

Finance 2010 Introduction to Personal Finance / CT² seminar

Section 401

Semester: Fall 1 2017

Location: Online

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Office Hours: By appointment.

I. Rationale

The Millennial Generation is faced with an ever increasing amount of personal and student loan debt. This burden, along with the recent financial crisis and a general lack of money management skills being passed on from one generation to another, leaves the average millennial with a less than secure grasp on their financial future.

II. Course Description

Provides an introductory overview of personal finance with an emphasis on budgeting; consumer credit, including student loans, credit cards, and basic bank loans; personal bank services; and purchasing an automobile and property insurance.

This course is being offered as a Clemson Thinks² (CT²) seminar course. The CT² initiative at Clemson is part of the university's strategic plan ("2020 Roadmap") to become a top-20 University in part by promoting engaged learning environments that promote critical thinking skills among students throughout their 4-year Clemson Experience. This course has been designed to provide students with opportunities to enhance critical thinking skills that will prepare them to engage in higher-level informed thinking in the classroom, the community and their future careers.

The primary goals of this CT2 seminar include developing students who can:

1. Develop university-level competencies that characterize critical thinking
2. Describe and reflect on specific activities that characterize critical thinking
3. Apply critical thinking skills to problem solving situations outside the traditional academic classroom

III. Course Prerequisites

Cannot count towards a minor or major in Financial Management.

IV. Student Learning Outcomes

All outcomes are measured through assignments, online discussions and exams:

- Separate relevant from irrelevant information when defining needs versus wants.
- Categorize problems associated with and identify solutions for personal cash flow discrepancies.

- Assess alternative solutions and implement the optimal one with regard to consumer lending needs and debt management.

Grading

Assignments in this course are divided into these general categories, which carry the following weight in your final grade calculations:

Online Discussion	6 @ 50 points	300 points	20%
Weekly Homework	4 @ 100 points, 4 @ 50 points	600 points	40%
Financial Plan	1 @ 200 points	200 points	13.33%
Financial Capability Survey	2 @ 50 points	100 points	6.67%
Final	1 @ 300 points	300 points	20%
Total points		1500 points	

A=1500-1350, B=1349-1200, C=1199-1050, D=1049-900, F=899-0

Assignment grades and feedback are provided generally **within 24 hours** after the assignment is due and always before an assignment of the same type is due. Unless otherwise stated, grades and feedback will be available via the **Grades** area of the online course site.

To assess your improvement in critical thinking you will take the California Thinking Skills Test (CCTST) at the beginning and end of the course. CCTST scores will be used to assess how well the instructors taught you how to think critically while they delivered material on Personal Finance.

CT2 critical thinking skills will be assessed multiple times over the course of the semester via

- Completion of a pre/post national accepted critical thinking test (see above)
- Demonstration of critical thinking skills within weekly discussions
- Demonstration of critical thinking skills within the Financial Plan project

V. Course Requirements & Procedures

Materials

The following materials are required for successful participation in the course:

- *Focus on Personal Finance*, Kapoor, Dlabay, Hughes & Hart, 5th edition
 - *Link provided to purchase access to eBook and Connect in Canvas course*
- Access to Canvas (Clemson.instructure.com)
- Access to Connect (connect.mheducation.com)

Content/Assignments

- **Reading:** In each session, you will read assigned chapter(s) from the textbook or other course materials made available to you in Canvas. You will be graded on your reading comprehension using Quizzes.
- **Learnsmart Quizzes:** For each week, there will be a quiz associated with the chapter(s) of reading to gauge your understanding of the topic. These quizzes are designed to help you master the concepts of the text and the class and provide you with recommendations for reviewing topics and concepts you've not mastered each week.
- **Online Discussion:** You will participate in online discussions weekly. Great online discussion depends on collaboration and conversation. Each week the topic, any associated reading or video and the question will be assigned to you. It is up to you to cover this material in your response in **at minimum one response**. While there is no minimum response length, responses should demonstrate you've covered the topic. Any requests for grade curves at the end of the semester will be evaluated based on the quality of the discussion posts.
- **Your Financial Plan:** Students will be assigned a financial plan project during the third week of the class. Students will be asked to turn their Financial Plan by the end of the course through Canvas.
- **Financial Capability Survey:** You are asked to complete, during the first week and after submitting the final exam, a Financial Capability Survey. The survey is graded as complete/incomplete and its answers will not impact your grade in the class.
- **Final Exam:** Will be given online through Connect. Instructions will be given prior to exam time relevant to the exam.
- **CT2 Surveys:** You will be emailed and asked to complete a pre and post survey for the Critical Thinking aspect of this class. These surveys will have no impact on your class grade. You are encouraged to complete the surveys.

Attendance

While there is no physical attendance requirement – active participation in online discussions takes the place of physically sitting in class. This is reflected in the grading structure. Please see Online Discussion Appendix for additional information on acceptable entries.

Accepting Late Work

Late work will not be accepted. All work must be submitted by midnight of the date listed. Failure to submit assignments, post online discussions or submit exams prior to midnight will result in a failing grade for that assignment. If you are unable to complete work due to a technical difficulty, planned absence or emergency, please contact instructor prior to deadline to make arrangements. Please plan ahead.

Communicating with Your Instructor

You have *numerous* ways of communicating with your instructor: phone, email, online discussion board, virtual office hours and in person by appointment.

- If you have a question about an assignment or class procedure, post it in the Q&A Discussion Board so that other members of the class can benefit from it. Anonymous posts are available.
- If you have a personal concern (such as a question about a grade), send a message to your instructor through the online course site or through your Clemson email account. **If you are emailing, please include FIN 2010 or Finance 2010 in the subject line to ensure I read your email quickly.**
- I am here to help you, so please ask questions and seek clarification as early and as often as needed. Delay will only hinder your learning.

VI. General Procedures and Announcements

Minimum Technical Skill Requirements

Students are expected to have a minimum working knowledge of computers and a word processing program to be successful in an online class. You must be comfortable with your computer system and willing to deal with any problems that may arise. Lack of technical knowledge can greatly interfere with your learning a new subject. If you do not have these skills, consider taking a short computer course prior to enrolling in an online course.

- Get your password and login to your class before the semester begins (if available)
- Attach files to email messages
- Compose written documents in a Word processor such as [Microsoft Word](#)
- Word processing tasks (type, cut, paste, copy, name, save, rename, etc.)
- Download information from the Internet
- Use of a Web browser
- Completing online forms
- Backup your files
- Install and maintain anti-virus and other software

Students are expected to be comfortable accessing the online course site and downloading files such as Microsoft Office documents, YouTube videos, and PDFs. In addition, students should be able to use Microsoft Office to compose written documents, spreadsheets, and PowerPoint presentations.

For technical assistance with the online course site, students should contact ithelp@clemson.edu or visit [CCIT's website:](http://www.clemson.edu/ccit/help_support/)

Academic Integrity

Coursework must be documented appropriately in CSE or APA format, based on your major. Content from previous classes may not be submitted.

The Clemson University Academic Integrity Statement

As members of the Clemson University community, we have inherited Thomas Green Clemson's vision of this institution as a "high seminary of learning." Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.

A simple definition of plagiarism is when someone presents another person's words, visuals, or ideas as his or her own. The instructor will deal with plagiarism on a case-by-case basis. The most serious offense within this category occurs when a student copies text from the Internet or from a collective file. This type of academic dishonesty is a serious offense that will result in a failing grade for the course as well as the filing of a formal report to the University.

See the [Undergraduate Academic Integrity Policy](#) website for additional information about academic integrity and Clemson procedures and policies regarding scholastic dishonesty.

Email Communication

Because of privacy regulations, University faculty and staff may email students only through Clemson email. Therefore, you must use your Clemson email account in this course for all email communications. Check your Clemson account at least three times per week for important messages.

Student Disability Services

Student Disability Services coordinates the provision of accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Reasonable and specific accommodations are developed with each student based on current documentation from an appropriate licensed professional. All accommodations are individualized, flexible, and confidential based on the nature of the disability and the academic environment. Housing accommodations for a disability or medical condition are also coordinated through this office.

Visit the [Student Disability Services](#) website for location, contact information, as well as official policies and procedures. To learn more information or request accommodations contact Student Disability Services (SDS) at sds-l@clemson.edu or [864.656.6848](tel:864.656.6848) or visit SDS's website: <http://www.clemson.edu/campus-life/campus-services/sds/about.html>.

Academic Support Services

Students may access a variety of academic support services to support your learning in the online classroom. Here are links to services available:

- [Academic Success Center](http://www.clemson.edu/asc/staff.html) <http://www.clemson.edu/asc/staff.html>
- [The Writing Center](http://www.clemson.edu/centers-institutes/writing/) <http://www.clemson.edu/centers-institutes/writing/>
- [Clemson Online Library Guides](http://libguides.clemson.edu/distanceed) <http://libguides.clemson.edu/distanceed>
- [Online Library Resources](http://www.clemson.edu/library/) <http://www.clemson.edu/library/>
- [CCIT \(Tech Support\)](http://www.clemson.edu/ccit/help_support/) http://www.clemson.edu/ccit/help_support/ or [CCIT \(Tech Support\) email: ithelp@clemson.edu](mailto:ithelp@clemson.edu)
- [Academic Advising](http://www.clemson.edu/academics/advising/index.html) <http://www.clemson.edu/academics/advising/index.html>
- [Registrar](http://www.registrar.clemson.edu/html/indexStudents.htm) <http://www.registrar.clemson.edu/html/indexStudents.htm>

Copyright Notice

The materials found in this online course are strictly for the use of students enrolled in this course and for purposes associated with this course; they may not be retained or further disseminated. Clemson students, faculty, and staff are expected to comply fully with institutional copyright policy as well as all other copyright laws.

Adhering to Online Conduct

Appropriate academic conduct includes doing assigned work, meeting deadlines, participating in online discussions, and completing all the required elements of the course. It also means following basic rules of netiquette.

Netiquette or Network Etiquette is a set of rules for behaving properly online. When you enter any new culture you're liable to commit a few social blunders. You might offend people without meaning to. Or you might misunderstand what others say and take offense when it's not intended.

In general, there are two basic guidelines:

1. Don't waste people's time.
2. Don't say anything to a person online that you wouldn't say to face-to-face.

More specific guidelines for proper behavior in an online learning course are listed below.

- **Avoid Flaming** - using derogatory, obscene, or inappropriate language. This can either be on a discussion board or in e-mail.

- Use emoticons to smooth online communication. Emoticons are keyboard produced pictorial representations of facial expressions used in e-mail or discussion boards to indicate an emotion or attitude, as to indicate intended humor [:-)].
- Don't SHOUT. Use of all capital letters and exclamation marks indicates SHOUTING.
- Avoid grammatical and spelling errors by using Spelling and Grammar checker tools when they are available.
- Do a quick check of the discussion board or course site before posting or e-mailing questions to see if the question you are about to ask or the article you just read and were about to post has already been posted.
- Keep your posts on-topic and on the proper board. Keeping messages on topic will help with the organization and readability.
- Share expert knowledge. Post resources on how you found information.
- Avoid sending large attachments through e-mail unless someone has specifically asked for it.
- When replying to an e-mail message, don't "Reply to All" unless it's necessary. Also, only attach the portion of the original e-mail that you are responding to. Do not attach the entire message when it's not necessary.

Furthermore, appropriate academic conduct means maintaining a safe learning environment based on mutual respect and civility. All participants in Clemson online courses are expected to behave professionally by adhering to these standards of conduct:

- ***Never transmit or promote content known to be illegal.***
- *Respect other people's privacy as well as your own.*
- *Forgive other people's mistakes.*
- *Never use harassing, threatening, embarrassing, or abusive language or actions.*

Online communication that fails to meet these standards of conduct will be removed from the course. Repeated misconduct may result in being blocked from online discussions, receiving a grade penalty, or being dismissed from the course. Such misconduct in the online environment may also be reported to officials for appropriate action in accordance with University policy. If you ever feel as though our online classroom is inappropriate or uncomfortable, please first contact your instructor with your concerns.

The Clemson University Title IX (Sexual Harassment) Statement:

Clemson University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual

orientation, gender, pregnancy, national origin, age, disability, veteran's status, genetic information or protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) in employment, educational programs and activities, admissions and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments of 1972. To locate information on the [Title IX policy](http://www.clemson.edu/campus-life/campus-services/access/title-ix/), visit <http://www.clemson.edu/campus-life/campus-services/access/title-ix/>. Mr. Jerry Knighton is the Clemson University Title IX Coordinator, and is also the Director of Access and Equity. His office is located at 111 Holtzendorrf Hall, [864.656.3181](tel:864.656.3181) (voice) or [864.565.0899](tel:864.565.0899) (TDD).

VII. Tentative Course Schedule

Schedule is subject to change at instructor's notice.

Week	Topic	Readings	Activity	Due Date
1	Overview, What is Personal Finance and How to Set and Reach Goals	Chapter 1	Online Discussion, Week 1 Homework, Financial Capability Survey	8/31
2	Achieving Financial Goals through Money Management	Chapter 2	Online Discussion, Week 2 Homework	9/7
3	Financial Products & Services	Chapter 4, Chapter 5 (pages 141-160)	Online Discussion, Week 3 Homework	9/14
4	Credit: I have to have it to get it...?	Chapter 5 (pages 160-177), Appendix A	Online Discussion, Week 4 Homework	9/21
5	Should I buy a car or lease one?	Chapter 6, Chapter 8 (pages 249-254, 264-272)	Online Discussion, Week 5 Homework	9/28
6	Should I buy a home or rent?	Chapter 7, Chapter 8 (pages 255-264)	Online Discussion, Week 6 Homework	10/5
	Your Financial Plan	None	Your Financial Plan	10/6
7	Exam	None	Exam	10/7-10/12
	Financial Capability Survey	None	Financial Capability Survey	10/7-10/12

All due dates refer to 11:59pm that day.