



BUS-COL-BUSFIN-3300-SYLLABUS

Autumn 2023

COURSE OVERVIEW:

Instructor

Instructor: Derik Staufenberg

Email address: staufenberg.3@osu.edu

Office hours: By Appointment (See Carmen for scheduling)

Schoenbaum Hall Lectures in Room 320

Tuesday and Thursday 3:55PM - 5:15PM

Course description

An introduction to insurance and risk. Topics include the insurance mechanism and the risk management framework, the private insurance industry, government regulation of insurance, insurance contracts, auto insurance, homeowners insurance, life and health insurance, and group benefits and social insurance.

- Explain the meaning of loss exposure and describe and compare the different types of risk
- Describe the major techniques for managing risk
- Explain the basic insurance mechanism (how insurance works) and describe the benefits of insurance coverage
- Describe the different types of insurance companies and insurance distribution systems
- Explain the key functions (operations) of an insurance company
- Describe the federal and state government regulation of insurance
- Explain the basic features of insurance contracts
- Explain the nature of the liability risk and describe the key features of auto insurance
- Describe the key features of homeowners insurance and the different types of coverage
- Describe the different types of life insurance and the general structure of life contracts.
- Describe the different forms of health, disability and long-term care insurance and the role each plays in personal health risk management
- Describe the different life, health and retirement benefits provided by employers and how these work in conjunction with individual life and health insurance.

HOW THIS COURSE WORKS

Mode of delivery: This course is 100% in-class. I expect each student to attend class **on time** and be prepared to discuss homework and/or participate in our in-class discussions.

Pace of activities: This course is divided into a **weekly schedule** as outlined on the course website in CarmenCanvas. Students are expected to keep pace with weekly deadlines.

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: The following is a summary of everyone's expected participation:

- **Participating: AT LEAST TWICE PER WEEK**

My expectation is that everyone in this class will attend every class and be on time. You can miss 3 classes without affecting your participation grade. Each additional class that you miss will result in a 1 point reduction to your participation grade. Attendance will be taken through Top Hat: tophat.com. Instructions in how to sign-up for Top Hat will be given on the first day of class. You are expected to come to class having read the required textbook sections and Canvas reading assignments.

There will be a Board Problem assigned at the end of most lectures for discussion at the start of the next class. I will randomly select a student to solve the problem on the board and present the solution to the class. Failure to prepare the board problem will negatively affect the participation grade, while active engagement in the board problem discussion will be rewarded. Note that this will be evaluated by effort, not by correctness.

- **Lectures: SYNCHRONOUS** You are expected to attend lecture each week.
- **Tests: TWO MIDTERMS AND ONE FINAL EXAM. EXAMS WILL BE TAKEN DURING CLASS TIME.**

There will be 2 midterms and 1 final exam. Both the midterms and final exam will be taken during class time and administered through CarmenCanvas Quizzes. The exam will be given during your **scheduled lecture time**. Please see the course schedule for exam dates. Each timed exam will be 80 minutes in length. The clock starts at 3:55PM. The test must be completed in that one sitting and all exams must be completed by 5:15PM. The midterms and final exam will be non-cumulative.

Proctoring will be done by LockDown Browser. Details about how to install LockDown Browser onto your laptop or iPad will be shared at the beginning of Week 2.

There will be no make-up exams unless you have a valid family, health or safety emergency. Please email the instructor PRIOR to the exam. If you miss an exam without my knowledge, then you will receive a zero for that component of the grade.

- **Complete Individual homework assignments: USUALLY DUE EVERY 1-2 WEEKS. CHECK THE COURSE SCHEDULE IN CARMEN FOR DUE DATES.**

The assignments will be individual and group, depending on the assignment. In either case, each student or group will be working independently of all other students or groups. Professor Staufenberg will randomly assign students to groups for each group assignment. The assignments include exam-style problems, case studies discussion questions, questions related to assigned readings and completion of online class exercises to be completed outside of class. All assignments are due at 11:59PM the day before the next online class meets. No late assignment will be accepted (See Course Schedule for assignments and dates). ***Please note that some assignments will be announced online class and will not be listed in the syllabus.***

** 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.*

Quizzes: BEST 5 OUT OF 6 ONLINE QUIZZES. THE QUIZZES WILL BE TAKEN DURING CLASS TIME.

There are six quizzes over the course of the semester and administered through CarmenCanvas Quizzes. The lowest quiz score will be dropped. The remaining quiz scores will contribute equally towards the total quiz grade.

Proctoring will be done by LockDown Browser. Details about how to install LockDown Browser onto your laptop or iPad will be shared at the beginning of Week 2.

There will be no make-up quizzes unless you have a valid family, health or safety emergency. Please email the instructor PRIOR to the quiz. If you miss a quiz without my knowledge, then you will receive a zero for that component of the grade.

- **Course Resources to Learn the Material: REQUIRED**
 - *Course notes* are posted on the course website. Please bring your notes and questions to class to participate in the class discussion.
 - *Required readings* or links to *required readings* posted on the class website. Students are expected to have completed the assigned reading before each class. To encourage preparation and facilitate class discussion, the professor will call on students in class to share their insights.
- **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)

The textbook and/or courseware for this course is being provided via CarmenBooks. Through CarmenBooks, students obtain publisher materials electronically through CarmenCanvas, saving them up to 80% per title. The fee for this material is included as part of tuition and is listed as CarmenBooks fee on your Statement of Account. In addition to cost-savings, materials provided through CarmenBooks are available immediately on or before the first day of class. There is no need to wait for financial aid or scholarship money to purchase your textbook.

Unless you choose to opt-out of the program, you do NOT need to purchase any materials for this course at the bookstore. For more information on the program or information on how to opt out, please visit the CarmenBooks website.

- Principles of Risk Management and Insurance 14th edition by Rejda & McNamara

Access this eBook through the CarmenBooks reader link in the course navigation.

TI BAll Plus Financial Calculator (Recommended)

- TI BAll Plus Financial calculator are available at the OSU Bookstore, as well as Amazon, Target, Wal-Mart, on-line, etc.

Course technology

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

- **Self-Service and Chat support:** ocio.osu.edu/help
- **Phone:** 614-688-4357(HELP)
- **Email:** servicedesk@osu.edu
- **TDD:** 614-688-8743

BASELINE TECHNICAL SKILLS FOR CARMENCANVAS 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

- [CarmenZoom virtual meetings](#)

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](http://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 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
Exams (2 Midterms and a Final Exam) 50 pts each	150 pts	40.1%	
Quizzes (Best 5 out of 6) 10 pts each	50 pts	13.4%	
Homework & Assignments*	150 pts	40.1%	
Participation/Attendance	24 pts	6.4%	
Total	374 pts	100%	

See course schedule below 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

A: 100% to 93%
 A-: <93% to 90%
 B+: <90% to 87%
 B: <87% to 83%
 B-: <83% to 80%
 C+: <80% to 77%
 C: <77% to 73%
 C-: <73% to 70%
 D+: <70% to 67%

D: <67% to 60%

E: <60% to 0%

Instructor feedback and response time

I am providing the following list to give you an idea of my 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 assignments, you can generally expect feedback within **7 days**.
- **Email:** I will reply to emails within **48 hours on days when class is in session at the university**.

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.
- **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:** 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 assignments in a word processor, where you can save your work, and edit it before uploading it to CarmenCanvas.

Financial Products Disclaimer:

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

Notification of Scores and Final Grades:

- The results of any graded materials, including final grades, WILL NOT be given by the instructor to individual students via phone, US post, e-mail, or verbally in person.

Materials submitted for grading throughout the term will be returned to students generally within one week after submission. Students with invalid absences on the return date must retrieve their materials at the instructor's office. Students may obtain their final grades online by accessing the University Registrar link.

Appeals:

- Grading errors should be corrected. Appeals must be in writing within one weeks after the graded work is made generally available—not the date you first look at it. If the end of term is within the one week period, the one week will start at the beginning of the next term. In general, the entire document will be checked for grading errors, and correcting these could either raise or lower the overall score.

Absences and Make-Ups:

- It is the sole responsibility of absent students to obtain any missed class notes, handouts, etc. If you have a valid family, health or safety emergency, please email the instructor PRIOR to the assignment deadline. Unexcused absences will result in a grade of zero (0) for any missed assignments.

Disenrollment:

- University Rule 335-8-33 provides that a student may be disenrolled after the third instructional day of the semester/term, the first Friday of the semester/term or the student's second class session of the course, whichever occurs first, if the student fails to attend the scheduled course without giving prior notification to the instructor.

Academic Integrity Policy

POLICIES FOR THIS COURSE

- **Tests and quizzes:** You must complete your own tests and quizzes without the help of others nor your classmates.
- **Homework assignments:** Your homework assignments & discussion posts, must be your own 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.
- **Collaboration:** While study groups are encouraged, remember that comparing answers on a test or assignment is not permitted. If you're unsure about a particular situation, please feel free 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

All students and employees at Ohio State have the right to work and learn in an environment free from harassment and discrimination based on sex or gender, and the university can arrange interim measures, provide support resources, and explain investigation options, including referral to confidential resources.

If you or someone you know has been harassed or discriminated against based on your sex or gender, including sexual harassment, sexual assault, relationship violence, stalking, or sexual exploitation, you may find information about your rights and options at titleix.osu.edu or by contacting the Ohio State Title IX Coordinator at titleix@osu.edu. Title IX is part of the Office of Institutional Equity (OIE) at Ohio State, which responds to all bias-motivated incidents of harassment and discrimination, such as race, religion, national origin and disability. For more information on OIE, visit equity.osu.edu or email equity@osu.edu.

Office of Diversity & Inclusion

Ohio State values diversity in people and ideas. It is an inclusive, supportive community where you can comfortably join in or confidently stand out. The office of Diversity and Inclusion's website odi.osu.edu has links to campus resources for students: <https://odi.osu.edu/campus-resources>.

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 (SEE DETAILED WEEKLY SCHEDULE IN CARMENCANVAS)

Day	Topic
Week 1 Aug. 22, Tues. & Aug. 24, Thurs.	<ul style="list-style-type: none"> • Intro., Course Overview • Chapter 1 - Risk and Its Treatment
Week 2 Aug. 29, Tues. & Aug. 31, Thurs.	<ul style="list-style-type: none"> • In-Class Chapter 1 Assignment • Chapter 2 - Insurance and Risk
Week 3 Sept. 5, Tues. & Sept. 7, Thurs.	<ul style="list-style-type: none"> • In-Class Chapter 2 Assignment • Chapter 3 - Introduction to Risk Management • Quiz 1: On Thursday, September 7th
Week 4 Sept. 12, Tues. & Sept. 14, Thurs.	<ul style="list-style-type: none"> • In-Class Chapter 3 Assignment • Chapter 9 – Fundamental Legal Principles

Day	Topic
Week 5 Sept. 19, Tues. & Sept. 21, Thurs.	<ul style="list-style-type: none"> • In-Class Chapter 9 Assignment • Chapter 10 - Analysis of Insurance Contracts • Quiz 2: On Tuesday, September 19th
Week 6 Sept. 26, Tues. & Sept. 28, Thurs.	<ul style="list-style-type: none"> • In-Class Chapter 10 Assignment • Midterm 1 on Thursday, September 28nd
Week 7 Oct. 3, Tues. & Oct. 5, Thurs.	<ul style="list-style-type: none"> • Chapter 11 - Life Insurance • In-Class Chapter 11 Assignment
Week 8 Oct. 10, Tues.	<ul style="list-style-type: none"> • Chapter 12 - Life Insurance Contractual Provisions
Week 9 Oct. 17, Tues. & Oct. 19, Thurs.	<ul style="list-style-type: none"> • In-Class Chapter 12 Assignment • Chapter 13 - Buying Life Insurance • In-Class Chapter 13 Assignment • Quiz 3: On Thursday, October 19th
Week 10 Oct. 24, Tues. & Oct. 26, Thurs.	<ul style="list-style-type: none"> • Chapter 14 - Annuities and Individual Retirement Accounts • In-Class Chapter 14 Assignment • Chapter 17 – Employee Benefits: Retirement Plans • In-Class Chapter 17 Assignment • Quiz 4: On Thursday, October 26th • Homework: <i>Mid-Semester Reflection Paper Due Monday, October 30th at 11:59PM</i>

<p>Week 11 Oct. 31, Tues. & Nov. 2, Thurs.</p>	<ul style="list-style-type: none"> • Guest Speaker: Hans Schell - State Farm Insurance Agent • Midterm 2 on Thursday, November 2nd
<p>Week 12 Nov. 7, Tues. & Nov. 9, Thurs.</p>	<ul style="list-style-type: none"> • Chapter 20 - Auto Insurance • In-Class Chapter 20 Assignment
<p>Week 13 Nov. 14, Tues. & Nov. 16, Thurs.</p>	<ul style="list-style-type: none"> • Chapter 21 - Auto Insurance (Continued) • In-Class Chapter 21 Assignment - 10 points • Quiz 5: On Thursday, November 16th
<p>Week 14 Nov. 21, Tues.</p>	<ul style="list-style-type: none"> • Chapter 22 - Homeowners Insurance, Section I • Homework: <i>End of Semester Reflection Paper Due Monday, November 27th at 11:59PM</i>
<p>Week 15 Nov. 28, Tues. & Nov. 30, Thurs.</p>	<ul style="list-style-type: none"> • In-Class Chapter 22 Assignment • Chapter 23 - Homeowners Insurance, Section II • In-Class Chapter 23 Assignment • Quiz 6: On Thursday, November 30th
<p>Week 16 Dec. 5, Tues.</p>	<ul style="list-style-type: none"> • Guest Speaker: Hans Schell - State Farm Insurance Agent
<p>FINALS WEEK Dec. 13, Wed.</p>	<ul style="list-style-type: none"> • Final Exam on Wednesday, December 13th at 4:00PM