



BUS-COL-BUSFIN-7650-SYLLABUS

Autumn 2022

Course overview:

Instructor

Instructor: Derik Staufenberg

Email address: staufenberg.3@osu.edu

Office hours: By Appointment (See Carmen for scheduling)

Course description

This course is designed for the graduate student that wants to learn more about personal finance. The course will cover topics such as budgeting with significant student loan debt, the importance of insurance coverage, home and auto loan purchasing, credit card management, employee benefits, investing, retirement, income tax and estate planning. Weeks 1-7 of the course will focus on the fundamentals of personal finance and all students will track together as a cohort. Starting in week 8, students will be able to customize their course learning experience.

Course learning outcomes

By the end of this course, students should successfully be able to:

- Describe various behavioral biases and how they may impact their financial plan
- Develop a budget that is designed to achieve short-and long-term financial goals
- Describe how credit is calculated and how it impacts one's financial plan
- Compare and contrast common debt repayment strategies
- Develop a comprehensive risk management (insurance) plan
- Describe how tax planning fits into one's financial plan
- Define basic investment terminology and differentiate various tax-advantages retirement savings accounts
- Define the main components of estate planning
- Explain investment strategies including diversification, asset allocation, and prioritizing investment opportunities*

- Describe the different types of financial planners (legal obligations, how they get paid, credentials, etc.)*
- Select a student loan repayment strategy*
- Describe the process of evaluating employment offers and benefits*
- Describe the different types of entrepreneurship*
- Determine how auto and home expenses fit into one's financial plan*

** Denotes course objective that may or may not apply depending on the customized learning path the student chooses during weeks 8-14 of the course.*

HOW THIS COURSE WORKS

Mode of delivery: This course is 100% online. There are no required sessions when you must be logged in to Carmen at a scheduled time.

Pace of online activities: This course is divided into **weekly modules**. Students are expected to keep pace with weekly deadlines but may schedule their efforts freely within that time frame.

Credit hours and work expectations: This is a **3-credit-hour course**. According to [Ohio State policy](#), students should expect around 3 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 6 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average.

Attendance and participation requirements: Because this is an online course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

- **Participating in online activities for attendance: AT LEAST ONCE PER WEEK** You are expected to log in to the course in Carmen every week. (During most weeks you will probably log in many times.) If you have a situation that might cause you to miss an entire week of class, discuss it with us *as soon as possible*.
- **Participating in discussion forums: 2+ TIMES PER WEEK**
As part of your participation, each week you can expect to post at least twice as part of our substantive class discussion on the week's topics.

Additional Resources to Learn the Material: OPTIONAL

- Suggested readings related to current events will be posted periodically on the class website.
- The Wall Street Journal (WSJ) provides national and international news as well as detailed information on financial markets and institutions.

- The Financial Times is a daily newspaper out of London with a US edition. The Financial Times offers a much more extensive coverage of economic and business activity outside of the United States, compared to most domestic news sources such as the WSJ.
- The Economist is a weekly British news magazine that analyzes the week's events and surveys financial market developments. Its target audience includes senior executives as well as high-ranking government officials.
- Bloomberg.com: Bloomberg.com offers news, data, videos on a broad group of markets, asset classes and the economy.
- Podcasts are radio shows, stories and interviews that offer an insider's perspective on the latest financial market news.

Q&A Discussion Boards: OPTIONAL

This is an open discussion board that will allow both you and I to answer class questions as we proceed through the chapters. I highly encourage you to check the Q&A Discussion Board daily as frequent questions that I and the other students will post and discuss.

Office hours: OPTIONAL

Office hours are optional but recommended especially if you are struggling with the material. The best way to contact me is by email. I will respond back to your email within 48 hours. You can also ask a general question in the class Q&A discussion board. I will respond to that within 48 hours.

COURSE MATERIALS AND TECHNOLOGIES

Textbooks

REQUIRED

- *Personal Finance* by Rachel Siegel and Carol Yacht – available as a free open-text at <https://open.umn.edu/opentextbooks/textbooks/personal-finance>
- A variety of resources (blogs, podcasts, calculators, etc.) will be referenced through the course. Links to these resources will be provided in CarmenCanvas.

Course technology

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu

- **TDD:** 614-688-8743

BASELINE TECHNICAL SKILLS FOR ONLINE COURSES

- Basic computer and web-browsing skills
- Navigating Carmen: for questions about specific functionality, see the [Canvas Student Guide](#).

REQUIRED TECHNOLOGY SKILLS SPECIFIC TO THIS COURSE

- CarmenConnect text, audio, and video chat
- Recording, editing, and uploading video

REQUIRED EQUIPMENT

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) or landline to use for BuckeyePass authentication

REQUIRED SOFTWARE

- [Microsoft Office 365](#): All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Full instructions for downloading and installation can be found [at go.osu.edu/office365help](https://go.osu.edu/office365help).

CARMEN ACCESS

You will need to use [BuckeyePass](#) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](#) help article for step-by-step instructions.
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click "Enter a Passcode" and then click the "Text me new codes" button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the [Duo Mobile application](#) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and the IT support staff will work out a solution with you.

GRADING AND FACULTY RESPONSE

Graded assignments may come in three forms, and students should note the expectations for each in the descriptions of our class assignments below.

- **Independent Work (👤):** Strictly non-collaborative, original-individual work. You may discuss this assignment only with your instructor. Discussions with other individuals, either in person or electronically, are strictly prohibited.
- **Collaboration Required (👥):** An explicit expectation for collaboration among students either in-class or outside (i.e. group work).
- **Optional-Collaboration (💬):** Students are permitted, but not required, to discuss the assignment or ideas with each other. However, all submitted work must be one's original and individual creation.

How your grade is calculated:

ASSIGNMENT CATEGORY	POINTS	PERCENTAGE	ASSIGNMENT TYPE
Assignments	71 points	30.7%	💬
Discussions	30 points	13.0%	👥
Quizzes	130 points	56.3%	👤
Total	231 points	100%	

See course schedule on Carmen for due dates.

** Each Assignment grade will contribute equally towards the Assignments component grade. Additional assignments that are not listed in the syllabus will raise the Assignments component grade and overall total points for the class.*

Written assignments: All written assignments will be reviewed by Turnitin.com.

Late assignments: Late submissions will not be accepted and will be recorded as a 0%. Please refer to Carmen for due dates.

Extra Credit/Grade Change Policy: Extra credit will not be offered unless it is available to the entire class. For example, if a student wishes to improve his or her grade at the end of the course, extra credit will not be available for this purpose; as it unfairly penalizes students who have consistently worked hard throughout the course. *This policy is strictly enforced.*

Grading scale

80-100% – S (Satisfactory)

<80% – U (Unsatisfactory)

Faculty feedback and response time

We are providing the following list to give you an idea of our intended availability throughout the course. (Remember that you can call **614-688-HELP** at any time if you have a technical problem.)

- **Grading and feedback:** For large weekly assignments, you can generally expect feedback within **7 days**. Sometimes this feedback may be individualized at other times it will be provided to the entire class. It is important to remember that the topic of personal finance is inherently personal and therefore any feedback will be geared towards seeking clarification and/or giving you additional thoughts for consideration.
- **Email:** I will make our best attempt to reply to emails within **24 hours on days when class is in session at the university**.
- **Discussion board:** I will make our best attempt to check messages in the discussion boards every **24 hours on school days**.

OTHER COURSE POLICIES

Discussion and communication guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style:** While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. A more conversational tone is fine for non-academic topics.
- **Tone and civility:** Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.
- **Citing your sources:** When we have academic discussions, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)
- **Backing up your work:** Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

Financial Products Disclaimer:

- All of the financial products that we will be using in this class are not products I am promoting professionally or personally, they are chosen as examples.

Academic integrity policy

POLICIES FOR THIS ONLINE COURSE

- **Written assignments:** Your written assignments, including discussion posts, should be your own original work. In formal assignments, you should follow AMA Manual of style by the American Medical Association to cite the ideas and words of your research sources. It is written by the editors of JAMA and the Archives journals and is most recently published by Oxford University Press. You are encouraged to ask a trusted person to proofread your assignments before you turn them in—but no one else should revise or rewrite your work
- **Reusing past work:** In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.
- **Falsifying research or results:** All research you will conduct in this course is intended to be a learning experience; you should never feel tempted to make your results or your library research look more successful than it was.
- **Collaboration and informal peer-review:** The course includes many opportunities for formal collaboration with your classmates. While study groups and peer-review of major written projects is encouraged, remember that comparing answers on an assignment is not permitted. If you're unsure about a particular situation, please feel free just to ask ahead of time.

OHIO STATE'S ACADEMIC INTEGRITY POLICY

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's [*Code of Student Conduct*](#), and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University, or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's *Code of Student Conduct* is never considered an excuse for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages ([COAM Home](#))
- Ten Suggestions for Preserving Academic Integrity ([Ten Suggestions](#))
- Eight Cardinal Rules of Academic Integrity (www.northwestern.edu/uacc/8cards.htm)

Copyright disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Statement on Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu

Safety and health requirements:

All teaching staff and students are required to comply with and stay up to date on all [University safety and health guidance](#)

Your mental health

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you find yourself feeling isolated, anxious or overwhelmed, please know that there are resources to help: ccs.osu.edu. You can reach an on-call counselor when CCS is closed at (614) 292-5766 and 24 hour emergency help is also available through the 24/7 National Prevention Hotline at 1-(800)-273-TALK or at suicidepreventionlifeline.org. The Ohio State Wellness app is also a great resource available at go.osu.edu/wellnessapp.

Accessibility of course technology

This course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- [CarmenCanvas accessibility](#)
- Streaming audio and video
- [CarmenZoom accessibility](#)
- Collaborative course tools

COURSE SCHEDULE

Week	Dates	Topics, Readings, and Activities
1	8/23 – 8/28	<p>Topics: Behavioral Financial Decision Making / Biases, Foundational Finance Terminology, Finding Your Financial WHY</p> <p>Readings (from course text) - see Carmen for supplemental resources</p> <ul style="list-style-type: none">➤ Chapter 2 - Basic Ideas of Finance➤ Chapter 13 - Investor Behavior <p>Activities:</p> <ul style="list-style-type: none">➤ Knowledge Check Quiz - 10 points➤ Assignment: Building your financial why - 5 points➤ Discussion: Evaluating common financial resources - 10 points

2	8/29 – 9/4	<p>Topics: Goal Setting, Budgeting & Emergency Funds</p> <p>Readings (from course text) - see Carmen for supplemental resources</p> <ul style="list-style-type: none"> ➤ Chapter 1, Section 1.3 - The Planning Process about Goals ➤ Chapter 5, Section 5.1 - The Budget Process ➤ Chapter 5, Section 5.2 - Creating a Comprehensive Budget <p>Activities:</p> <ul style="list-style-type: none"> ➤ Knowledge Check Quiz - 10 points ➤ Assignment: Draft financial goals and monthly spending plan - 5 points ➤ Discussion: Evaluating savings account options for emergency fund - 10 points
3	9/5 – 9/11	<p>Topics: Credit: FICO, Credit Report, Security</p> <p>Readings (from course text) - see Carmen for supplemental resources</p> <ul style="list-style-type: none"> ➤ Chapter 7, Section 7.3 – Other People’s Money: Credit <p>Activities:</p> <ul style="list-style-type: none"> ➤ Knowledge Check Quiz - 10 points ➤ Assignment: Evaluating your own credit report - 5 points
4	9/12 – 9/18	<p>Topics: Insurance: Auto, Home, Life, Disability & Professional Liability</p> <p>Readings (from course text) - see Carmen for supplemental resources</p> <ul style="list-style-type: none"> ➤ Chapter 10, Section 10.1 – Insuring your Property ➤ Chapter 10, Section 10.3 – Insuring your Income <p>Activities:</p> <ul style="list-style-type: none"> ➤ Knowledge Check Quiz - 10 points ➤ Discussion: Searching for insurance to meet your needs - 10 points

5	9/19 – 9/25	<p>Topics: Tax Preparation & Planning</p> <p>Readings (from course text) - see Carmen for supplemental resources ➤ Chapter 6 – Taxes and Tax Planning</p> <p>Activities:</p> <ul style="list-style-type: none"> ➤ Knowledge Check Quiz - 10 points ➤ Assignment: Forecasting taxes - 8 points
6	9/26 – 10/2	<p>Topics: Investing 101</p> <p>Readings (from course text) - see Carmen for supplemental resources</p> <ul style="list-style-type: none"> ➤ Chapter 11, Section 11.2 – Retirement Planning: Ways to Save ➤ Chapter 12 – Investing ➤ Chapter 17, Section 17.1 – Mutual Funds <p>Activities:</p> <ul style="list-style-type: none"> ➤ Knowledge Check Quiz - 10 points ➤ Assignment: Completing a nest egg calculation - 10 points
7	10/3 – 10/9	<p>Topics: Estate Planning: Living Will, Durable and Healthcare POA</p> <p>Readings (from course text) - see Carmen for supplemental resources</p> <ul style="list-style-type: none"> ➤ Chapter 11, Section 11.3 – Estate Planning ➤ Living Wills and Powers of Attorney for Health Care: An Overview (NOLO.com) <p>Activities:</p> <ul style="list-style-type: none"> ➤ Knowledge Check Quiz - 10 points ➤ Assignment: Estate Planning - 8 points ➤ Mid-Semester Reflection Paper - 10 points

8	10/10 – 10/16	<p>Track A (Student Loans) or Track B (Investing) – see Carmen for details and more information on topics, readings, and activities</p> <ul style="list-style-type: none"> Track A (Student Loans) - Please complete the 10-point quiz for each week. <ol style="list-style-type: none"> Anatomy of a Student Loan Evaluating Loan Repayment Options Case Studies / Developing Personal Repayment Plan Track B (Investing) - Please complete the 10-point quiz for each week. <ol style="list-style-type: none"> Asset Allocation / Rebalancing / Diversification Real Estate Investing Hiring a Financial Advisor
9	10/17 – 10/23	
10	10/24 – 10/30	
11	10/31 – 11/6	<p>Building Your Course Plan of Study – see Carmen for details and more information</p> <p>Activities:</p> <ul style="list-style-type: none"> ➤ Assignment: Plan of Study for Weeks 12-14 - 10 points
12	11/7 – 11/13	Following Your Course Plan of Study and complete that modules 10-point quiz (Part 1) – see Carmen for details and more information
13	11/14 – 11/20	Following Your Course Plan of Study and complete that modules 10-point quiz (Part 2) – see Carmen for details and more information
14	11/21 – 11/27	Following Your Course Plan of Study and complete that modules 10-point quiz (Part 3) – see Carmen for details and more information
15	11/28 – 12/4	<p>End of Course Reflection</p> <p>Activities:</p> <ul style="list-style-type: none"> ➤ End of Semester Reflection Paper - 10 points