

FIN 5311/CRN 19245: Financial Management (ONLINE)

Fall 2020 (11/5 to 12/10)

Professor: Faith Xie

Email: fxie@utep.edu

Phone: (915) 747-7788

Live Sessions: Zoom M R 6:00pm - 8:00pm on 11/5, 9, 12, 16, 19, 23, and 12/03.

Office Hours: Live sessions and by appointment.

Course Information: What this class is about and what we will do

COURSE DESCRIPTION

A study of the financial manager in executive decision making, involving financial planning and analysis in the allocation of the financial resources of a firm; investment decision-making, capital budgeting, and financial problems of growth.

COURSE OBJECTIVES OR EXPECTED LEARNING OUTCOMES

Upon successful completion of the course, students will be able to

- interpret financial statements and financial ratios,
- understand and apply financial planning models,
- understand and apply modern financial theory to security and corporate valuation,
- understand and apply the capital budgeting process,
- understand and apply the capital structure process.

LEARNING MODULES

This course is designed using a weekly modular format—that is, each week is “packaged” as a single module so that all the materials, lecture notes, submission areas, discussion posts are in one area for a given week.

REQUIRED MATERIALS



Textbook:

Corporate Finance, 11th Edition, by Ross, Westerfield, Jaffe, and Jordan.
McGraw-Hill Irwin.
ISBN 978-0-07-786175-9

Financial Calculator:

Texas Instruments BA II Plus (recommended) or equivalent. Your calculator should be able to compute the NPV and the IRR of an uneven stream of cash flows.

COURSE ASSIGNMENTS AND GRADING

Grade Distribution:

[100-90] = A (90, 80] = B (80-70] = C (70-60] = D < 59 = F

Grade Components:

3 Exams (23 each)	69%
Group Project: written and oral presentation	21%
Homework	10%
Total	100%

Exams:

- Students are required to sit in for three exams at the scheduled time. Students have three (3) hours to complete an exam once they start. The exams consist of multiple choices questions only.
- Make-up exam will be given to students who have to miss due to “excused absences due to university-recognized activities”. These students are required to send written notice to the instructor about such activities prior to the exam. See student handbook for a description of these activities.

HW Assignments:

- Students are required to turn in the homework assignments to get credit. The assignments are graded as complete/incomplete. Refer to course calendar for details. No late homework assignments will be accepted.

Team Project:

- Students self-form a team of no more than four (4) students by 11/12. Each team will be responsible for completing one project. That is, each team will choose one company (in consultation with the professor) to work on using the theoretical knowledge and analytical methods learned in class. Students are expected to work with each other and contribute to his/her team work. The team will present its findings and submit a written report at the end of the semester. Only one grade will be assigned for one team on the project.

- Written Report for Team Project: Each team is required to submit a written report on the project. The first page should only include the followings: course title, term, team information, instructor's name, and an executive summary that clearly states your recommendation. The executive summary should be single-spaced. The rest of the report should be double-spaced and includes your detailed analysis of the project (introduction, data and analysis, and conclusion). Pages should be numbered. Times New Roman font 12 should be used. All exhibits, such as figures and tables, should be clearly labeled and referenced. Clear and concise writing is rewarded.
- Oral Presentation: Each Team is required to present their work to the professor. All students in each team are expected to present part of the team work and to answer questions raised. Please schedule a 40 min time-slot with the professor for presentation. All team presentations will be scheduled in the last week of the course (from 12/7 to 12/10).
- Please see the file titled 'Instructions for Team Project' for details.

TECHNOLOGY REQUIREMENTS

Course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have access to a computer/laptop, scanner, a webcam, and a microphone. You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you do not have a word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP's Microsoft Office Portal. Click the following link for more information about [Microsoft Office 365](#) and follow the instructions.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP [Help Desk](#) as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

Course Communication: How we will stay in contact with each other

Because this is an online class, we won't see each other in the ways you may be accustomed to: during class time, small group meetings, and office hours. However, there are a number of ways we can keep the communication channels open:

- **Office Hours:** We will not be able to meet on campus, but I will still have office hours for your questions and comments about the course. My office hours will be held via ZOOM along with the live sessions:
 - Mondays: 6:00pm - 8:00pm Mountain Time
 - Thursdays: 6:00pm – 8:00pm Mountain Time
- **Email:** UTEP e-mail is the best way to contact me. I will make every attempt to respond to your e-mail within 24-48 hours of receipt. When e-mailing me, be sure to email from your UTEP student account and please put the course number in the subject line. In the body of your e-mail, clearly state your question. At the end of your e-mail, be sure to put your first and last name, and your university identification number.
- **Help Board:** If you have a question that you believe other students may also have, please post it in the Help Board of the discussion boards inside of Blackboard. Please respond to other students' questions if you have a helpful response.
- **Announcements:** Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.

NETIQUETTE

As we know, sometimes communication online can be challenging. It's possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

Course Policies: What do you need to do to be successful in the course

ATTENDANCE AND PARTICIPATION

Attendance in the course is determined by participation in the learning activities of the course. Your participation in the course is important not only for your learning and success

but also to create a community of learners. Participation is determined by completion of the following activities:

- Reading/Viewing all course materials to ensure understanding of assignment requirements
- Participating in scheduled Blackboard Collaborate sessions
- Other activities as indicated in the weekly modules

Because these activities are designed to contribute to your learning each week, they cannot be made up after their due date has passed.

EXCUSED ABSENCES AND/OR COURSE DROP POLICY

I will not drop you from the course. However, if you feel that you are unable to complete the course successfully, please let me know and then contact the [Registrar's Office](#) to initiate the drop process. If you do not, you are at risk of receiving an "F" for the course.

ZOOM (Bb COLLABORATE) SESSIONS

I will deliver live sessions in the scheduled time via Zoom. The purpose of these sessions are for you to view live demonstrations of the course material and/or to interact with your classmates and the instructor. These sessions are tentatively scheduled to be held at the following dates from 6:00pm-8:00pm.

11/5, 9, 12, 16, 19, 23, and 12/03

Students are encouraged, but not required, to participate in these sessions with a webcam and microphone. The sessions will be recorded and provided so that they can be reviewed by classmates at a later time. Students should not record the sessions and post them to any sites outside of Blackboard.

DEADLINES, LATE WORK, AND ABSENCE POLICY

Homework Assignments

- HW assignments are due on the assigned dates at midnight (11:59 PM). No late work or make-up work will be accepted.

Exams

- Exams are due on the assigned dates. No make-up exams will be given if the reason is not considered excusable.

MAKE-UP WORK

Make-up work will be given *only* in the case of a *documented* emergency. Note that make-up work may be in a different format than the original work, may require more intensive preparation, and may be graded with penalty points. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted. If you miss an assignment and the reason is not considered excusable, you will receive a zero.

It is therefore important to reach out to me—in advance if at all possible—and explain with proper documentation why you missed a given course requirement.

ALTERNATIVE MEANS OF SUBMITTING WORK IN CASE OF TECHNICAL ISSUES

I strongly suggest that you submit your work with plenty of time to spare in the event that you have a technical issue with the course website, network, and/or your computer. I also suggest you save all your work in a separate Word document as a back-up. This way, you will have evidence that you completed the work and will not lose credit. If you are experiencing difficulties submitting your work through the course website, please contact the UTEP Help Desk. You can email me your back-up document as a last resort.

ACCOMMODATIONS POLICY

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the [UTEP Center for Accommodations and Support Services](#) (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the [CASS portal](#).

COVID-19 Accommodations

Students are not permitted on campus when they have a positive COVID-19 test, exposure or symptoms. If you are not permitted on campus, you should contact me as soon as possible so we can arrange necessary and appropriate accommodations.

SCHOLASTIC INTEGRITY

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. To learn more, please visit HOOP: Student Conduct and Discipline.

CLASS RECORDINGS

The use of recordings will enable you to have access to class lectures or discussions, and so on in the event you miss a synchronous meeting due to illness or other extenuating circumstance. Our use of such technology is governed by the Federal Educational Rights and Privacy Act (FERPA) and UTEP's acceptable-use policy. A recording of class sessions will be kept and stored by UTEP, in accordance with FERPA and UTEP policies. Your instructor will not share the recordings of your class activities outside of course participants, which include your fellow students, teaching assistants, or graduate assistants, and any guest faculty or community-based learning partners with whom we may engage during a class session. **You may not share recordings outside of this course.** Doing so may result in disciplinary action.

TEST PROCTORING SOFTWARE

The three exams will make use of Respondus Lockdown Browser and Respondus Monitor inside of Blackboard to promote academic integrity. You are encouraged to learn more about how to use these programs prior to the first test. The quiz on syllabus is your test run of using the Respondus Monitor and Respondus Lockdown Browser.

Please review the following guidelines:

- The exams will only be available at the times identified on the course calendar.
- You may take the test at any time during the 24-hour window.
- A reliable Internet connection is essential to completing the exam. If you must go to a location to take the exam (such as the library), be sure to follow their health and safety requirements.
- You have one (1) attempt to take the test during the 24-hour window.
- Respondus Lockdown Browser will require that all internet tabs are closed prior to the start of the test.
- Respondus Monitor requires a webcam and microphone.
- You will be required to show the webcam your student ID prior to the start of the test.
- Your face should be completely visible during the test. Blocking the camera will disable the test.
- No notes or textbook materials are permitted during the test. You can use the provided formula sheet and your calculator during the test. Respondus Monitor requires you to take a video of your surrounding area (desk, chair, walls, etc.)
- You should not have conversations with other people and/or leave and return to the area during the test.

COPYRIGHT STATEMENT FOR COURSE MATERIALS

All materials used in this course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated.

COVID-19 PRECAUTIONS

You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at screening.utep.edu. If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu.

For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website (screening.utep.edu) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. Students are advised to minimize the number of encounters with others to avoid infection.

Wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 *Health and Safety* and Section 1.2.2.5 *Disruptions* in the UTEP Handbook of Operating Procedures.

Course Resources: Where you can go for assistance

UTEP provides a variety of student services and support:

Technology Resources

- [Help Desk](#): Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

Academic Resources

- [UTEP Library](#): Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [Math Tutoring Center \(MaRCS\)](#): Ask a tutor for help and explore other available math resources.

Individual Resources

- [Military Student Success Center](#): Assists personnel in any branch of service to reach their educational goals.
- [Center for Accommodations and Support Services](#): Assists students with ADA-related accommodations for coursework, housing, and internships.
- [Counseling and Psychological Services](#): Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.