

Course Syllabus

Course Information

BA 4350.001. – Personal Financial Management and Planning
Spring 2012 T / TR 10:00 AM – 11:15 AM
SOM 1.212

Professor Contact Information

Jared Pickens, CFP®
jared.pickens@utdallas.edu
Phone (214)-886-8433
Office: SOM 3.811
Office Hours – You can schedule office hours via online at <http://jsomfinance.genbook.com>

Please note that the link provided above is the only way that I can accept appointments.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Pre-requisites: BA3341

Students should be proficient in (1) basic statistics, (2) accounting & financial statement analysis, and (3) spreadsheet modeling using MS Excel (4) basics of time value of money

Course Description

Personal Financial Management and Planning (3 semester hours) Provides an overview of the professional approach to personal financial planning. Topical areas include client/planner interactions; time value of money applications; personal financial statement development and assessment; cash flow and debt management; education planning; risk management and insurance; investment planning; retirement planning; employee benefits; special needs planning; ethics and practices standards; and practice management concepts. Prerequisite: BA 3341. (3-0)
Y

Student Learning Objectives/Outcomes

Upon completion of this course students should be able to do the following:

- Implement the financial planning process, while following CFP Board's Code of Ethics and Professional Responsibility and Financial Planning Practice Standards.
- Understand the economic, social, political, and technological environment and be able to determine how financial plans should accommodate those environments.
- Be able to communicate with and listen to clients, and to understand their attitudes and values in such a way as to incorporate them into their financial plan.
- Use time value and risk-adjustment techniques in financial planning applications.
- Understand the potential goals a client may have, help them enunciate their goals and evaluate strategies to help clients achieve their goals.

- Construct personal financial statements and use ratios and other techniques to analyze these statements.
- Utilize money management techniques, including budgeting, to meet cash flow and goal acquisition needs.
- Determine the size and composition of an adequate emergency fund and develop methods for achieving it.
- Evaluate the use of credit and planned borrowing to meet household consumption, asset acquisition and other financing needs.
- Identify strengths and weaknesses in a client's initial situation and determine opportunities for problem solving.
- Implement goal funding, including determination of realistic targets, and the use of specialized techniques available for education, retirement and other goals.
- Understand basic investment topics (including investment types, risk and return, diversification, passive versus active management) and specific investment strategies necessary to allow clients a mechanism to achieve realistic goals.
- Match goals, risk tolerance and other client characteristics to the portfolio allocation decision.
- Know how to incorporate risk management techniques including protecting assets, standard of living and wealth.
- Evaluate a client's special circumstances (such as divorce, special needs, business ownership, severance packages, etc.) and address those special circumstances within the context of the plan.
- Describe the evolution and regulation of the financial services industry, and that of the financial planning profession.
- Structure and choose the optimal business format for the delivery of financial planning services for specific target client markets.

Required Textbooks and Materials

Textbooks and Materials

- *Personal Financial Planning*, 12th Ed., Lawrence J. Gitman, Michael D. Joehnk, and Randall S. Billingsley, South-Western/Cengage Learning, 2012, ISBN: 1-4390-4447-3.
- Supplemental readings and videos that will be posted on eLearning
- **Financial Calculator. The TI BAII Plus is the only one supported.**
- Students should stay abreast of articles in practitioner and consumer periodicals that address insurance and financial planning topics. These sources would include
 - The Wall Street Journal
 - The Dallas Morning News business section
 - Bloomberg
- Helpful financial websites
 - www.CFP.net
 - www.fpanet.org
 - www.bankrate.com
 - www.federalreserve.gov
 - www.finance.yahoo.com

Academic Calendar

Each student is responsible for staying current with university drop/withdrawal deadlines.

Course Communication Policies

1. If you have a question relating to homework problem, case, or readings and lectures you need to post the question in eLearning under the message boards.
 2. If your question is referring to a grade you've received or a personal note then please use the eLearning email system to send an email.
 3. Please check e-learning for course announcements.
 4. Please don't send me emails to jared.pickens@utdallas.edu regarding questions about the class.
 5. You can also call me on my cell at 214-886-8433 if you need anything.
-

Grading Policy

Grading Scale

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 or Below

Course Weighing

20% - Exam 1

20% - Exam 2

20% - Exam 3 (not comprehensive)

20% - Financial Planning Case Studies/Projects

20% - Homework/Quizzes/Attendance

Course & Instructor Policies

- Makeup exams are not allowed. If you miss an exam then you will receive a zero for that exam.
- No late work will be accepted.
- Attendance is required at all times
- I will drop only one homework/quiz/attendance grade for the semester.
- Please know that pop quizzes are given from time-to-time
- Extra credit may or may not be provided during the semester. It is the student's responsibility to keep up with additional assignments given.
- Cases are graded on a rubric and only grades of an A, B or F is given on cases. You wouldn't turn in a "C" or "D" project to your employer would you?
- Every student is required to have 1 office visit with the instructor for the semester to talk about financial planning, football, shopping, professional development, etc.

Week	Day	Date	Talking Points	Reading Due	Case	HW/E
1	TU	01/17	<ul style="list-style-type: none"> Welcome / Syllabus Review Course Expectations Financial Literacy Careers in Financial Planning 	N/A		
1	TR	01/19	<ul style="list-style-type: none"> The CFP® designation and others Regulation in financial planning Professional Organizations Financial Planning Process Career Planning 	Chapter 1		HW 1 Assigned
2	TU	01/24	<ul style="list-style-type: none"> Financial Record Keeping Financial Plan Lifecycle Financial Statements Financial Ratio Analysis Financial Goals / Life Planning 	Chapter 2	Case 1 Assigned (see e-learning)	
2	TR	01/26	<ul style="list-style-type: none"> Cash Flow Management (Budgeting) FDIC/Banking/Checking Emergency Fund and Cash Investments US T Bills / EE Bonds Effective vs. Nominal Rates 	Chapter 4		HW 2 Assigned
3	TU	01/31	<ul style="list-style-type: none"> Credit Management Debt Reduction Fair Credit Reporting Laws Identity Theft 	Chapter 6 Chapter 7	Case 2 Assigned (see e-learning)	
3	TR	02/02	<ul style="list-style-type: none"> Time Value of Money Problems <ul style="list-style-type: none"> PV, FV, IRR, CF, Annuities 	Chapter 2 pg. 64 – 67 Supplemental Reading		
4	TU	02/07	N/A		Case 1 Due via eLearning	Exam I
4	TR	02/09	<ul style="list-style-type: none"> Tax Planning Marginal vs. Avg Tax Rate 3 “Buckets” of income Itemized vs. Standard Deduction 1040/credits/deductions/exemptions 	Chapter 3		
5	TU	02/14	<ul style="list-style-type: none"> Defined Contribution Plans Defined Benefit Plans IRA vs Roth IRA 401(K), 403(B), 457, etc. 	Chapter 14		HW 3 Assigned
5	TR	02/16	<ul style="list-style-type: none"> Education Planning 529 Plans vs. Prepaid Tuition Coverdell Savings Student Loans/ FAFSA Tax Credits 		Case 2 Due Via eLearning	
6	TU	02/21	<ul style="list-style-type: none"> Real Estate / Home buying Mortgage Basics /PITI Taxation of Real Estate Rent vs. Buy (pros and cons) Down Payment, PMI, Closing Process 	Chapter 5	Case 3 Assigned (see e-learning)	
6	TR	02/23	<ul style="list-style-type: none"> Investments (Stocks/Bonds) Investments and Taxes Portfolio Construction Risk Tolerance/ Risk and Return 	Chapter 11		HW 4 Assigned
7	TU	02/28	<ul style="list-style-type: none"> Investment Policy Statement Fund Selection Fees and Expenses Technical Details 	Chapter 12 and 13		
7	TR	03/01	<ul style="list-style-type: none"> Guest Speaker 	N/A		
8	TU	03/06	<ul style="list-style-type: none"> Statistics and Probability in Planning Monte Carlo Simulation 	N/A		
8	TR	03/08			Case 3 Due Via eLearning	Exam II

9	TU	03/13	SPRING BREAK			
9	TR	03/15	SPRING BREAK			
10	TU	03/20	<ul style="list-style-type: none"> Life Insurance Planning Whole Life Insurance Term Life Insurance 	Chapter 8	Case 4 Assigned (see e-learning)	
10	TR	03/22	<ul style="list-style-type: none"> Life Insurance Needs Analysis 	Chapter 8		
11	TU	03/27	<ul style="list-style-type: none"> Disability Insurance Any vs. Own Occupation Disability and Social Security Short term vs. Long Term Group vs. Individual Plans Disability Analysis 	Chapter 9 pg. 312-315 Supplemental Reading		
11	TR	03/29	<ul style="list-style-type: none"> Long Term Care Insurance Cost of Long Term Care Types of Long Term Care Costs, Benefits, Riders 	Chapter 9 pg. 308-311 Supplemental Reading		HW 5 Assigned
12	TU	04/03	<ul style="list-style-type: none"> Property and Casualty Insurance Auto Insurance Homeowner's Insurance Umbrella Insurance Business Insurance 	Chapter 10		
12	TR	04/05	<ul style="list-style-type: none"> Employee Benefits Cafeteria Plans FSAs, 	Supplemental Reading		
13	TU	04/17	<ul style="list-style-type: none"> Health Insurance Types of Plans Deductibles, Co Insurance Medicare / Medicaid 	Chapter 9		HW 6 Assigned
13	TR	04/19	<ul style="list-style-type: none"> Estate Planning Types of Ownership Intestate, Wills and Probate Living Will, Power of Attorney 	Chapter 15	Case 4 Due Via eLearning	
14	TU	04/24	<ul style="list-style-type: none"> The Federal Estate Tax The Federal Gift Tax Gross Estate Calculation Strategies To Reduce Taxes 	Chapter 15		
14	TR	04/26	<ul style="list-style-type: none"> Ethics in Financial Planning 	Supplemental Reading		
15	TU	05/01	<ul style="list-style-type: none"> Ethics in Financial Planning 	Supplemental Reading		
15	TR	05/03		NA		Exam III

***Please note this can change at the instructor's discretion. This is more of a rough guide rather than a concrete planned schedule. It is up to the student to attend class to learn of changes.**

Technical Support

If you experience any problems with your UTD account you may send an email to: assist@utdallas.edu or call the UTD Computer Helpdesk at 972-883-2911

Field Trip Policies

Off-campus Instruction and Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm. Additional information is available from the office of the school dean. Below is a description of any travel and/or risk-related activity associated with this course.

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the Rules and Regulations of the Board of Regents of the University of Texas System, Part 1, Chapter VI, Section 3, and in Title V, Rules on Student Services and Activities of the Course Syllabus Page 8, University's Handbook of Operating Procedures. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SSB 4.400, 972/883- 6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty and administration of the School of Management expect from our students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work. We want to establish a reputation for the honorable behavior of our graduates, which extends throughout their careers. Both your individual reputation and the school's reputation matter to your success.

The Judicial Affairs website lists examples of academic dishonesty. Dishonesty includes, but is not limited to cheating, plagiarism, collusion, facilitating academic dishonesty, fabrication, failure to contribute to a collaborative project and sabotage. Some of the ways students may engage in academic dishonesty are:

- Coughing and/or using visual or auditory signals in a test;
- Concealing notes on hands, caps, shoes, in pockets or the back of beverage bottle labels;
- Writing in blue books prior to an examination;
- Writing information on blackboards, desks, or keeping notes on the floor;
- Obtaining copies of an exam in advance;
- Passing information from an earlier class to a later class;
- Leaving information in the bathroom;
- Exchanging exams so that neighbors have identical test forms;
- Having a substitute take a test and providing falsified identification for the substitute;
- Fabricating data for lab assignments;
- Changing a graded paper and requesting that it be re-graded;
- Failing to turn in a test or assignment and later suggesting the faculty member lost the item;
- Stealing another student's graded test and affixing one's own name on it;
- Recording two answers, one on the test form, one on the answer sheet;
- Marking an answer sheet to enable another to see the answer;
- Encircling two adjacent answers and claiming to have had the correct answer;
- Stealing an exam for someone in another section or for placement in a test file;
- Using an electronic device to store test information, or to send or receive answers for a test;
- Destroying or removing library materials to gain an academic advantage;
- Consulting assignment solutions posted on websites of previous course offerings;
- Transferring a computer file from one person's account to another;
- Transmitting posted answers for an exam to a student in a testing area via electronic device;
- Downloading text from the Internet or other sources without proper attribution;
- Citing to false references or findings in research or other academic exercises;
- Unauthorized collaborating with another person in preparing academic exercises.
- Submitting a substantial portion of the same academic work more than once without written authorization from the instructor.

<http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-Basicexamples.html>

Updated: August, 2012

Plagiarism on written assignments, especially from the web, from portions of papers for other classes, and from any other source is unacceptable.

During tests and quizzes, students in this section are not allowed to have with them any food or drinks, scratch paper, course materials, textbooks, notes, invisible ink pens, or electronic devices, including iPads, iPhones, iPods, MP3 Players, earphones, radios, smart phones, cameras, calculators, multi-function timepieces, or computers. When possible, students should sit in alternating seats, face forward at all times, and remove any clothing which might conceal eye movements, reflect images of another's work, or hide course material for copying. Exam proctors will monitor any communication or signaling between students by talking, whispering, or making sounds, or by using your hands, feet, other body movements, the test paper itself or your writing implement.

Students in this course suspected of academic dishonesty are subject to disciplinary proceedings, and if found responsible, the following minimum sanctions will be applied:

- 1. Homework – Zero for the Assignment**
- 2. Case Write-ups – Zero for the Assignment**
- 3. Quizzes – Zero for the Quiz**
- 4. Presentations – Zero for the Assignment**
- 5. Group Work – Zero for the Assignment for all group members**
- 6. Tests – F for the course**

These sanctions will be administered only after a student has been found officially responsible for academic dishonesty, either through waiving their right for a disciplinary hearing, or being declared responsible after a hearing administered by Judicial Affairs and the Dean of Students' Office.

In the event that the student receives a failing grade for the course for academic dishonesty, the student is not allowed to withdraw as a way of preventing the grade from being entered on their record. Where a student receives an F in a course and chooses to take the course over to improve their grade, the original grade of F remains on their transcript, but does not count towards calculation of their GPA.

The School of Management also reserves the right to review a student's disciplinary record, on file with the Dean of Students, as one of the criteria for determining a student's eligibility for a scholarship.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. As a UT Dallas student, you are required to follow the institution's copyright policy (Policy Memorandum 84-I.3-46). For more information about the fair use exemption, see

<http://www.utsystem.edu/ogc/intellectUAlproperty/copypol2.htm>

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the

identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

Disability Services

The goal of Disability Services is to provide students with disabilities equal educational opportunities. Disability Services provides students with a documented letter to present to the faculty members to verify that the student has a disability and needs accommodations. This letter should be presented to the instructor in each course at the beginning of the semester and accommodations needed should be discussed at that time. It is the student's responsibility to notify his or her professors of the need for accommodation. If accommodations are granted for testing

accommodations, the student should remind the instructor five days before the exam of any testing accommodations that will be needed. Disability Services is located in Room 1.610 in the Student Union. Office hours are Monday – TR, 8:30 a.m. to 6:30 p.m., and Friday 8:30 a.m. to 5:00 p.m. You may reach Disability Services at (972) 883-2098.

Guidelines for documentation are located on the Disability Services website at <http://www.utdallas.edu/disability/documentation/index.html>

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

These descriptions and timelines are subject to change at the discretion of the Professor.