

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

Instructor: Dr. Martie Gillen
Office: 3025A McCarty Hall D
Telephone: 352-392-0404
Email: mgillen@ufl.edu
Office Hours: By Appointment

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: Garman, T. & Fogue, R. (2015). *Personal Finance*, (12th Edition). Mason, OH: South-Western Cengage Learning.

Methods of Evaluation:

- A. FDIC web-based assignments (20 points each – 220 points total)** – To assist in preparation for each of the major topics of the course – see course schedule for specific due dates. The FDIC web-based assignments can be found at the following website <https://www.fdic.gov/consumers/consumer/moneysmart/mscbi/mscbi.html> Select “Money Smart CBI Online” then select “Register”. Enter your information and select “individual” at the bottom of the screen. Click on “I am an adult learner”. Each module can be found on the Adult Learner Course screen. Dates that certificates of completion are due are listed in the course schedule. You will upload the certificate under assignments in Canvas. **Outside of documented excused absences, late assignments will not be accepted.**
- B. Exams (100 points each – 300 points total)** - There will be three exams throughout the semester. Each exam may consist of multiple choice, true/false, matching, written answer, and/or math questions. Make-up exams will only be given for documented excused absences.

- C. **A series of personal financial planning projects (280 points total)** focusing on the areas of budgeting, credit, insurance, savings, investments and retirement planning. The projects are about YOUR finances. Outside of documented excused absences, late assignments will not be accepted.
- D. **Financial literacy survey (pre/post – 5 points each)** will be completed the first week and last week of the semester. You will receive points for completing the survey regardless of your answers.
- E. **Quizzes (5 points each - 85 points):** Quizzes will be used throughout the semester. Make-up quizzes will only be given for documented excused absences.
- F. **Grades:**

Grades will be based on the following criteria:

FDIC web-based assignments	220 points (20 points each x 11)
Three (e) Exams	300 points (100 points each x 3)
Personal financial planning projects	280 points
Financial literacy survey (pre/post)	10 points (5 points x 2)
Quizzes	95 points (5 points each x 17)
Total Possible	905 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/ugrad/current/regulations/info/grades.aspx>

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

Letter Grade	Percentage	Points
A	= 93.50% and above	846 and above
A-	= 90.00-93.49%	815 - 845
B+	= 86.50-89.99%	782 - 814
B	= 83.50-86.49%	756 - 781
B-	= 80.00-83.49%	724 - 755
C+	= 76.50-79.99%	692 - 723
C	= 73.50-76.49%	665 - 691
C-	= 70.00-73.49%	634 - 664
D+	= 66.50-69.99%	602 - 633
D	= 63.50-66.49%	575 - 601
D-	= 60.00-63.49%	543 - 574
E	= 59.99% and below	542 and below

Make-Up Work

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

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx> You will need to provide documentation to excuse your absence. **Outside of documented excused absences, late assignments will not be accepted.**

Academic Honesty Policy

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: *"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."* You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit 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."*

It is assumed that you will complete all work independently 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/honorcodes/honorcode.php>.

It is to be assumed all work will be completed independently unless the assignment is defined as group project, in writing by the professor. This policy will be vigorously upheld at all times in this course.

Online Course Evaluation Process

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/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 a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc/Default.aspx>, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department, 392-1111 (or 9-1-1 for emergencies). <http://www.police.ufl.edu/>

Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. <https://lss.at.ufl.edu/help.shtml>.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling. <http://www.crc.ufl.edu/>

Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

Services for Students with Disabilities

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.