UTD	**Course**	FIN 3320.502
	Professor	James R. Richards, CFA
	Term	Fall 2012
	Meetings	Tuesday Thursday 05:30 P.M. to 06:45 P.M. in JSOM 1.117

Professor's Contact Information

Office Phone	214-533-6822
Other Phone	
Office Location	SOM 3810
Email Address	james.richards@utdallas.edu and jrichards@texasbusinesscapital.net
	Make sure to include your class and section number on any emails
Office Hours	Monday and Wednesday 3:30 to 5:30

General Course Information

Pre-requisites	Math 1326, Math 2333, AIM 2301
Co-requisites	STAT 3360
Course Description	This course introduces concepts and analytical techniques to identify and solve financial management problems. It serves as the basis for all other courses in the area of finance as well as providing those basic tools that every business student will need to be successful in her/his chosen career. Those students majoring in business administration and accounting, as well as those going further in the study of finance, will find this material an essential part of their business education. Regardless of the student's chosen career, these tools and techniques will provide the foundation for making personal financial decisions.
Learning Outcomes	1. Be able to apply time value of money concepts to various valuation problems. 2. Be able to describe what drives a firm's cost of capital and how to estimate it. 3. Be able to analyze investments in real and financial assets using various methodologies. 4. Be able to construct excel spreadsheets to solve basic financial problems.
Required Texts & Materials	*Fundamentals of Corporate Finance;* McGraw-Hill Irwin;Tenth Edition, by Ross, Westerfield and Jorden. [with connect access code] Option (1) Purchase the book with McGraw-Hill Connect Plus Access (ISBN: 978-0077388188) which is available at the University bookstore. Option (2) Purchase the book without access card (ISBN: 978-0073382395) then purchase Connect access code from McGraw-Hill at http://connect.mcgraw-hill.com/class/j_richards_copy_of_fall_2012_section_502_tr_530_pm_to_645_pm Option (3) Purchase the Connect Plus code from McGraw-Hill at http://connect.mcgraw-hill.com/class/j_richards_copy_of_fall_2012_section_502_tr_530_pm_to_645_pm This includes access to the entire textbook online via an eBook for 5 months and 27 days. Connect is an online software that allows students to submit homework assignments and check their work on line. Access to McGraw-Hill Connect is required for this course.
Suggested Texts, Readings & Materials	**Calculator: TI BA II Plus (or Plus Professional) is the only calculator you will be able to use on the exams. Instructtions posted on elearning.**
Practice Problems	Practice problems from the end-of-chapter problems sets are assigned as Homework Sets in the section below. We will go over some of these in class. **These will be done on McGraw-Hill Connect Plus graded by the Connect Plus system. Each of the Homework Sets for chapters covered by each exam will be due by exam day.**
Readings	You will be responsible for reading articles that I will post on elearning.

Assignments & Academic Calendar

Date	Chapters	Problems and Exams
Aug 28 and 30	Chapters 1, 5	
Sep 4 and 6	Chapters 2, 5	Homework Set 1
Sep 11 and 13	Chapters 3	Homework Set 2
Sep 18 and 20	Chapter 6	Homework Set 3

25-Sep	Review	Homework Set 4
27-Sep	1,2,3,5,6	Exam One
Oct 2 and 4	Chapter 7	Homework Set 5
Oct 9 and 11	Chapter 8	Homework Set 6
Oct 16 and 18	Chapters 9 and 10	Homework Set 7
23-Oct	Review	Homework Set 8
25-Oct	7,8,9,10	Exam Two
Oct 30 and Nov 1	Chapter 11	
Nov 6 and 8	Chapter 12	Homework Set 9
Nov 13 and 15	Chapter 13	Homework Set 10
Nov 20 and 27	Chpater 14	Homework Set 11
29-Nov	Review	Homework Set 12
4-Dec	11,12,13,14	Exam Three
6-Dec	Chapter 15	
Dec 10 and 12	Review	Homework Set 10
15-Dec	Comprehensive	Uniform Final Exam Davidson Auditorium SOM 1.118

Course & University Policies

Grading (credit) Criteria	Problems on McGraw-Hill Connect Plus will be worth 10%, an excel worksheet problem to be assigned will be worth 5%, attendence and class participatin will be worth 5%, each of the first three exams will be worth 18 1/3 % and the final exam will be worth 25%. The Homework Sets are an excellent way to master the material. Students may drop one of the first three exams and replace that grade with your final exam grade. **All students are required to take the final exam.** A typical scale will be used for assigning letter grades: 90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D, and below 60 = F.
Make-up Exams	Should you miss any of the first three exams for any approved and validated reason, your final exam will be re-weighted to account for the missed exam. See below if you miss the Uniform Final Exam. Approved absences: Death of a close relative, serious illness (you), religious events, or participation in a University of Texas at Dallas sanctioned athletic event (with advance notice). All absences must be documented by a third-party in order to be validated. Documentation must be written and must be received by me no later than ten days after the missed exam.

Uniform Final Exam	**The final exam will be a uniform finance department final exam on Saturday, December 15, 2012 at either 1:00 to 3:45 P.M or 4:00 to 6:45 P.M. Our class will be assigned one of those two times once class enrollment in all sections is determined. There is no makeup and you will not be allowed to bring backpacks, bags, books, cell phones, laptops, notebooks, scratch paper, calculators that store text such as graphing calculators…etc. to the exam. The only calculators permitted will be the TI BA II Plus (or Plus Professional). You will have to bring pencil, eraser, financial calculator (see above), scantron form 882-E and a photo ID (UTD issued, state drivers license or passport).** **Students will not be able to take the exam without a photo ID.** **Emergencies such as hospitalization, car wrecks on the way to the test, etc. will have to be substantiated by supporting documents and in these cases the students will receive an incomplete in the course and will take the exam during the next scheduled final exam for Fin 3320. There will be no exceptions. Exam will be in SOM 1.118 (Davidson Auditorium).**

Late Work	Late work will not be accepted except under the same criteria and documentation requirements for a missed exam.

Class Attendance	Your attendance and participation in class discussion is expected in this class. You should be prepared to intelligently discuss the topic of the day when called on (and you will be called upon), and you should feel free to volunteer your thoughts and questions during the class. All material assigned or discussed is fair game for examinations. It behooves you to both read the assignments in the books and attend class regularly.

Classroom Citizenship	You may not use or even turn on any cell phones, messaging devices, pagers, audio players, video players, sound recorders, video cameras, headphones, or any other electronic devices during class time. Visits outside of the classroom during class time are strongly discouraged. You may use a laptop computer in class for note taking or working problems.

Field Trip Policies	No field trips are planned.

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. General information on student conduct and discipline is contained in the UTD publication, *A to Z Guide*, which is provided to all registered students each academic year. 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, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3*, and in Title V, Rules on Student Services and Activities of the 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 (SU 1.602, 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 expects from its 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. Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

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

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

Student Grievance 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 deal 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 Grades	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 educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m. The contact information for the Office of Disability Services is: The University of Texas at Dallas, SU 22 PO Box 830688 Richardson, Texas 75083-0688 (972) 883-2098 (voice or TTY) Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance. It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

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.

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 http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm. Additional information is available from the office of the school dean.

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