
Course Syllabus

Course Information

FIN 3330.001.13F – Personal Financial Planning
Fall 2013 – JSOM 1.107
8:30am – 9:45am

Professor Contact Information

Jared Pickens, CFP®, AFC

Please only use eLearning system to send messages regarding the course. I will return messages within 24-48 hours.

Office: 972-883-4884

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. However, you can reach me via cell and e-mail.

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

Prerequisites: ACCT 2301, MATH 1326, MATH 2333 or OPRE 3333, and STAT 3360 or OPRE 3360. (3-0) S

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

Course Description

FIN 3330 - Personal Financial Planning (3 semester hours) Application of principles of financial management to lifetime consumption and retirement planning, with an emphasis on the integration of savings and investment decisions with life insurance programs and estate planning. Topics include the role of property, health, life insurance; tax-deferred investment vehicles, as well as fixed income and equity investment alternatives such as mutual funds. **Open only to students majoring in either finance or accounting.** Prerequisites: ACCT 2301 and MATH 1326 and (MATH 2333 or OPRE 3333), and (STAT 3360 or OPRE 3360). (3-0) S

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
- 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.
- 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.
- 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.
- Know how to incorporate risk management techniques including protecting assets, standard of living and wealth.

Required Textbooks and Materials

Textbooks and Materials

- *Fundamental of Financial Planning 3rd Edition*
Dalton, Gillice, Langdon , Money Education, ISBN 9781936602094
- 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
 - The Journal of Financial Planning
- Helpful financial websites
 - www.CFP.net
 - www.fpanet.org
 - www.bloomberg.com
 - www.bankrate.com
 - www.federalreserve.gov
 - www.finance.yahoo.com

Academic Calendar

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

IMPORTANT DATES

09/24 – EXAM 1
10/15 – CASE 1 DUE
11/19 – CASE 2 DUE
12/05 – EXAM 2 DUE
12/0 – Last day for required office visit with instructor
TBD – Comprehensive Final Exam

Please note that case dates may move back based on the ability of the class to grasp concepts. Exam dates WILL NEVER change.

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. I post these regularly.
4. Please don't send me emails regarding questions about the class.
5. All voicemails left of on my office phone directly forward to my email.

Tentative Course Schedule

Week	Day	Date	Talking Points	Reading Due	Case	HW/E
1	T	08/27	<ul style="list-style-type: none"> Welcome and Introduction Introduction to Personal Finance 	NA		
	TR	08/29	<ul style="list-style-type: none"> Becoming/working with a CFP® Professional Compensation/Regulations The Financial Planning Process 	Chapter 1		
2	T	09/03	<ul style="list-style-type: none"> Planner-Client Communication Financial Ratios Mortgage Payment / PITI 	Chapter 2 Chapter 3 (Pages 83-87)		
	TR	09/05	<ul style="list-style-type: none"> Preparing the Personal Balance Sheet Preparing the Personal Cash Flow Statement The Power of Budgeting Assets vs. Income & Liabilities vs. Expenses 	Chapter 4	Case 1 Assigned	HW 1 DUE
3	T	09/10	<ul style="list-style-type: none"> Consumer Protection Laws Everything about Credit/Debt Identity Theft and FTC <p>***LECTURE IS ONLINE***</p>	Chapter 15 (726-750)		
	TR	09/12	<ul style="list-style-type: none"> Consumer Protection Laws Continued Bankruptcy and Counseling FDIC/SIPC/ REG D/ ERISA/ 	Chapter 15 (726-750)		
4	T	09/17	<ul style="list-style-type: none"> Income Tax Planning 	Chapter 12		HW 2 DUE
	TR	09/19	<ul style="list-style-type: none"> Income Tax Planning Continued 	Chapter 12		
5	T	09/24	<ul style="list-style-type: none"> EXAM I (Chapters 1,2,3,4, parts of 15) 			
	TR	09/26	<ul style="list-style-type: none"> Review Exam I Introduction to Risk Management 	Chapter 5 (201 – 207)		
6	T	10/01	<ul style="list-style-type: none"> Auto, Renters and Homeowner's Insurance 	Chapter 5 (222-226)		
	TR	10/03	<ul style="list-style-type: none"> Life and Health Insurance 	Chapter 5 (208-221)		
7	T	10/08	<ul style="list-style-type: none"> Disability and LTCI 	Chapter 5 (208-221)	Case 1 Due	HW 3 DUE
	TR	10/10	<ul style="list-style-type: none"> Employee Benefit Planning. 	See E-Learning		
8	T	10/15	<ul style="list-style-type: none"> Education Planning 	Chapter 8		
	TR	10/17	<ul style="list-style-type: none"> Education Planning Continued 	Chapter 8		
9	T	10/22	<ul style="list-style-type: none"> Time Value of Money Calculations 	Chapter 7		
	TR	10/24	<ul style="list-style-type: none"> Time Value of Money Calculations 	Chapter 7		
10	T	10/29	<ul style="list-style-type: none"> Guest Speaker TBD 			HW 4 DUE
	TR	10/31	<ul style="list-style-type: none"> Retirement Planning 	Chapter 11		
11	T	11/05	<ul style="list-style-type: none"> Retirement Planning Continued Retirement Needs Analysis 	Chapter 11	Case 2 Assigned	
	TR	11/07	<ul style="list-style-type: none"> Investments Introduction Risk Tolerance, IPS and Planning Process 	Chapter 9 (394 – 400)		
12	T	11/12	<ul style="list-style-type: none"> Investment Calculations Asset Allocation Investments Statistics and Diversification 	Chapter 9 (401-427)		
	TR	11/14	<ul style="list-style-type: none"> Mutual Funds and ETFs Expenses and Loads Selection Process 	Chapter 9 (428-443)		HW 5 DUE
13	T	11/19	<ul style="list-style-type: none"> Estate Planning Introduction 	Chapter 14	Case 2 Due	
	TR	11/21	<ul style="list-style-type: none"> Estate Planning Continued 	Chapter 14		
14	T	11/26	NO CLASS -THANKSGIVING			
	TR	11/28	NO CLASS -THANKSGIVING			
15	T	12/03	<ul style="list-style-type: none"> Ethics in Financial Services 			

	TR	12/05	• Exam II (Chapters 5,7,8,9,11,14)			HW 6 DUE
16	T	12/10	• Final Exam Review			
			• READING DAY- NO CLASS			
<u>Comprehensive Final Exam</u> – TBD						

This course guideline is subject to change at the instructor's discretion.

Grading Policy

98% - 100% = A+
94% - 97% = A
93% - 90% = A-

87% - 89% = B+
84% - 86% = B
80% - 83% = B-

77% - 79% = C+
74% - 76% = C
70% - 73% = C-

67% - 69% = D+
64% - 66% = D
60% - 63% = D-
BELOW 60% = F

Course Weighing

20% - Exam 1
20% - Exam 2
25% - Exam 3 (comprehensive)
15% - Financial Planning Case Studies/Projects
20% - Homework/Quizzes/Attendance

Course & Instructor Policies

- Makeup exams are not allowed. If you miss an exam then your comprehensive final will count twice. If you miss the final exam you will receive a zero on the assignment.
- No late work will be accepted.
- Attendance is required at all times
- 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. If you complete this requirement then you get your lowest HW/Q/A grade replaced with a 100. **You will not get this 100 if you don't schedule an office visit. All office visits are due prior to November 15th.**

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

It is the policy and practice of The University of Texas at Dallas to make reasonable accommodations for students with properly documented disabilities. However, written notification from the Office of Student AccessAbility (OSA) is required. If you are eligible to receive an accommodation and would like to request it for a course, please discuss it with an OSA staff member and allow at least one week's advanced notice. Students who have questions about receiving accommodations, or those who have, or think they may have, a disability (mobility, sensory, health, psychological, learning, etc.) are invited to contact the Office of Student AccessAbility for a confidential discussion.

The primary functions of the Office of Student AccessAbility are to provide:

1. academic accommodations for students with a documented permanent physical, mental or sensory disability
2. non-academic accommodations
3. resource and referral information and advocacy support as necessary and appropriate.

OSA is located in the Student Services Building, suite 3.200. They can be reached by phone at (972) 883-2098, or by email at disabilityservice@utdallas.edu.

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.