1 Basic Course Information

Instructor: Spencer Barnes, Ph.D.
Email: scbarnes@utep.edu
Office: BUSN 235
Time: 3:00 pm to 4:20 pm TR

Course: FIN 3310
Location: BUSN 323
Dates: 08/24/26 to 12/03/26

2 Getting Started

Reading this syllabus is the first step in your course journey. Read the syllabus carefully to understand what you are expected to do and when. After you have read the syllabus, the next step should be to explore the Blackboard site thoroughly. What you will be asked to do each week can be found under the "Grades" link on Blackboard. That's the place where you can start reading and completing assignments. Of course, feel free to explore any available links on Blackboard (or Bb heretofore), but be sure to follow the order of activities in each weekly learning module and complete all activities on time.

Office Hours: 12:00 pm to 1:20 pm TR; virtual W 12:00 pm to 1:15 pm.

Course Website: When you are officially registered for the course, you should see "FIN 3310, Business Finance," listed on your course homepage. This is your link to the course website and all course materials.

Communication: Administrative announcements will be placed on the announcements page of the course website and/or distributed via e-mail. This is my primary means of communication with you as a class. I may or may not make announcements or assignments in class, but I will post them either on the announcements page of the website, or distribute them by e-mail, or both. I consider this sufficient notification. For this reason, you should check the announcements page and your e-mail regularly throughout the semester.

Expectations: We will be using a "flipped classroom" model. That means you will learn new material before class through assigned readings. For every hour we spend in class, you should plan to spend about three hours working outside of class. Since this is a 160 minute per week course, that means you are expected to devote at least **8 hours per week** to reading, studying, completing assignments, and preparing for class. Then, during class, we will apply that material to practice problems. To succeed in this course, you must come to class prepared. If you skip the preparation, you will struggle to participate and miss out on the learning.

3 Course Learning Objectives

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 their 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.

The following are the core learning goals of this course:

- Be able to apply time-value-of-money concepts to various valuation problems.
- Be able to describe what drives a firm's cost of capital and how to estimate it.
- Be able to analyze investments in real and financial assets using various methodologies.

4 Required Materials

Textbook: This course will primarily draw from *Essentials of Corporate Finance, McGraw Hill by Ross, Westerfield, and Jordan, ISBN-13: 9781265920159.* Explore purchase options here.

McGraw Hill Connect: Connect is an online platform that enables students to submit homework assignments and review their work. Access to Connect is required for this course. Explore purchase options here. Once your account is activated, you can access your Connect homework assignments through Blackboard. Please use only one account so that your grades can be synced from Connect to Blackboard properly.

Financial Calculator: You will need a financial calculator in order to do quantitative problems. For your reference, I will use the model Texas Instruments BAII PLUS throughout the course.

Respondus LockDown Browser and Respondus Monitor: You will need to install Respondus LockDown Browser and Monitor on your computer to take exams.

Note: Students are not excused from assignments because they do not have the required material (Textbook, McGraw Hill Connect, Financial Calculator, technology set up, etc.); it is your responsibility to obtain access to the required resources in a timely manner. If a student does not have the required material, they will receive a zero for the assignment and no make up opportunities will be given (unless University approved).

5 Course Evaluation

This course will employ homework, in class work, and exams as evaluation methods.

- **McGraw Hill Connect SmartBook (x11 – 9.09 points each – 100 points total – 16.67% of final grade)**

- Students will have 11 SmartBook assignments worth 9.09 points each. These will be due night before we begin a new chapter. No late assignments will be accepted. SmartBook is designed to ensure you have engaged with the chapter and worked through its embedded problems before we apply the material in class. Groups that have not prepared will struggle with both the group problem-solving and the accountability check.

- **McGraw Hill Connect Homework (x11 – 9.09 points each – 100 points total – 16.67% of final grade)**
  - Students will have 11 assignments worth 9.09 points each. Students have unlimited time and attempts. No late homework assignments will be accepted. Homework assignments are designed to ensure you can apply the material to more complex settings after class.

- **In-Class Group Work (100 points total – 16.67% of final grade)**
  - Each class session will follow this format with a total of 16 groups:
    * *Concept Review & Demonstration (30 minutes):* I will review key concepts and work through a practice problem on the board to prepare you for group work.
    * *Group Problem-Solving (30 minutes):* You will work in assigned groups of 5 students to solve a business finance problem set. Each group must submit one written solution set at the end of the session.
    * *Individual Accountability Check (20 minutes):* At the end of each session, I will randomly select 1–2 students (from different groups) to explain their group's solution to the class. Any student may be called on, regardless of role within the group.
  - Your 100 points will be earned through the following structure across 20 group work sessions:
    * *Worksheet Completion/Attendance: up to 4 points per session (80 points total)*
      · Each group must submit a completed worksheet at the end of the session to earn these points.
      · Points are based on being present and submitting a completed worksheet, not on whether the solution is correct.
      · All members of a group receive the same score for that session's worksheet.
    * *Accountability Check: up to 1 point per session (20 points total)*
      · If a student selected during the accountability check can correctly explain their group's solution and reasoning, all members of that group retain full credit for the accountability point that session.

· If the selected student cannot adequately explain the group's solution, **all members of that group forfeit both the accountability point and that session's worksheet completion points** (5 points total for the session), regardless of individual contribution.

· Because any member may be selected, every student in every group is individually responsible for understanding the full solution, not just the portion they personally worked on. Simply attending and submitting a worksheet does not guarantee credit for the session if your group cannot demonstrate understanding when called upon.

* Point Allocation Example:

· Each session is worth 5 points (4 worksheet + 1 accountability), earned by default upon attendance and submission. A group forfeits the *entire* 5 points for a session only if it is selected for the accountability check that session and answers incorrectly; sessions where the group is not selected retain full credit automatically.

· Student's group attends and submits a completed worksheet in all 20 sessions: 100/100 points possible before any deductions.

· Student's group is selected for the accountability check 5 times over the semester, answering correctly 4 times and incorrectly once. The one incorrect answer forfeits all 5 points for that session (both the worksheet and accountability points); the other 19 sessions retain full credit: –5 points.

· Total: 95/100 points.

– Group Assignments

* Groups of 5 students will be assigned by the instructor.

* Group membership will rotate after each exam to ensure you work with different classmates throughout the semester.

* Because accountability check outcomes apply to the entire group, you are strongly encouraged to ensure every group member understands each problem before the worksheet is submitted, not just the member who solved it.

- **Exams (x3 – 100 points each – 300 points total – 50% of final grade)**

– All exams will cover material assigned for reading and material discussed in class and in the various activities assigned in each learning unit. Each exam will include 25 multiple choice questions. Once you start the exam, you must complete it within 80 minutes.

– All exams are closed book and closed notes. Exams will occur in the course website. We will use Respondus LockDown Browser and Monitor on each exam.

Ensure that your computer is compatible with this technology. Failure to do so will result in lost time on exam day and a potential zero.

- All exams will be taken in class. I will have you print your name on a piece of paper when you leave the classroom after finishing the exam. If you do not sign in on the paper, then you will receive a zero on the exam.
- Students may use financial calculators during exams. Also, students are allowed to use one 3×5 note card with whatever material they choose. The material must be hand written. Students must turn in their note card with the exam. If the note card is larger than 3×5 or the material is not hand written, then the student will automatically lose 50 points on the exam. Students must turn in the note card after finishing the exam to ensure these guidelines are followed.
- None of the three regularly scheduled exams will be comprehensive, although it is assumed that students will be able to apply general concepts and methods discussed throughout the semester.
- No make-up exams will be given unless the student missed class for a reason under UTEP's attendance policy (with proof).
- If a student is caught cheating, then the exam will be a zero and the student will be reported to OSCCR.

6 Course Grading

The points for computing final course grades are given below. The scale for assigning final course grades will follow the distribution given by the University. Specifically, 600 – 537 points result in an A, 536 – 477 points result in a B, 476 – 417 point results in a C, 416 – 357 points result in a D, and less than 357 points result in a F.

If you are a finance major, then the passing grade for this class is a C or better. If you are a finance minor, then the passing grade for this class is a C or better. If you are neither a finance major nor finance minor, then the passing grade for this class is a D or better.

7 Course Policies

Grading Policy

I will not accept late assignments, nor will I allow for make up exams. Unless the situations are dire, with proof adhering to the University attendance policy below, these policies are strict. Adjustments in test grades will be made only within the week following the test; after one week, no grades will be changed for any reason.

It is your responsibility to monitor your grades on all activities on a weekly basis by checking your grades on the course website. If you fail to do so, and later in the semester or at the end of the semester, find an error in an earlier grade, it will not be corrected. You have one week from the time the grade for each activity is posted to the course website to check for errors or other problems with the grade. If you find an error or problem with your grade, you should bring it to my attention as soon as possible and then you should check your grades regularly after that to ensure that it has been corrected.

Technology Policy

Electronic devices are allowed during lectures unless otherwise stated. I will move about the room and if I notice that the technology is being used for something besides my course I will ask you to stow the device. Failure to adhere will result in dismissal from the classroom.

Generative Artificial Intelligence Policy

Students may use any and all AI tools they would like in any way they see fit in completing this course.

Syllabus Change Policy

Except for changes that substantially affect implementation of the grading statement, this syllabus is a guide for the course and is subject to change with advance notice.

Class Attendance Policy

Class attendance is, of course, encouraged. However, attendance is not required and is actively discouraged for purposes other than listening to the class presentation, asking questions, and participating in organized discussion and learning activities. Discourteous, uncivil, or disruptive behavior is unacceptable.

University Attendance Policy

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

University Withdrawal Policy

A student may officially withdraw from this class with an automatic W at any time before the University's deadline. No withdrawals will be allowed after this date. This is University policy. Automatic withdrawals will not be made by the instructor. To be withdrawn from the class, students must take the appropriate actions on or before the University deadlines.

Academic Honor Policy

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. More information regarding UTEP policies related to academic integrity is available on HOOP: Student Conduct and Discipline.

Americans with Disabilities Act

Any student 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. If you need to discuss accommodations that are already in place, please talk to me within the first two weeks of the semester. I will do my best to provide a positive and accessible learning environment for everyone in this class.

Copyright Policy

Some of the materials in this course are possibly copyrighted. They are intended for use only by students registered and enrolled in this course and only for instructional activities associated with and for the duration of the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Teach Act.

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.

Free Tutoring from UTEP

On-campus tutoring and writing assistance is available for many courses at UTEP. For more information, visit the Miner Learning Center (MLC). MLC offers professor, section based supplemental instruction and tutoring. The professors handpick the students working for MLC, so visiting students are sure to have accurate, professor based assistance. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

Your continuation in this course section beyond the drop/add period is presumptive evidence that you understand and agree to all the policies and expectations set forth in this syllabus.

8 Course Outline

Table 1: Course schedule by week, subject, and corresponding textbook chapter

Dates	Subject	Book Chapter
08/25/26 - 08/30/26	Overview of the course	
08/31/26 - 09/06/26	Financial Statements	Chapter 2
09/07/26 - 09/13/26	Financial Statements	Chapter 3
09/14/26 - 09/20/26	Time Value of Money	Chapter 4
09/21/26 - 09/27/26	Discounted Cash Flow	Chapter 5
09/28/26 - 10/04/26	Review	
10/06/26	Exam 1	
10/07/26 - 10/11/26	Interest Rates and Bond Valuation	Chapter 6
10/12/26 - 10/18/26	Equity Markets and Stock Valuation	Chapter 7
10/19/26 - 10/25/26	Net Present Value	Chapter 8
10/26/26 - 11/01/26	Making Capital Investment Decisions	Chapter 9
11/02/26 - 11/08/26	Review	
11/10/26	Exam 2	
11/11/26 - 11/15/26	Capital Market History	Chapter 10
11/16/26 - 11/22/26	Risk and Return	Chapter 11
11/23/26 - 11/29/26	Cost of Capital	Chapter 12
11/30/26 - 12/03/26	Review	
12/10/26	Exam 3 (4 PM)	