [https://www.uwsp.edu/regrec/Pages/Attendance-Policy.aspx](https://www3.uwsp.edu/regrec/Pages/Attendance-Policy.aspx) |

## University Drop Policy

|  |
| --- |
| You are expected to complete the courses for which you register. If you decide you do not want to take a course, you must follow the procedures established by the university to officially drop the course. If you never attend or stop attending a course and fail to officially drop, you will receive an F in the course at end of the semester. A link to the university’s drop policy can be found at: <https://catalog.uwsp.edu/content.php?catoid=11&navoid=431&hl=add%2Fdrop&returnto=search#Drop/Add/Withdrawal_Procedures> |

## Academic Honesty

|  |
| --- |
| UW System policy (UWS 14) states that students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students suspected of academic misconduct will be asked to meet with the instructor to discuss the concerns. If academic misconduct is evident, procedures for determining disciplinary sanctions will be followed as outlined in UWS 14. A direct link to this policy can be found here: <https://docs.legis.wisconsin.gov/code/admin_code/uws/14> |

## Grade Reviews/Appeals

|  |
| --- |
| A formal grade appeal, also known as a Grade Review, can be requested in instances when the student feels that he or she was not provided a syllabus with a grading scale in a timely manner (i.e., the end of the second week of classes) and/or the instructor did not stick with the grading scale published in the syllabus. Questions of whether or not the instructor appropriately graded one or more of the course assignments, quizzes, exams, etc. are not matters to be decided by a formal grade appeal, but rather should be taken up with the instructor directly. Information on grade reviews can be found in the University Handbook, Chapter 7, Section 5. A link to the university’s policies on non-academic misconduct can be found at [https://www.uwsp.edu/acadaff/Pages/gradeReview.aspx](https://www3.uwsp.edu/acadaff/Pages/gradeReview.aspx) |

## Non-Academic Misconduct

|  |
| --- |
| Information on non-academic misconduct can be found in Chapters 17 and 18 of the Student Rights and Responsibilities Document. A link to the university’s policies on non-academic misconduct can be found at [https://www.uwsp.edu/dos/Pages/stu-conduct.aspx](https://www3.uwsp.edu/dos/Pages/stu-conduct.aspx). |

## Confidentiality

|  |
| --- |
| Under FERPA, students cannot remain anonymous in a class. Students are permitted to know who else is in their class.Learning requires risk-taking and sharing ideas. Please keep your classmates’ ideas and experiences confidential outside the classroom unless permission has been granted to share them.This course may require students to post their work online using applications or services that have not been approved by UW-system. In this situation, the students work will only be viewable only by his or her classmates. None of the work submitted online will be shared publicly. Some assignments require account creation for online programs. The instructor of this course will not share your academic records (grades, student IDs). Confidentiality of student work is imperative, so you should not share the work of your peers publicly without their permission. By participating in these assignments, you are giving consent to sharing of your work with others in this class and you recognize there is a small risk of your work being shared online beyond the purposes of this course. Examples of additional risks include data mining by the company providing the service, selling of your email to third parties, and release of ownership of data shared through the tool. Please contact your instructor prior to the due date if you wish not to participate in these online assignments due to confidentiality concerns. UW-System approved tools meet security, privacy, and data protection standards. For a list of approved tools, go to: <https://www.wisconsin.edu/dle/external-application-integration-requests/>. Tools not listed on the website linked above may not meet security, privacy, and data protection standards. If you have questions about tools, contact the UWSP IT Service Desk at 715-346-4357. Links to the Terms of Use and Privacy Polices for tool used at UWSP be found at: [https://www.uwsp.edu/online/Pages/Privacy-and-Accessibility-Links.aspx](https://www3.uwsp.edu/online/Pages/Privacy-and-Accessibility-Links.aspx)Here are steps you can take to protect your data and privacy:* Use different usernames and passwords for each service you use
* Do not use your UWSP username and password for any other services
* Use secure versions of websites whenever possible (HTTPS instead of HTTP)
* Have updated antivirus software installed on your devices

Additional resources regarding information security at UWSP can be found at: [https://www.uwsp.edu/infosecurity/Pages/default.aspx](https://www3.uwsp.edu/infosecurity/Pages/default.aspx). It is important for students to understand that faculty are required to report any incidents of maltreatment, discrimination, self-harm, or sexual violence they become aware of, even if those incidents occurred in the past, off campus, or are disclosed as part of a class assignment. This does not mean an investigation will occur if the student does not want that, but it does allow the university to provide resources to help the student continue to be successful. |

## Intellectual Property - A Guide to Student Recording & Sharing Class Content

|  |
| --- |
| Lecture materials and recordings for this class are protected intellectual property at UW-Stevens Point. Students in this course may use the materials and recordings for their personal use related to participation in this class. Students may also take notes solely for their personal use. If a lecture is not already recorded, you are not authorized to record my lectures without my permission unless you are considered by the university to be a qualified student with a disability requiring accommodation. [Regent Policy Document 4-1] Students may not copy or share lecture materials and recordings outside of class, including posting on internet sites or selling to commercial entities. Students are also prohibited from providing or selling their personal notes to anyone else or being paid for taking notes by any person or commercial firm without the instructor’s express written permission. Unauthorized use of these copyrighted lecture materials and recordings constitutes copyright infringement and may be addressed under the university's policies, UWS Chapters 14 and 17, governing student academic and non-academic misconduct. |

## Sample Coursework Permission

|  |
| --- |
| The instructor may wish to use a sample of your work or some of the feedback you provide on the course in future teaching or research activities. Examples: showing students an example of a well-done assignment; analyzing student responses on a particular question; discussing teaching techniques at a conference. If your coursework or feedback is used, your identity will be concealed. If you prefer not to have your work included in any future projects, please send the instructor an e-mail indicating that you are opting out of this course feature. Otherwise, your participation in the class will be taken as consent to have portions of your coursework or feedback used for teaching or research purposes. |

## Revision Clause

|  |
| --- |
| This syllabus, the provided schedule, and all aforementioned coursework, are subject to change. It is the student’s responsibility to check the course website AND e-mail for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email. |