FAMILY AND CONSUMER PERSONAL FINANCE (3 CREDITS) COURSE SYLLABUS

FCSC302/PFFP302 FALL 2022

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| Instructor: | Patrick Payne, Ph.D., CFP®, RFC® | Office Hours: | MW 1:30 – 3:00 |
| Office: Zoom:  E-Mail: | McClelland Park 315-H  [Join my Zoom Meeting](https://arizona.zoom.us/j/4205089352)  [ppayne@arizona.edu](mailto:ppayne@arizona.edu) | Class Location:  First day of Semester: Last day of Semester: | Online – D2L August 22nd  December 7th |

**Course Description:** This course is designed to familiarize students with the principles and fundamentals of the personal and family financial issues that affect people’s quality of life. Course topics will include an analysis of personal financial information resources the concept of the time-value of money, discussion of personal financial issues concerning the economic environment, financial statements, college planning, career planning, tax, credit, housing, insurance, retirement and estate planning, and investments.

**Course pre-requisite**: None

**Course Modality:**

1. This class is scheduled to be taught asynchronously in the ONLINE modality. As such, there will be little direct delivery of course material from the professor. Everything needed for the course will be available on the course home page, as delivered by the online learning platform D2L. Please refer to Technology and Media on pages 9 and 10 of this syllabus for information on technical and systems requirements.
2. There will be virtual office hours via Zoom each Monday and Wednesday from 1:30 p.m. to 3:00 p.m. There will be no requirement to set appointments with your instructor during these regularly scheduled office hours. Should you need a separate meeting, please e-mail to set up a personal meeting time. There may also be opportunities to meet with the teaching assistant for the course.

**Course Objectives:** This course will lay the foundation for students to:

1. Evaluate the need for financial documentation to analyze and achieve appropriate planning for personal and family finances, education, investing and retirement;
2. Identify and address a multiplicity of personal and family financial and tax matters;
3. Evaluate current and future financial risk factors;
4. Summarize pros and cons of personal and family financial planning; and
5. Recognize the importance of evaluating and planning for retirement and end-of-life issues.

**Student Learning Outcomes:** Upon successful completion of this course, a student should be able to:

1. Demonstrate comprehensive knowledge of the interconnection of personal and family spending habits, and the global impact on quality of life;
2. Apply strategic financial planning and management of financial resources in achieving personal and family financial goals and objectives;
3. Analyze cause and effect of financing strategies and consumer behavior of spending, saving, and planning for college education, professional careers, and retirement;
4. Recognize and successfully manage housing, insurance, and investment risks that individuals and families encounter;
5. Identify and engage in sound financial investment and debt management practices; and
6. Analyze and evaluate personal and family needs for retirement and estate planning.

**Course Materials: Required Textbook**. Master of Money Course Pack, available at [www.MidasClassroom.com](http://www.MidasClassroom.com).

**Class Structure:** This course will be presented in a fully online format, including all video lectures, asynchronous course activities, course and team presentations (if any), case study analysis and discussion, quizzes, exams, discussion questions, and any other supplemental course materials. The submittal of all written materials will be completed via the course home page provided through D2L (the University’s online learning platform). Please note, at no time will the professor accept any work submitted via e-mail; all required assignments must be submitted through the course home page.

While there are no specific preparation prerequisites for participating in FCSC302/PFFP302, it is important that each student have a very clear understanding of the professor’s expectations. Primarily, there is a tremendous amount of reading for this course, as well as a large number of student- centered activities requiring due diligence on behalf of the student. Assignments will be from the required textbook, course-reading packet (if any), as well as from materials provided for each module. Students should be prepared each week of the semester, and this requires careful reading of the assigned course materials.

# Methods for Assessing and Evaluating the Expected Learning Outcomes:

The expected learning outcomes of the class will be achieved by providing students with opportunities to develop each of the three facets of financial literacy. These three facets, and the means of teaching and assessing them, are presented below.

* **Knowledge**. Knowledge refers to an understanding of terminology, rules, and basic concepts related to financial decisions. In this course, knowledge is conveyed through the pre-recorded lectures and provided reading materials.
* **Skills**. Financial skills refers to the ability to analyze a problem or situation mathematically to determine the costs and benefits. Skills will be developed through the use of practice quizzes and math skills quizzes.
* **Critical thinking**. Critical thinking is the ability to make effective decisions by using knowledge and skills to identify an optimal solution to a financial situation. Critical thinking more strongly determines your final grade than does either knowledge or skill, as it incorporates them both. We will practice developing critical thinking skills through the case study and will demonstrate critical thinking skills in the final essay.

The expected learning outcomes for the course will be evaluated through the following:

* Skills Quiz: Each unit of the course will have a short quiz to assess development of mathematical financial skills expected from all students in the course. Each skill quiz also has a practice quiz that allows unlimited attempts to practice your math skills.
* Lecture Quiz: Each recorded lecture has a brief quiz that you must take after watching the video.
* Case Study: Students will be assigned a case study project during the first week of class. This project will be submitted in four parts. Each part corresponds to one unit of the course and will be due before its associated unit closes.
* Final Essay: A final essay assignment will be provided at the beginning of the course. Students are expected to demonstrate basic knowledge from the course as well as their ability to think critically about how the materials in the class can be applied in their own personal lives.

# Extra Credit:

There may be several opportunities for extra credit assignments. There will be a total possible extra credit of 100 points made available. Extra credit is like grade insurance – you have to buy it BEFORE you know if you will actually need it. As such, extra credit may not be submitted late for any reason. Additionally NO EXTRA CREDIT IS AVAILABLE AFTER THE FINAL ESSAY IS SUBMITTED.

# Grading Procedures and Policy:

**Course Grading:** Students will be responsible for successfully completing six (6) modules quizzes plus the Course Syllabus quiz for a total of 135 points, seven (7) discussion questions (10 points each for a total of 70 points), two (2) self-reflection papers (10 points each for a total of 20 points), four (4) written assignments (20 points each for a total of 80 points), and active participation in online activities, Q&A, and discussions (20 points). Final course grades, based on a total of 325 points, will be determined as follows:

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| **Grading Scale** |  |
| A+ = 97-100% | C = 73-76% |
| A = 93-96% | C- = 70-72% |
| A- = 90-92% | D+ = 67-69% |
| B+ = 87-89% | D = 63-66% |
| B = 83-86% | D- = 60-62% |
| B- = 80-82% | F = 0-59% |
| C+ =77-79% |

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| **Grading by Assignment Type** | |
| Practice Quizzes (10 points each) | 80 |
| Skills Quizzes (20 points each) | 160 |
| Lecture Quizzes (10 points each) | 160 |
| Case Study Assignments (100 points each) | 400 |
| Final Essay | 200 |
| Total | 1,000 |

**Class Rules:**

**Rule 1: All assignments must be submitted through D2L.** The entire course will be managed through D2L. Students will be responsible for checking the site at least on a daily basis for announcements and e-mails from the instructor. Assignments submitted via email will not be graded.

**Rule 2: Late submissions will be charged a late fee.** All tasks that require submission through D2L have an availability period. It is the student's responsibility to ensure that all tasks are completed AND submitted before the end of the availability period. Assignments submitted less than 7 days after the due date will be subject to a 10% late fee per day. Assignments submitted more than 7 days after the due date will not be accepted for credit. The availability periods in this class are pre-programmed at the beginning of the semester and will not be changed, so please plan accordingly. Please note: extra credit can never be submitted late for credit.

**Rule 3: No extra credit is available after the final essay.** If you would like some extra credit to help your grade, you must earn those points before the final essay is due. Your grade will not be changed after the final essay scores are posted.

**Rule 4: Students must monitor their own progress in the course.** The instructor is not responsible for ensuring that your grades are submitted accurately. Students must report grading discrepancies within one week of the grade being posted to D2L. Announcements regarding these reporting periods will be send via D2L.

**Rule 5: Any files that cannot be opened will not be graded.** All work for assignments should be opened by the student prior to being uploaded to D2L to ensure the file has not been corrupted. For best results, students are encouraged to export their documents as PDF or PPTX file types before uploading.

# Participation Requirements, Instructional Modalities/Deliver Methods, and Attendance:

* 1. **Course Participation**: Fundamental to success in any course is simply showing up and completing the required work; and this includes any online course. With this in mind, it is not only highly recommended that you participate regularly and on time, but also important to understand that failure to do may impact your final course grade (see class activity and student participation below). Course participation is an important aspect of student learning. When students speak up, they learn to express their ideas in a way that others can understand. When they ask questions, they learn how to obtain information to enhance their own understanding of a topic.

**Note:** Should a situation arise, and a student miss an exam, quiz, discussion question, written assignment, research paper, etc., a “0” will be assigned for the particular assessment. The only time a make-up will be provided for a missed assessment will be for an “excused” absence, with such absence to be limited to: (a) all holidays or special events by organized religions, provided students illustrate affiliation with such religion [http://policy.arizona.edu/human-resources/religious-accommodation-policy;](http://policy.arizona.edu/human-resources/religious-accommodation-policy%3B) (b) any absence discussed in advance with the instructor; or (c) an absence that was pre-approved by the UA Dean of Students https://deanofstudents.arizona.edu/absences.

To request a disability-related accommodation to this attendance policy, please contact the Disability Resource Center at (520) 621-3268, or [drc-info@email.arizona.edu.](mailto:drc-info@email.arizona.edu)

If you are experiencing unexpected barriers to your success in your courses, the Dean of Students Office is a central support resource for all students and may be helpful. The Dean of Students Office is located in the Robert L. Nugent Building, room 100, or call 520-621-7057.

The UA’s policy concerning Class Attendance, Participation, and Administrative Drops is available at: <http://catalog.arizona.edu/policy/class-> attendance-participation-and-administrative-drop.

* 1. **Communication and Student Feedback:** All communications to and from the professor should go through the Course Home Page on D2L, or the professor’s regular e-mail ppayne@arizona.edu. The professor will do his best to respond to all e-mails within 24 hours of receiving the same, or 48 hours should the e-mail be received during the weekend (starting at 2:00 p.m. Friday afternoon). All communication with students will be with the students’ University of Arizona e-mail addresses. For all other important information with regard to communication, please review “Digital Etiquette.”

With regard to student feedback for individual or team submissions of required work, the instructor will use his best efforts to provide written feedback within four (4) days for the submission deadline for all discussion questions, and one (1) week for all major assignments such as case studies, written assignments, and individual and team projects.

* 1. **Assignments:** Periodically, extracurricular readings, videos, papers, case studies, research, etc. may be assigned – please refer to the Course Schedule as well as the individual chapter module as presented on the course home page under “Content.” These assignments should be considered as a supplement to the assigned readings noted in the Course Schedule. By virtue of such assignments, it is the professor’s intent to assist every student to develop enhanced critical thinking skills, personal financial knowledge, and familiarity with savings, budgeting, tax, investment, and retirement issues essential in today’s global financial environment.

***Note:*** *Should a student miss a quiz, fail to turn in on time the individual assignments, discussion questions, self-reflection papers, or the research paper, the student will receive a “0” for the particular assessment. Schedules of dates and materials covered are included in this syllabus, on the course home page on D2L, as well as in the classroom. Consequently, there is no excuse for missing any item. In addition, it is very important to understand – there are no make-ups for any exam or quiz, absent approval by the instructor prior to the scheduled assessment, or in the event of an “excused absence” as described hereinabove. The deadlines posted in this course syllabus are final.*

*Requests for incomplete (I) or withdrawal (W) must be made in accordance with University policies, which are available at* [*http://catalog.arizona.edu/policy/grades-and-grading-system#incomplete*](http://catalog.arizona.edu/policy/grades-and-grading-system#incomplete) *and* [*http://catalog.arizona.edu/policy/grades-and-grading-*](http://catalog.arizona.edu/policy/grades-and-grading-) *system#Withdrawal* respectively.

# Additional, but equally as important information:

1. **Plagiarism and Academic Integrity**: Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. It is therefore expected and required that each student follow the above referenced Code of Academic Integrity. [See: [http://deanofstudents.arizona.edu/codeofacademicintegrity]](http://deanofstudents.arizona.edu/codeofacademicintegrity).

Please note, that whenever appropriate, the professor will utilize turnitin.com, an automated system that provides a quick and easy comparison of each student’s assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. Should a student’s paper reflect work of another, a failing grade is issued for the particular assignment, as well as disciplinary action as mandated under the UA Code of Academic Integrity. Further, each student is considered to be a responsible individual and therefore, accountable for their own behavior.

1. **UA Nondiscrimination and Anti-harassment Policy:** The University is committed to creating and maintaining an environment free of discrimination, [http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy.](http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy) Our classroom is a place where everyone is encouraged to express well-formed opinions and their reasons for those opinions. We also want to create a tolerant and open environment where such opinions can be expressed without resorting to bullying or discrimination of others.

# Classroom Procedures and Class Conduct:

* + Visitors are not allowed in any online class sessions without prior permission from the professor.
  + Soliciting of any kind is not allowed.
  + To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities during online class sessions such as texting, instant messaging, phone calls, social media, web surfing, etc.).
  + Students are asked to refrain from disruptive conversations with people sitting around them online class sessions. Students observed engaging in disruptive activity will be asked to place their audio and video on mute. Those who continue to disrupt the online class session will be asked to leave the session or discussion and may be reported to the Dean of Students.
  + The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See [http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students.](http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students)

1. **ADA Compliance Statement:** At the University of Arizona we strive to make learning experiences as accessible as possible. If you anticipate or experience physical or academic barriers based on disability or pregnancy, you are welcome to let me know so that we can discuss options. You are also encouraged to contact Disability Resources (520-621-3268) to explore reasonable accommodation.
2. **Confidentiality of student records.** [See: <http://registrar.arizona.edu/ferpa/default.htm>]
3. **Technology and Media**. Minimum technical and system requirements for a successful semester online are as follows:
4. *Desktop Browser Support*. Learn what browsers and versions are supported by D2L Brightspace and how to fix loading issues.

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| Browser | Supported Browser Versions | Maintenance Browser Version(s) |
| Microsoft© Edge | Latest | n/a |
| Microsoft© Internet Explorer© | n/a | 11 |
| Mozilla© Firefox© | Latest, ESR | n/a |
| Google© Chrome© | Latest | n/a |
| Apple© Safari© | Latest | n/a |

1. Check your system compatibility at: https://community.desire2learn.com/d2l/systemCheck
   * *Browser issues***.** Many of the problems students report are related to Internet browsers, not D2L. If you are experiencing technical problems, consider your browser first.
   * We recommend using Chrome or Firefox. We hear the most complaints from students using Safari (Mac) or Edge (PC).Switch to a different browser. Regardless of the browser you use, one first step when having problems is to try switching to a different browser.
   * New Incognito Window. Try opening a new incognito window since that avoids the cache. If that works it means the cache needs to be cleared.
   * Clear your cache. Browser specific steps are detailed here: https://refreshyourcache.com/en/home/.

**Note:** When you visit a website, your browser stores things like images or bits of computer code to help pages load faster. Those items can stay on your hard drive for as long as a year. Caching speeds up browsing, but the stored images and code may become outdated, which can cause loading problems.

iii. *Tablet and Mobile Support*. Learn which mobile devices, operating systems and mobile device browsers are supported.

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| **Device** | **Operating System(s)** | **Browser** | **Supported Browser Version(s)** |
| Android™ | Android 5.0 | Chrome | Latest |
| Apple | iOS 6, 7, 8, and 9 | Safari | Latest |
| Windows | Windows 10 | Edge, Chrome, Firefox | Latest |

Check your system compatibility at: https://community.desire2learn.com/d2l/systemCheck.

# Additional Resources for Students:

1. UA Academic policies and procedures are available at [http://catalog.arizona.edu/policies.](http://catalog.arizona.edu/policies)
2. Student Assistance and Advocacy information is available at <http://deanofstudents.arizona.edu/student-assistance/students/student-> assistance.
3. **Academic advising:** If you have questions about your academic progress this semester, or your chosen degree program, please note that advisors at the Advising Resource Center can guide you toward university resources to help you succeed.
4. **Life challenges:** If you are experiencing unexpected barriers to your success in your courses, please note the Dean of Students Office is a central support resource for all students and may be helpful. The Dean of Students Office can be reached at 520-621-2057 or DOS- [deanofstudents@email.arizona.edu.](mailto:deanofstudents@email.arizona.edu)
5. **Physical and mental-health challenges:** If you are facing physical or mental health challenges this semester, please note that Campus Health provides quality medical and mental health care. For medical appointments, call (520-621-9202. For After Hours care, call (520) 570-7898. For the Counseling & Psych Services (CAPS) 24/7 hotline, call (520) 621-3334.

# If you feel sick:

1. If you feel sick or may have been in contact with someone who is infectious, stay home. Except for seeking medical care, avoid contact with others and do not travel.
2. Notify your instructors if you will be missing an in person or online course.
3. Campus Health is testing for COVID-19. Please call (520) 621-9202 before you visit in person.
4. Visit the UArizona COVID-19 page for regular updates.
5. **Subject to Change Statement:** Information contained in the course syllabus, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.

ACKNOWLEDGMENT OF RECEIPT OF SYLLABUS FAMILY AND CONSUMER PERSONAL FINANCE

FCSC302

Student Name:

University of Arizona e-mail:

Please complete and return the following acknowledgment to your instructor in class.

I, (print name) , have received my syllabus for Family and Consumer Personal Finance – FCSC302 (including course objectives, policies, requirements and schedule), and have read and understand all the enclosed materials, including the course/instructor expectations and deadlines.

Student Signature: Date: