

Cover Sheet: Request 10575

Title change to FYC 3005

Info

Process	Course Modify Ugrad/Pro
Status	Pending
Submitter	Ivey, Kathryn Beaty kbeaty@ufl.edu
Created	12/1/2015 11:51:03 AM
Updated	2/11/2016 4:02:09 PM
Description	Management of personal and family financial resources throughout the life span. A study of individual and family finances as related to planning, credit, saving, investment, insurance, taxes, housing costs, transportation costs, retirement, and estate planning.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CALS - Family, Youth and Community Sciences 514932000	Irani, Tracy Anne		12/1/2015
No document changes					
College	Approved	CALS - College of Agricultural and Life Sciences	Brendemuhl, Joel H	Changes requested by the CALS CC have been made and the request is now approved.	1/22/2016
Deleted FYC3005 Revised Syllabus Draft.docx					12/3/2015
Added uccconsult-2 FRE for FYC 3005 and 4003 signed.pdf					1/19/2016
Added UCC Consult with WCB on FYC 4003 and FYC 3005.pdf					1/19/2016
Deleted FYC3005 Revised Syllabus 1-13-16.docx					1/19/2016
University Curriculum Committee	Comment	PV - University Curriculum Committee (UCC)	Case, Brandon	Added to the February agenda	1/22/2016
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			1/22/2016
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					

Step	Status	Group	User	Comment	Updated
College Notified					
No document changes					

Course|Modify for request 10575

Info

Request: Title change to FYC 3005
Submitter: Ivey, Kathryn Beaty kbeaty@ufl.edu
Created: 1/19/2016 2:33:47 PM
Form version: 2

Responses

Current Prefix: FYC
Course Level: 3
Number : 005
Lab Code : None
Course Title : Introduction to Family Resource Management
Effective Term : Fall
Effective Year : 2016
Requested Action : Other (selecting this option opens additional form fields below)
Change Course Prefix?: No
Change Course Level?: No
Change Course Number?: No
Change Lab Code?: No
Change Course Title?: Yes
Current Course Title: Introduction to Family Resource Management
Proposed Course Title: Introduction to Personal and Family Financial Planning
Change Transcript Title?: Yes
Current Transcript Title: INTRO FAM RESOUR MGMT
Proposed Transcript Title (21 char. max): IntroPersFamFinPlan
Change Credit Hours?: No
Change Variable Credit?: No
Change S/U Only?: No
Change Contact Type?: No
Change Rotating Topic Designation?: No
Change Repeatable Credit?: No
Change Course Description?: No
Change Prerequisites?: No
Change Co-requisites?: No
Rationale: The FYCS Undergraduate Committee decided that this name change best represents the overall description of the course content.

**FYC 3005 - Introduction to Personal and Family Financial Planning
3 Credit Hours**

Instructor: Dr. Martie Gillen
Office: 3028A McCarty Hall D
Telephone: 352-392-0404
Email: mgillen@ufl.edu
Office Hours: By Appointment

Meeting Time: MWF, Period 6
Location: 0113 LIT

Course Description:

Management of personal and family financial resources throughout the life span will be examined. A study of individual and family finances as related to planning, credit, saving, investment, insurance, taxes, housing costs, transportation costs, retirement, and estate planning.

Course Objectives:

- Analyze expenditures and adjust spending to meet financial goals.
- Analyze credit and savings options using appropriate considerations.
- Understand the basic economic principles behind personal income taxes and recognize the role of the tax structure in personal financial planning.
- Calculate and explain financial ratios.
- Understand the different types of mortgages available and calculate monthly payments.
- Understand risk exposure and risk management techniques available.
- Understand the different forms of life, health, disability, auto, and home insurance.
- Select appropriate investment vehicles for long- and short-term investment goals.
- Understand the different types of retirement investments and income sources.
- Differentiate between the different types of wills and advanced directives.

Required Textbook: Garman, T. & Fogue, R. (2012). *Personal Finance*, (11th Edition). Mason, OH: South-Western Cengage Learning.

Required: TurningPoint Technologies Radio Frequency Clicker

Methods of Evaluation:

- A. **FDIC web-based assignments (20 points each – 200 points total)** – To assist in preparation for each of the major topics of the course, web-based assignments are due at the beginning of class on the day of the lecture scheduled for that topic – see course schedule for specific due dates. The FDIC web-based assignments can be found at the following website <https://www.fdic.gov/consumers/consumer/moneysmart/mscbi/mscbi.html> Select “Money Smart CBI Online” then select “Register”. Enter your information and select “individual” at the bottom of the screen. Click on “I am an adult learner”. Each module can be found on the Adult Learner Course screen. Dates that certificates of completion are due are listed in the course schedule.
- B. **Exams (100 points each – 300 points total)** - There will be three exams throughout the semester. Each exam will consist of multiple choice, true/false, matching, written answer, and/or math questions. Make-up exams will only be given for documented excused absences.

- C. **A series of personal financial planning projects (280 points total)** focusing on the areas of budgeting, credit, insurance, savings, investments and retirement planning. The projects are about YOUR finances. Details will be discussed in class throughout the semester. Assignments are due at the beginning of class.
- D. **Clicker quizzes (5 points each - 100 points):** Clicker quizzes will be used randomly throughout the semester for class participation. You *must be present (and have your clicker available, registered, and in working order) to earn these points!* It is NOT possible to make up clicker participation points without an *excused absence documented in writing and submitted at the beginning of the class period immediately following the missed activity. If you want to make up missed work, you need to ASK at the next class meeting—this is YOUR responsibility, not mine.* At least twenty participation dates will be distributed throughout the semester and these are worth 5 points each. Clicker quiz dates will *not be announced in advance.* To earn these points you need to be in class to complete the quiz! You have to *register* your clicker and have it with you in order to receive credit. Keeping your clicker in working order is YOUR responsibility.

Grades:

Grades will be based on the following criteria:

FDIC web-based assignments	200 points (20 points each x 10)
Three (e) Exams	300 points (100 points each x 3)
Personal financial planning projects	280 points
Clicker Quizzes	100 points (5 points each x 20)
Total Possible	880 points

Grading Summary: Grades in this class will be based on the following scale:

Letter Grade	Percentage	Points
A	= 93.50% and above	823 and above
A-	= 90.00-93.49%	792 - 822
B+	= 86.50-89.99%	761 - 791
B	= 83.50-86.49%	735 - 760
B-	= 80.00-83.49%	704 - 734
C+	= 76.50-79.99%	673 - 703
C	= 73.50-76.49%	647 - 672
C-	= 70.00-73.49%	616 - 646
D+	= 66.50-69.99%	585 - 615
D	= 63.50-66.49%	559 - 584
D-	= 60.00-63.49%	528 - 558
E	= 59.99% and below	527 and below

All of the following must be true for the student to be eligible to receive a grade of "I." *The student has completed a major portion of the course work with a passing grade (D or better), the student is unable to complete course requirements because of documented circumstances beyond their control, and the student and instructor have discussed the situation prior to the final exam (except under emergency conditions).*

Information on current UF grading policies for assigning grade points
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Classroom Policies/Procedures:

- Make sure that all electronic devices (cell phones, ipods, gaming devices, etc.) are in the silent mode during class. Do not use these devices for any purpose unrelated to class. In case of emergency and you need to use your device, please inform me of the reason and excuse yourself from class while using the device.
- At all times, respect your fellow classmates. One of the important features of this class is the time allotted for discussion. Instructor encourages students to participate, but insists that all comments made in class are respectful and tasteful.
- If you must come late, please sit along the back row of the classroom as to not disrupt the class.
- Except in cases of legitimate excuses, students who are late on exam days may have the remaining allotted time given for the exam to complete the exam. UF approved excused absences can be found in the Undergraduate Catalog:
<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>
- If you require assistance with this class (alternate testing, notetaker, etc.) please notify me within the first week of class.

Attendance and Make-Up Work

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx> You will need to provide documentation to excuse your absence for makeup exams and assignments. It is important to be present for all class periods, however, daily class attendance is not taken in this course. It is the responsibility of the student to know and understand all material that maybe used in a quiz or exam.

In regards to Religious Holidays:

The university calendar does not include observance of any religious holidays. The Florida Board of Governors and state law govern university policy regarding observance of religious holidays. Students shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith with prior notification to the instructor. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances.

<http://www.registrar.ufl.edu/staff/policies.html#relholidays>

Academic Honesty Policy

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: *“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”* You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: *“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”*

It is assumed that you will complete all work independently unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php>.

It is to be assumed all work will be completed independently unless the assignment is defined as group project, in writing by the professor. This policy will be vigorously upheld at all times in this course.

Online Course Evaluation Process

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

Software Use Policy

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university’s counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575,
<http://www.counseling.ufl.edu/cwc/Default.aspx>

- Counseling Services
- Groups and Workshops
- Outreach and Consultation
- Self-Help Library
- Wellness Coaching
- U Matter We Care

www.umatter.ufl.edu/

- *Career Resource Center*, First Floor JWRU, 392-1601, www.crc.ufl.edu/
- University Police Department: 392-1111 or 9-1-1 for emergencies.

Services for Students with Disabilities

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Course Schedule*:

Week	Topic	Reading	Assignment
1	<ul style="list-style-type: none"> Overview of course Understanding personal finance 	Chapter 1	
2	<ul style="list-style-type: none"> Career planning Financial statements, tools, and budgets 	Chapter 2 Chapter 3	
3	<ul style="list-style-type: none"> Financial statements, tools, and budgets (continued) Managing income taxes 	Chapter 3 Chapter 4	2 FDIC Modules Financial Project #1
4	<ul style="list-style-type: none"> Managing checking and savings accounts Exam 1 (chapters 1-5) 	Chapter 5	2 FDIC Modules
5	<ul style="list-style-type: none"> Building and maintaining good credit Credit cards and consumer loans 	Chapter 6 Chapter 7	2 FDIC Modules
6	<ul style="list-style-type: none"> Credit cards and consumer loans (continued) Vehicle and other major purchases 	Chapter 7 Chapter 8	2 FDIC Modules
7	<ul style="list-style-type: none"> Obtaining affordable housing Managing property and liability risk 	Chapter 9 Chapter 10	FDIC Module Financial Project #2
8	<ul style="list-style-type: none"> Managing property and liability risk (continued) Managing health expenses 	Chapter 10 Chapter 11	
9	<ul style="list-style-type: none"> Life insurance planning Video (TBD) 	Chapter 12	
10	<ul style="list-style-type: none"> Exam 2 (chapters 6-12) Investment fundamentals 	Chapter 13	
11	<ul style="list-style-type: none"> Investing in stocks and bonds Investing through mutual funds 	Chapter 14 Chapter 15	Financial Project #3
12	<ul style="list-style-type: none"> Investing through mutual funds (continued) Real estate and high risk investments 	Chapter 15 Chapter 16	
13	<ul style="list-style-type: none"> Retirement planning Estate planning 	Chapter 17 Chapter 18	Financial Project #4
14	<ul style="list-style-type: none"> Estate planning (continued) Personal finance in research 	Chapter 18	FDIC Module
15	<ul style="list-style-type: none"> Putting all of the pieces together 		
16	<ul style="list-style-type: none"> Exam 3 (chapters 13-18) 		

*Course schedule is tentative and subject to change. All changes will be announced during class.

External Consultation Results (departments with potential overlap or interest in proposed course, if any)

Department	Name and Title
_____	_____
Phone Number	E-mail
_____	_____
Comments	

Department	Name and Title
_____	_____
Phone Number	E-mail
_____	_____
Comments	

Department	Name and Title
_____	_____
Phone Number	E-mail
_____	_____
Comments	

External Consultation Results (departments with potential overlap or interest in proposed course, if any)

Department	Name and Title
_____	_____
Phone Number	E-mail
_____	_____
Comments	

Department	Name and Title
_____	_____
Phone Number	E-mail
_____	_____
Comments	

Department	Name and Title
_____	_____
Phone Number	E-mail
_____	_____
Comments	