

**FYC 3005 - Introduction to Personal and Family Financial Planning**  
**3 Credit Hours**  
**Fall 2022**

**Instructor:** Dr. Martie Gillen

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**Office Hours:** Wednesdays 9:00-10:00 AM

Zoom by appointment

Scheduling link: <https://calendly.com/martiegillen/fyc3005-office-hours>

Please note that the course is asynchronous and will not meet for class. However, there are specific due dates for each assignment and exam.

**Course Description:**

Management of personal and family financial resources throughout the life span will be examined. A study of individual and family finances as related to planning, credit, saving, investment, insurance, taxes, housing costs, transportation costs, retirement, and estate planning.

**Course Objectives:**

- Analyze expenditures and adjust spending to meet financial goals.
- Analyze credit and savings options using appropriate considerations.
- Explain the basic economic principles behind personal income taxes and recognize the role of the tax structure in personal financial planning.
- Calculate and explain financial ratios.
- Identify the different types of mortgages available and calculate monthly payments.
- Identify types of risk exposure and explain risk management techniques available.
- Explain the different forms of life, health, disability, auto, and home insurance.
- Select appropriate investment vehicles for long- and short-term investment goals.
- Explain the different types of retirement investments and income sources.
- Differentiate between the different types of wills and advanced directives.

**Required Textbook:** Grable, J. & Palmer, L. (2021). *Introduction to Personal Finance*, (2nd Edition). Wiley. The textbook and access to WileyPlus are required.

**Methods of Evaluation:**

- A. Exams (200 total points) (3 exams at 100 points each, your lowest exam score will be dropped)** - There will be three exams throughout the semester. Each exam may consist of multiple choice, true/false, matching, written answer, and/or math questions. Exams are untimed and you can use your textbook. Exams are to be completed individually.
- B. A series of personal financial planning projects (270 total points)** focusing on the areas of budgeting, credit, insurance, savings, investments and retirement planning will be assigned throughout the semester. The project parts are about YOUR finances.
- C. Chapter Homework (HW) (335 total points):** Chapter homework assignments will be assigned throughout the semester. Most chapters have 25-35 multiple choice questions

with the exception of Chapter 8, which has 55 questions. You have **three** attempts to correctly answer each question.

D. Two financial literacy surveys worth 5 points each (**10 total points**).

### Grades:

Grades will be based on the following criteria:

Three exams with your lowest score dropped	200 points
Personal financial planning projects	270 points
Chapter homework	335 points
<u>Financial literacy surveys</u>	<u>10 points</u>
Total Possible	815 points

***All of the following*** must be true for the student to be eligible to receive a grade of "I." The student has completed a major portion of the course work with a passing grade (D or better), the student is unable to complete course requirements because of documented circumstances beyond their control, and the student and instructor have discussed the situation prior to the final exam (except under emergency conditions).

Information on current UF grading policies for assigning grade points

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

**Grading Summary:** Grades in this class will be based on the following scale:

Letter Grade		Percentage	Points
A	=	93.50% and above	762 and above
A-	=	90.00-93.49%	734 - 761
B+	=	86.50-89.99%	705 - 733
B	=	83.50-86.49%	681 - 704
B-	=	80.00-83.49%	652 - 680
C+	=	76.50-79.99%	623 - 651
C	=	73.50-76.49%	599 - 622
C-	=	70.00-73.49%	571 - 598
D+	=	66.50-69.99%	542 - 570
D	=	63.50-66.49%	518 - 541
D-	=	60.00-63.49%	489 - 517
E	=	59.99% and below	488 and below

### Make-Up Work

Requirements for make-up exams or homework and the submission of late assignments and other work are consistent with university policies that can be found at:

<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

**Questions about Grades Received on Assignments and Exam Questions**

Please let me know via email within one week of the grade submission date if you have questions about a grade received on an assignment or question(s) on homework and exams.

**Academic Honesty Policy**

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code ([sccr.dso.ufl.edu/process/student-conduct-code/](http://sccr.dso.ufl.edu/process/student-conduct-code/)) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor in this class.

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>.

**Online Course Evaluation Process**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at [gatorevals.aa.ufl.edu/students/](http://gatorevals.aa.ufl.edu/students/). Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via [ufl.bluera.com/ufl/](http://ufl.bluera.com/ufl/). Summaries of course evaluation results are available to students at [gatorevals.aa.ufl.edu/public-results/](http://gatorevals.aa.ufl.edu/public-results/).

**Software Use Policy**

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

**Campus Helping Resources**

Health and Wellness

- U Matter, We Care: If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [umatter.ufl.edu/](http://umatter.ufl.edu/) to refer or report a concern and a team member will reach out to the student in distress.

- Counseling and Wellness Center: Visit [counseling.ufl.edu/](https://counseling.ufl.edu/) or call 352-392-1575 for information on crisis services as well as non-crisis services.
- Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit [shcc.ufl.edu/](https://shcc.ufl.edu/).
- University Police Department: Visit [police.ufl.edu/](https://police.ufl.edu/) or call 352-392-1111 (or 9-1-1 for emergencies).
- UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [ufhealth.org/emergency-room-trauma-center](https://ufhealth.org/emergency-room-trauma-center).

#### Academic Resources

- E-learning technical support: Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).
- Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services [career.ufl.edu/](https://career.ufl.edu/).
- Library Support: [cms.uflib.ufl.edu/ask](https://cms.uflib.ufl.edu/ask) various ways to receive assistance with respect to using the libraries or finding resources.
- Teaching Center: Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring. [teachingcenter.ufl.edu/](https://teachingcenter.ufl.edu/)
- Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. [writing.ufl.edu/writing-studio/](https://writing.ufl.edu/writing-studio/)
- Student Complaints On-Campus: [sccr.dso.ufl.edu/policies/student-honor-codestudent-conduct-code/](https://sccr.dso.ufl.edu/policies/student-honor-codestudent-conduct-code/)
- On-Line Students Complaints: [distance.ufl.edu/student-complaint-process/](https://distance.ufl.edu/student-complaint-process/)

#### Services for Students with Disabilities

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

#### Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: <http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>

#### FYCS Diversity, Equity and Inclusion Statement (adopted April 30, 2021)

The UF/IFAS Department of Family, Youth and Community Sciences is committed to engaging positively in a global and diverse society through its teaching, extension, and research efforts. That commitment is demonstrated by creating an inclusive educational environment that fosters belonging as we mentor students, perform relevant scholarship, and conduct outreach for families, youth, and communities that is sensitive and responsive to the needs of diverse audiences. Intentional effort is made to providing access and equity to underrepresented, underserved, marginalized, and minoritized people in Florida and beyond.