FIN 6301: Financial Management
Course Syllabus

FIN 6301 CW1 Financial Management Fall 15
Fall 2015

Professor Contact Information

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Course Pre-requisites, Co-requisites, and/or Other Restrictions
Prerequisite or co-requisite: OPRE 6301 and ACCT 6201 or ACCT 6305.

Course Description

Theoretical and procedural considerations in the administration of the finance function in the individual business firm; planning, fundraising, controlling of firm finances, working capital management, capital budgeting and cost of capital. The class uses accounting, economics, mathematics and statistics to investigate these issues.

Student Learning Objectives/Outcomes

1. Apply time value of money concepts to various valuation problems.
2. Describe what drives a firm's cost of capital and how to estimate it.
3. Analyze strategic investment in real and financial assets using various methodologies.

Required Textbooks and Materials

Required:

- Select either of the following textbooks. Electronic editions, old editions and international versions are all acceptable.
    - "Corporate Finance", 3rd edition, J. Berk and P. DeMarzo (**BD**), Prentice Hall, 2013. This is a full finance text that covers all the topics in depth. It also includes material that will not be used in this class
    - "Finance for Executives: Managing for Value Creation", 4th edition, Hawawini and Viallet (**HV**), South-Western (Cengage Learning), 2011. This has an accounting and valuation focus. Some items (such as time value) are woven into a larger topic.

- Excel is required. The course involves substantial statistical and financial calculations.

Recommended:

- *The Wall Street Journal* is a valuable source of current information.

Assignments & Academic Calendar

Week	Topic	Readings/Practice	Due
Week 1: 8/24 - 8/30	Introduction Review: Statements and Ratios	**BD:** Ch. 1, 2 and 3 **HV:** Ch. 1 and 2, pg. 107-20	**Welcome Web Conference**: **8/30 (Sun.) at 7 pm CST**
Week 2: 8/31 - 9/6	Financial Forecasting	**BD:** Ch. 2, Pg. 680 - 683 **HV:** Ch. 3 and 5	**Quiz 1: Due 9/7**
Week 3: 9/7 - 9/13	Time Value of Money	**BD:** Ch. 4, 5 **HV:** Handout	**Quiz 2: Due 9/14**
Week 4: 9/14 - 9/20	Bond Valuation	**BD:** Ch. 6 **HV:** Ch. 9, Appendix 9.1	**Quiz 3: Due 9/21**
Week 5: 9/21 - 9/27	Stock Valuation	**BD:** Ch. 9 , 13 **HV:** Ch. 9, Appendix 9.1	**Quiz 4: Due 9/28**
Week 6: 9/28 - 10/4	Capital Budgeting	**BD:** Ch. 7, 8 **HV:** Ch. 6, 7, 8 **HV:** Appendices 3.1, 4.1	**Team Topic Due: Due 10/4**
Week 7: 10/5 - 10/11	Capital Budgeting	**BD:** Ch. 7, 8 **HV:** Ch. 6, 7, 8 **HV:** Appendices 3.1, 4.1	**Web Conference: 10/11 (Sun.) at 7 pm CST** **Quiz 5: Due 10/12**
Week 8: 10/12 - 10/18			**Individual #1 Due**
Week 9: 10/19 - 10/25	Risk and Return	**BD:** Ch. 10, 11 **HV:** Ch. 10	**Quiz 6: Due 10/26**
Week 10: 10/26 - 11/1	Cost of Capital	**BD:** Ch. 12 **HV:** Ch. 10	**Quiz 7: Due 11/2**
Week 11: 11/2 - 11/8	Financing	**BD:** Ch. 14, 15.1-15.3, 16.1-16.3 **HV:** Ch. 11	**Quiz 8: Due 11/9**
Week 12: 11/9 - 11/15	Firm Valuation	**BD:** Ch. 18, 19 **HV:** Ch. 12, 15	**Team Project: Due 11/15**
Week 13: 11/16 - 11/22	Firm Valuation	**BD:** Ch. 18, 19 **HV:** Ch. 12, 15	**Quiz 9: Due 11/23**
Week 14: 11/23 - 11/29	THANKSGIVING		
Week 15: 11/30 - 12/6	Options	**BD:** Ch. 20, 22 **HV:** Handout	**Web Conference: 12/6 (Sun.) at 7 pm CST** **Quiz 10: Due 12/7**
Week 16: 12/7 - 12/13			**Individual #2 Due 12/13**

Grading Policy

Individually Written Assignments	***50%***
Two assignments at 25% each	
Team Assignment	***20%***
Quizzes	***15%***
Participation	***15%***

Grading Scale: Course grades are based on standard university scale.

Scaled Score	Letter Equivalent
92-100	A
90 – 91	A-
88 – 89	B+
82 – 87	B
80 – 81	B-
78 – 79	C+
70 – 77	C
Less than 70	F

The final course grades will be at the discretion of the instructor. I will look at the actual scores and the class rankings to determine the final cut-off of the grades. There are no set percentages for the number of A's, B's, etc. The ranges given above indicate the lowest score you will receive for that average (so if your average is 79, the lowest grade you would receive is a C+).

Individual assignments: There are two individual assignments, each worth 100 points. Each one accounts for 25% of your course grade. They will test your knowledge on the theories, practices and analytical methods of financial management. Computations will figure prominently in the assignments. All individual assignments should be entirely your own work. You create your own spreadsheets as needed. Do not share information or spreadsheets with other students **at any time**. If you have any questions on the assignment, ask me. You can use non-text sources as long as they are properly cited. Evaluation of individual assignments is based on thoughtful, analytical, well-constructed responses demonstrating knowledge of the topic. The individual assignments are not timed. Grades are numeric based on a 100 point scale.

Team assignments: There is one team assignment worth 100 points. It counts for 20% of your grade. The team assignments give you an opportunity to discuss concepts and problems with other students in the class. It also allows you to work more realistic and complex problems that are frequently encountered in the financial decision-making process. A spreadsheet and a word processor are recommended for the team assignment. Each team is required to develop its own spreadsheet solution from scratch. All members of the team are expected to participate on the team assignments. Evaluation of team assignments is based on thoughtful, analytical and well-written responses demonstrating knowledge of the topic.

- A ---Excellent: Understanding of all key issues; no important analytical errors or omissions; concise, very well written and organized, makes appropriate use of charts and tables.
- B---Good: Understanding of most issues; only a few important issues not discussed; few analytical errors; well-written and well-organized, makes appropriate use of charts and tables.
- C---Adequate: Understanding of many issues, but not all important aspects covered; various analytical errors; work unsupported by analysis; poorly written or organized, makes inappropriate use of charts and tables.

Note: Peer evaluations will factor into each individual's team grade. Poor team participation will result in a grade reduction on the team assignment.

Quizzes: There will be periodic quizzes in the course as outlined in the syllabus. Each quiz is worth 100 points. You will be able to take each quiz twice with the highest grade used as your score. To determine the quiz grade for the course, the two lowest quiz scores are dropped and the remaining quiz scores are averaged. The average is worth 15% of the course grade. The quizzes will be a mixture of problems and questions and are to be completed individually. The purpose is to identify areas that need additional review and practice. Quizzes will be available in elearning.

You can access quizzes/exams by clicking the quiz/exam link on the designated page. Each quiz is timed, and the number of attempts allowed within a scheduled time window will be specified. Please read the on-screen instructions carefully before you click "Begin". After each quiz is graded and released, you may go to My Grades page and click the quiz and the score link of the quiz to view your graded submission

Participation: Participation will be evaluated through discussion boards, web conferences and peer evaluations. You need to actively participate to receive credit.

Web Conferences: The purpose of the web conferences is to answer questions about the assignments, review material and discuss events in finance. Active participation involves making comments and asking questions during the web conference. Participation will be evaluated based on the following:

- A: Excellent comments: answers questions appropriately; understands all key issues; often develops discussion by building on or integrating others' comments
- B: Good comments: answers most questions appropriately; understands most key issues; introduces some new issues or adds to others' comments
- C: Adequate comments: answers few questions appropriately; understands some issues, but not all important aspects; introduces issues without reference to prior discussion or repeat previous points.

Discussion Board Participation: Students are expected to post responses that reflect content knowledge, analytical skills and add value to the discussion topic. Active participation involves making meaningful contributions to the discussion. Grades for discussion participation will be based on the quality and the quantity of the posted responses.

- A: Excellent contribution --- Insightful; key points and ideas set tone of other contributions.
- B: Good contributions --- Used key points and issues to add value to the overall discussion thread
- C: Acceptable contribution --- Contribution was on topic; built on other's ideas.
- D: Unacceptable contribution --- Contribution did not add value.
- F: No posting

Peer Evaluations: Students are expected to complete the peer evaluations for the team assignment. The peer evaluations will impact both the participation grade and the team assignment grade

Practice Sets: Weekly practice sets help you learn the quantitative and qualitative aspects of finance. Practice Sets are designed for additional practice to prepare you for the graded assignments. The best way to use them is to work the problems after you have completed the audio/slides and the reading. Both the questions and solutions are provided. You can discuss these problems with your teammates or ask me for assistance. These are only for practice and are not graded.

General Information: It is important to realize that the topics are not separate units; the material builds throughout the course. In addition to new terminology and concepts, much of the material is analytical in nature and requires a period of time to absorb.

Format for Written Assignments

Written assignments should be Word documents, Excel spreadsheets or both (no html formats). Do not embed Excel into Word documents. Written assignments should be:

- Single-spaced, 11 pt. font
- Citations properly formatted in MLA style
- Clearly identified by author or team
    - For an individual assignment, the student name needs to be on the first page of the document AND part of the document name, i.e. ReichertAssign1.xls.
    - For a team assignment, the team number and names of team participants on the first page AND the team number as part of the document name i.e. Team2MNC.doc
    - There is no need for a separate cover pages

Course & Instructor Policies

(extra credit, late work, special assignments, class attendance, classroom citizenship, etc.)

Extra Credit

There are no extra credit assignments for this class. This can change at the discretion of the instructor.

Late Assignments

If you need to miss an assignment deadline, you must pre-notify the instructor before the deadline. You should provide the reason for missing the deadline and an alternative date for submitting the assignment. Late work will only be accepted with prior permission of the instructor.

Class Attendance

It is imperative that you read the text and work problems before web conferences. Regular attendance at web conferences is crucial.

Class Citizenship

All students are expected to participate on teams and in class discussions. Students are expected to follow the student code of conduct at all times. Students should exhibit civil behavior during web conferences and on the discussion board. You are expected to behave in a courteous and professional manner. Behave as you would want me or another to behave

towards you if our positions were reversed. However, should you fail to behave in a manner that I find acceptable, then do not be surprised if I ask you change your behavior.

Academic Honesty: No cheating will be tolerated in this class. Cheating includes plagiarism from others or plagiarism from your own papers, sharing information, taking additional time than allowed, falsifying documents or any other way of getting information from a source that is not allowed or is not cited, or any other form of cheating listed under the University Policy (http://www.utdallas.edu/judicialaffairs/index.html). This course will use the resource turnitin.com which searches the web for possible plagiarism and is over 90% effective. Any suspicion of cheating will be reported to Judicial Affairs and if you are found responsible, the recommendation will be to follow these guidelines:

- An infraction that a student is found responsible for but is minor AND was unintentional, the recommendation is one letter grade adjustment to the paper/exam.
- A moderate infraction will result in an F in the exam or project.
- Any student found responsible for a major infraction or a second infraction of any severity, will be disciplined with an F in this course.

Please note that if you are suspected of cheating and your case is in Judicial Affairs at the time of reporting grades, your grade will be "NR". If an employer requires this course or the completion of a degree, this could delay the finalization of the grade by an undetermined amount of time and threaten that employment. In the case of an NR, the student will be responsible for ensuring the grade change is submitted.

Technical Support

If you experience any problems with your UTD account you may send an email to: assist@utdallas.edu or call the UTD 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. General information on

student conduct and discipline is contained in the UTD printed 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, Series 50000, Board of Regents, The University of Texas System,* 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) and online at http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-HOPV.html

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, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

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.

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 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 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 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)
disabilityservice@utdallas.edu

If you anticipate issues related to the format or requirements of this course, please meet with the Coordinator of Disability Services. The Coordinator is available to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Services to notify them of your eligibility for reasonable accommodations. Disability Services can then plan how best to coordinate your accommodations.

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.

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