

THE UNIVERSITY OF TEXAS AT EL PASO
Department of Finance

FIN 3350 – Personal Financial Planning
Monday – Wednesday (3:00 – 4:20 pm)
Fall 2023

About the Instructor



Kathleen Towle Professor of
Marketing and Finance
Office Hours: M & W 11:50 – 12: 50 pm and via appointment
BUSN 315 (PHD Suite)

Class attendance mode: Face-to-face

Course Overview

This course establishes the importance of personal finance as a tool for planning, spending, financing, saving and investing to optimize financial health. It will allow students to assess their current financial situation, and to make the best use of resources to achieve current and future financial, or lifestyle, objectives. We will analyze different types of loans and the use of credit for purchases, how to evaluate their costs and explain the responsibilities linked to obtaining these forms of financing. Additionally, we will cover the difference between savings and investments and when to use one versus the other. Finally, we will talk about retirement and estate planning and the importance of starting this process early in life, to ensure financial independence at the end of the student's professional career.

Why study Personal Financial Planning?

To obtain fundamental background and skills in financial planning and investments, so when financial decisions need to be made in the future, the student will have the framework and the knowledge to make these decisions.

Course Learning Objectives

Learning Objectives	Bloom's Taxonomy of Learning	Activities	Assessment Tools
1. Explain the importance of Personal Finance as it relates to financial health	Comprehension Understand	In-class discussions, reflections, articles posted on Blackboard	Exams, reflections grading rubric, in-class participation
2. Create a vision of the student's financial future	Synthesis &Application	Issue assignment, daily discussions on current international topics, reflections	Issue assignment grading rubric, reflections grading rubric, exams
3. Identify the components of a Financial Plan	Analyze & Evaluate	Country Project, liberating structures activities	Country report grading rubric, reflections grading rubric, exams
4. Evaluate the different types of loans and investments	Analyze & Evaluate	Issue assignment, reflections	Presentation evaluation rubric, in- class participation
5. Determine the importance of retirement and estate planning	Analysis & Application	Country Project, liberating structures activities	Country report grading rubric, reflections grading rubric, exams
6. Improve financial skills and decisions	Application knowledge to actual situations	Issue assignment, reflections	Presentation evaluation rubric, in- class participation

Office Hours and Contact Information

My office is located at Room 315 at the Woody L. Hunt College of Business (BUSN). My office hours are Mondays and Wednesdays (11:50 -12:50 pm) and by appointment. The best way to contact me is through Messages on Blackboard. In case of emergencies, you can also text or Whatsapp me during regular business hours at (703) 407-4150. Please add your

name and course number to the message. I will get back to you as soon as I can.

Course Materials

Required

1. The required textbook: Personal Finance. Turning Money into Wealth (9th Edition), by Arthur J. Keown. Pearson
2. Pearson My lab Companion Website
3. Lecture notes, related materials and announcements will be posted on Blackboard.
4. A financial calculator, such as TI BA II Plus or equivalent is highly recommended. Your calculator should be able to compute the time value of money calculations.
5. Microsoft Excel.

For the lowest price, purchasing the textbook through Blackboard might be best. The easiest way to do this is to click the Chapter 1 link on Bb. You will then go through the process of registering and purchasing the textbook. In this class, we will use Pearson Mylab, the online companion site for the textbook. It is important to purchase access to Pearson Mylab, which also provides digital access to the eBook.

Recommended

- News Paper of Financial News Website
- I recommend that you regularly read the *Wall Street Journal* or similar publication to increase your understanding of business and finance. Please feel free to ask any questions you have related to this reading.

Class Policies

- **Arrive on time.** Once you are in class, please take your seat quickly and quietly.
- **The use of smartphones is encouraged in this class.** You can use your phone for issues related to this class ONLY (wi-fi: Yes; airplane mode: Yes). If you must leave your phone on because of a family emergency, please inform the instructor via a note **at the beginning of class.**
- If you must leave early, please let your instructor know beforehand.
- The instructor reserves the right to ask any students disrupting the normal flow of the class to leave the room.
- Any and all attempts for cheating, plagiarism or other inappropriate behavior is a cause for disciplinary action. The instructor intends to pursue these very serious matters to the fullest extent of the class, department, and university policies and regulations.
- You must carry your University issued ID during class. If you fail to produce your ID when asked, the instructor reserves the right to prevent you from taking an exam or participating in classroom activities.
- Make-up exams are only possible with an approved medical excuse. You must share

with the instructor a note from your physician (on official letterhead with the physician's contact information) justifying your absence from an exam, quiz, etc. All make-up exams will take place in consultation with the instructor or on the final class day.

- You cannot make up missed class assignments. Please plan accordingly.
- Unfortunately, the instructor cannot accept late assignments. The grade for late assignments will be 0 (zero).
- You are required to access Blackboard frequently for announcements and course material. Occasionally, I may send important/critical information via e-mail (Blackboard announcements). So be sure to 1) have a UTEP e-mail address and 2) check your e-mail at least once daily. You are entirely responsible for frequently accessing your e-mail account to check for all messages. Unfortunately, I cannot send any broadcast (i.e., to the entire class) e-mail messages to addresses outside the UTEP domain.

Contact and Response time.

- **Please contact me via Blackboard in Course Messages.** Please do not send emails. These can get mixed up with all my institutional mail and it will take me longer to respond.
- I check Blackboard Course Messages regularly and you will get a quicker response. Typically, between 24-48 hours when messages are sent during the week. For messages sent on Friday after 12pm or during the weekend, expect responses by Monday.
- It is the policy of the department that all messages sent to professors or teaching assistants be of a professional nature and format. A formal greeting and salutation are required. Proper grammar, spelling, and format are required. You must clearly state the problem or question that will be addressed. We reserve the right not to respond to any message that does not meet these requirements and is not of a professional nature.
- For emergencies you can reach me via Whatsapp or Text (703)4074150. Please be mindful of the time of day that you write and remember to add your name and course number to the message.
- Only send emails if Blackboard Messages are not working: mktowle@utep.edu

Evaluations

Homework & Cases (20%): will be posted on Pearson My Lab and/or on Blackboard. You must turn in the assignments on the dates and times specified in the instructions. Homework will be announced in class and/or will be Published on Blackboard Learn/ Pearson My Lab, and it will have to be submitted on Blackboard and/ Pearson My Lab (NOT E-MAIL). To be fair to all students, requests for deadline extensions and "extra credit" assignments will be declined.

Final Project (15%): The Final project elements will be assigned throughout the semester. You will work individually, and you must turn in the assignment at the dates and times specified in the instructions. Late projects will not be accepted.

Exams (60%): All students are required to take the four (4) exams during regular class meeting time. Exam dates will be announced in class. Tentative dates are given in the course schedule. No additional time will be given for those students starting late. Tests will require a lock down. Make sure to have it installed before the tests. Information will be provided prior to the 1st Quiz.

Make-up exams will be given to students who have to miss the exam due to “excused absences due to university-recognized activities”. These students are required to send written notice to the instructor about such activities ahead of time. See student handbook for a description of these activities. Requests for an excuse must be made in writing and, except for extreme emergencies, prior to the test.

Final Exam (Optional)

- * If you miss an exam due to anything other than “the university-recognized activities”, you can make it up by taking the optional comprehensive final exam.
- * If you take all five exams (the first four exams plus the final), the one with the lowest grade will be dropped from course grade calculation.

Class Participation and Attendance (5%): Class Participation and attendance will be a component to each student’s final grade. All students are expected to be prepared for class and participate in class discussions and assignments. Student participation is greatly encouraged, whether is in the form of questions, answers, assignments, opinions, or ideas. The instructor welcomes all forms of meaningful participation. Therefore, students who are present and active in class in a meaningful way will receive the full credit allocated to participation.

Each class will begin with a current event discussion related to the class. All students must be prepared to present and to discuss current events that are pertinent to the class.

All research papers, term papers, or other writing intensive assignments must adhere to APA style. Students are expected to submit all papers with appropriate citation, references, etc. If you are unsure of the parameters of this writing style, please contact the instructor within the first week of classes for further information. Style guides are available in the University Bookstore.

Grading: Your final grade will be based on homework assignments and exams according to the following weights:

Your performance in the course will be determined using the following assessments and corresponding weights:

Learning Assessment and Activities	Percentage
Final Project	15%
HW & Cases	20%
Quizzes 4 x 150 Points Each	60%
Class Participation and Attendance	5%
Total	100%
Extra Credit	2%

Technology Requirements

Some 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. 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 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!

Deadlines, Late work and Absence Policy

- Assignments will be due on the dates and times posted in Blackboard. Make sure to check Blackboard frequently so you do not miss any deadlines. No late work will be accepted if the reason is not considered excusable.

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. 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. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted.

ILLNESS PRECAUTIONS

Please stay home if you have symptoms of a communicable illness. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations.

*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.

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 (answers to discussion points, quizzes, exams, and essays) in a separate Word document as a backup. 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 Blackboard, please contact the UTEP Help Desk. You can email me your backup document as a last resort.

INCOMPLETE GRADE POLICY

Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

***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, email them at cass@utep.edu, or apply for accommodations online via the CASS portal.

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](#).

***GUIDANCE ON ARTIFICIAL INTELLIGENCE**

Students must cite any borrowed content sources to comply with all applicable citation guidelines, copyright law, and avoid plagiarism. Instances that violate these guidelines will be referred to the Office of Student Conduct and Conflict Resolution.

PLAGIARISM DETECTING SOFTWARE

Some of your course work and assessments may be submitted to SafeAssign, a plagiarism detecting software. SafeAssign is used to review assignment submissions for originality and will help you learn

how to properly attribute sources rather than paraphrase.

***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.
- [History Tutoring Center \(HTC\)](#): Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- [RefWorks](#): A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.
- [The Miner Learning Center](#): Join peer-led study sessions in person or online to review content and discover study strategies in core curriculum courses.
- [UTEP Edge](#): UTEP's cross-campus framework for student success and empowerment – develops students' assets through high-impact experiences made possible by the expertise and dedication of faculty, staff, alumni, and community partners.

Individual Resources

- [Student Success Help Desk \(SSHD\)](#): Students experiencing challenges or obstacles to academic success including registration, financial, food, housing, and transposition resources may submit a ticket request assistance to studentsuccess@utep.edu
- [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.
- [UTEP Food Pantry](#): Non-perishable food items are available to students who are currently enrolled in classes. Bring a Miner Gold Card to Memorial Gym, Room 105, Monday through Friday, 10 a.m. to 2 p.m.

Course Calendar

The calendar is subject to slight modifications to accommodate activities and events that have yet to be scheduled.

3350 Event Calendar

All graded work is due by time posted on Blackboard

August 2023

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	28	29	30	31	1	2	3
1	Intro to Class and Chapter 1		Chapter 1				

September 2023

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	4	5	6	7	8	9	10
2	Labor Day		Chapter 2				
3	Chapter 2		Chapter 3				HW Chapter 2
4	Chapter 3		Chapter 4				HW Chapter 3
5	Chapter 4		Chapter 5				HW Chapter 4

October 2023

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	2	3	4	5	6	7	8
6	Quiz 1		Chapter 5				HW Chapter 5
7	Chapter 6		Chapter 6				HW Chapter 6
8	Chapter 7		Chapter 7 & 8				HW Chapter 7
9	Chapter 8		Chapters 9 & 10				*HW Chapter 8

**November
2023**

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	30	31	1	2	3	4	5
10	Quiz 2		Chapters 9 & 10				
	6	7	8	9	10	11	12
11	Chapter 11		Chapter 11/Chapter 12				HW Chapters 9&10
	13	14	15	16	17	18	19
12	Chapter 12		Chapter 13				HW Chapters 11&12
	20	21	22	23	24	25	26
13	Chapter 14		Chapter 15 & 16				HW Chapter 13 & 14
	27	28	29	30	1	2	3
14	Quiz 3		Chaoter 15 & 16	Thanksgiving			HW Chapter 15 & 16

**December
2023**

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	4	5	6	7	8	9	10
15	Review		Quiz 4				Extra Credit Assignment Final Project
	11	12	13	14	15	16	17
16		Final Exam					