



Instructor:

Name: Ernest E. Dancer, Senior Instructor
Department: Finance
Office Location: Working remotely
Phone Number: will be provided
Email: **dancer.1@osu.edu** (preferred means of communication)
Office Hours: By appointment only

Class Meeting Schedule:

This course is 100% online and runs on an asynchronous basis. There are no formal online class meetings students are required to attend. Optional office hours will use the Zoom tool on CarmenCanvas. All assignments will have firm due dates.

Course Materials:

Required textbook: Arthur Flitner (editor)
Understanding Commercial Risk, Collegiate Edition, CPCU 557 1st edition. ISBN 978-0-89462-457-5

Power Points will be provided for certain topics, and additional Readings may be assigned

The text must be ordered from the Institutes of Risk & Insurance. Look in the '**Course Textbook**' on the **Modules**' page. You must have a copy of the required course text by the start of the term. You also have the option to purchase the online version of the text, which includes a printed textbook and online version that includes videos and other material that may be helpful to your understanding of the course material. The assignments begin on the first day of class, so if you don't order the book early, to avoid falling behind. Read The Course Textbook Module for instructions to order the book.

Course Description:

An introduction to the Understanding Commercial Risk. The course will focus on commercial insurance policies, and will consider policy coverage, insuring agreements, exclusions, and provisions, and conditions. The concepts in the policies will be analyzed and consider you will make a detaining how they may affect payments of claims scenarios that will be presented.

The area of commercial insurance policies and concepts that will be discussed and studied include:

- Analyze Commercial property insurance (buildings and business personal property), including causes of loss in the Basic Form and in the Special Form policies.

- Understand the commercial policy conditions, different provisions, conditions, Insurance Agreements, and exclusions and know their significance in determining policy coverage for the various policy forms that will be presented in this course
- Analyze Commercial Crime coverage and be able to apply coverage in a claim scenario.
- Understand Commercial Risk in relation to all commercial coverage.
- Analyze Commercial General Liability coverage and review specific claim scenarios to determine if coverage exist.
- Understand the facts of Business Income insurance, and the unique way that coverage limits are determined.
- Review Commercial Crime insurance, as well as the coverage and the methods used to mitigate risk and reduce losses
- Understand Equipment Breakdown insurance and how it differs from losses from wear and tear and other maintenance issues that are not covered.
- Become familiar with Commercial General Liability insurance, and be able to apply coverage to claim scenarios that will be presented
- Review and analyze Business Auto Insurance Coverage, including policy codes and definitions of vehicle types and uses.
- Understand the importance of Workers' Compensation insurance and learn the difference between monopolistic and non-monopolistic states.
- Introduction to Professional Liability policy forms and employment Practices Liability and understand what 'claims-made' and know how it differs from General Liability forms.
- Study the comprehensive nature of Business-Owners Policies and how they are tailored to smaller business needs.
- Discuss and analyze Farm Policy Insurance and its unique characteristics.
- Introduction to Cyber Defense Liability Coverage terms, coverage sections and limits.
- Introduction to Directors & Officers Liability, coverage sections and policy terms.
- You will be presented with claim scenarios for many of these policy forms and will be required to review and determine whether coverage exists based in the policy form and the claim details.

Prerequisites:

Please contact your advisor with any questions concerning prerequisites for this course.

Course Learning Outcomes:

Detailed learning objectives can be found at the beginning of each chapter in the Flitner course text and in the course modules.

How This Course Works:

Mode of delivery: This course is 100% online and operates on an asynchronous basis. There are no required class sessions nor is there a specific time be logged onto CarmenCanvas.

Zoom meetings may be scheduled during the semester as needed. The sessions on Zoom will be recorded for viewing at an alternate time.

Pace of online activities: This course is divided into **modules** (groups of related topics). Each module is designed to cover 8 days. At the end of each Unit of instruction a written assignment or quiz will be due. The dates of the quizzes are listed in the syllabus but are subject to change. Modules are released to students on a flow basis, at the beginning of each module “window.” The assignment due at the end of each module is graded. Students are expected to keep pace with assignment deadlines. See **Navigating the Content Modules** (below) for more information.

Credit hours and work expectations: This course is **three credit hours**. Thus, according to [Ohio State policy](#), students should expect to devote an average of 3 hours a week to work associated with CarmenCanvas and an additional 6 hours a week to “homework” (notably, assigned reading and test preparation).

Navigating the Content Modules:

The following discussion should help you understand how to use the content modules – what tasks you should complete during each module, how to sequence and spread these tasks over the two-week window, and how to budget your time to get everything done on schedule. Consider the following time template as a suggested method for scheduling your study time and reading assessment assignments:

- The first page of each module is labeled **Learning Objectives and Reading Assignment**. **You should start here.** The page covers module content, learning objectives and reading assignment. All these tasks are designed to prepare you for the module **Reading Assessment** (see below).
- You may need to reread the assigned chapter to revisit content you didn’t fully understand the first time around. **Don’t hesitate to do this!!!** Your objective is not to memorize content, but to satisfy yourself that you **understood** what you read. Understanding is all-important. You’ll be able to use your textbook notes on all the module Reading Assessments (quizzes), so there’s no need to memorize anything.
- As you approach the last 2 or 3 days of the module window (dates on both the syllabus and CarmenCanvas), in preparation for the module’s Reading Assessment, review the assigned reading once again to refresh your knowledge of the topics covered. The more familiar you are with chapter content and where topics can be found in the textbook, the better you’re likely to do on the module Reading Assessment.
- The **Reading Assessment quizzes** use a set of multiple-choice and short essay questions to evaluate your understanding of the topics you covered in the module reading assignment. You may have read every word in the assigned chapter, but did you really understand what you read?

- Once you finish your chapter review, decide when you want to take the **Reading Assessment quiz**:
 - The assessment quiz can be found on the website under each module. The due date is shown in the course calendar which appears later in the syllabus.
 - You can use your **text and notes** to help you with answers. However, **no one may assist you** on an Assessment (testing runs on the University Honor System).
- When you get your Assessment score (grading is automatic), please do not hesitate to reach out to the instructor through email with questions about your performance.

These comments provide general guidance on activities associated with the content modules. Additional information is available on the website, where you also will find detailed instructions accompanying each module Reading Assessment.

Grading Scale:

The course consists of the following graded tasks (with total points possible):

Personal introduction:

- Introduce Yourself to the Class, including a short profile of your reason for choosing this course and other general information about career or other goals.

Each content module (11 modules):

- | | |
|------------------------------------|------------|
| • Quizzes (11 @ 20 points each) | 220 points |
| • Personal introduction assignment | 15 points |
| • Final Exam | 80 points |

Total points possible	<u>310 points</u>
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The total number of points you earn divided by the total number of points possible (310) yields your **Total Percent Score**. This score is compared to the course grading scale (shown below) to determine your final letter grade. The University grading scale used in this course.

<u>Grade</u>	<u>Total Percent Score</u>
A	93% or better
A-	90% or better
B+	87% or better
B	83% or better
B-	80% or better
C+	77% or better
C	73% or better
C-	70% or better
D+	67% or better
D	60% or better
E	Less than 60%

Course Schedule – BUSFIN 4310 (5119) Au23

Module	Assignment Category
Preparation Module Aug 17 to Aug 25	Course Introduction and getting started 1. Open and read the course syllabus 2. Read the course schedule which has the due dates for all assignments 3. Order the textbook from 'The Institutes.' 4. Personal introduction assignment is due 8/27/23 before 11:59pm.
Module 1 Aug 22 to Aug 28	Chapter 1 – Examining Building and Personal Property Coverage 1. Review the Learning Objectives and complete the Reading Assignment. 2. Complete reading Chapter 1 and the quiz 3. Chapter 1 quiz is due on 8/28/23 before 11:59pm.
Module 2 Aug 29 to Sept 6	Chapter 2 – Applying Building & Personal Property Conditions 1. Review the Learning Objectives and complete the Reading Assignment. 2. Complete reading Chapter 2 and the quiz 3. Chapter 2 quiz is due 9/10/23 before 11:59pm.
Module 3 Sept 7 to Sept 14	Chapter 3 – Examining Business Income Coverage 1. Review the Learning Objectives and complete the Reading Assignment. 2. Complete reading Chapter 3 and the quiz 3. Chapter 3 quiz is due on 9/14/23 before 11:59pm.
Module 4 Sep 15 to Sept 22	Chapter 4 – Mitigating Crime Coverages 1. Review the Learning Objectives and complete the Reading Assignment. 2. Complete reading Chapter 4 and the quiz 3. Chapter 4 quiz is due on 9/22/23 before 11:59pm.
Module 5 Sept 23 to Sept 30	Chapter 5 – Examining Commercial General Liability Coverages 1. Review the Learning Objectives and complete the Reading Assignment. 2. Complete reading Chapter 5 and the quiz 3. Chapter 5 quiz is due on 9/30/23 before 11:59pm.
Module 6 Oct 1 to Oct 8	Chapter 6 – Applying Commercial General Liability Coverages 1. Review the Learning Objectives and complete the Reading Assignment. 2. Complete reading Chapter 6 and the quiz 3. Chapter 6 quiz is due on 10/08/23 at 11:59pm.
Module 7 Oct 9 to Oct 16	Chapter 7 – Analyzing the Business Auto Coverage Form 1. Review the Learning Objectives and complete the Reading Assignment. 2. Complete reading Chapter 7 and the quiz 3. Chapter 7 quiz is due on 10/16/23 before 11:59pm

Module 8 Oct 17 to Oct 24	Chapter 8 – Managing Payments for Employee Illness & Injury 1. Review the Learning Objectives and complete the Reading Assignment. 2. Complete reading Chapter 8 and the quiz 3. Chapter 8 quiz is due on 10/24/23 before 11:59pm.
Module 9 Oct 25 to Nov 1	Chapter 9 – Meeting Other Commercial Coverage Needs 1. Review the Learning Objectives and complete the Reading Assignment. 2. Complete reading Chapter 9 and the quiz 3. Chapter 9 quiz is due on 11/01/23 before 11:59pm.
Module 10 Nov 2 to Nov 9	Unit 10 – Introduction to Professional Liability 1. Review the Learning Objectives 2. Watch the power point presentation or complete the reading assignment 3. Chapter 10 quiz is due on 11/09/23 before 11:59pm.
Module 11 Nov 10 to Nov 18	Unit 11 – Introduction to Cyber Defense Liability 1. Review the Learning Objectives 2. Watch the power point presentation or complete the reading assignment 3. Chapter 11 quiz is due on 11/18/23 before 11:59pm.
Module 12 Nov 19 to Nov 29	Unit 12 – Thanksgiving / Review week 1. Review the quizzes and material from the past 12 weeks 2. Study for the final exam and email any questions to your instructor. 3. No assignments or quizzes are due Thanksgiving week.
Module 13 Nov 25 to Dec 1	Unit 13 – Introduction to Directors & Officers Liability 1. Review the Learning Objectives 2. Watch the power point presentation or complete the reading assignment quiz 3. Chapter 12 quiz is due on 12/6/23 before 11:59pm.
Module 14 Dec 2 to Dec 6	Unit 14 – Review questions and discussion 1. An optional zoom meeting will be scheduled each morning from 12/04/23 through 12/06/23 for any students wishing to log in to ask questions about the course material or concepts that we discussed in preparation for the final exam.
Module 15 Dec 8 to Dec 12	Comprehensive Final Exam 1. The final exam can be taken on any day between 12/8/23 and 12/12/23. The final exam is due on 12/12/23 before 11:59pm.

Course Technology:

For help with passwords, university email, CarmenCanvas, or any other technology issue, contact the Ohio State IT Service Desk. Usual 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

Basic technical skills for online courses:

- Basic computer and web-browsing skills
- Navigating CarmenCanvas (see the [Canvas Student Guide](#))

Required technology skills specific to the course:

- [Getting Started with CarmenZoom](#)

Required equipment:

- Computer: Current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Calculator: Most students use a calculator app loaded onto their phone; apart from basic arithmetic calculations, an app should be able to hand compounding and discounting.
- Other: A mobile device (phone or tablet) or landline to use for BuckeyePass authentication

Recommended equipment for Zoom calls:

- Webcam: Built-in or external webcam, fully installed.
- Microphone: Built-in laptop or tablet mic or external microphone

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).

CarmenCanvas access:

You will need to use [BuckeyePass](#) multi-factor authentication to access your courses in CarmenCanvas. To ensure you can always connect to CarmenCanvas, we recommend you take the following steps:

- Register several 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; you'll get ten passcodes good for 365 days that can each be used once.
- Download the [Duo Mobile application](#) to all 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 satisfies your needs, contact the **IT Service Desk at 614-688-4357 (HELP)** and the IT support staff will help you with a solution.

Policy on Late Assignment Submissions:

Due dates for graded assignments are contained in the syllabus and posted on CarmenCanvas. If you fail to submit an assignment by the deadline, or you miss an assignment altogether, you should contact (email) the instructor as soon as possible with an explanation. If the explanation you provide is acceptable, you may be given an opportunity to make-up the work within a brief time following the original assignment due date, with no grading penalty (depending upon your explanation).

Instructor Feedback and Response Expectations:

You may contact the instructor at any time by email. You should clearly state the purpose of your email and limit the number of questions you ask in a single email message. Do not ask questions that can be answered simply by consulting the course syllabus or the course website or by contacting a classmate.

Call the **OSU Help Line (614-688-HELP)** with any CarmenCanvas questions.

With respect to turnaround time, the instructor will make every effort to grade posted written assignments and provide feedback within five calendar days of an assignment due date and respond to student emails (sent through CarmenCanvas) within 12 hours of receipt during the week.

A Reading Assessment is graded automatically by CarmenCanvas when you submit one for grading. Scores are posted to the Course Grade Sheet page. You won't be able to determine which questions you missed; however, if you are concerned about your score, you should contact the instructor for assistance.

Academic integrity:

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 OSU Committee on Academic Misconduct (COAM) expect that students have read and understand the University's Code of Student Conduct, and that students will complete all academic and scholarly assignments in fairness and honesty. Students must recognize that failure to follow the rules and guidance 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 subverts the educational process.” Examples of such misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying work produced by 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 strongly recommend you review the Code of Student Conduct and specifically, those sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, in accordance with university rules, I am required to report suspicious activity to the Committee on Academic Misconduct. If the COAM determines that you have violated the University's Code of Student Conduct (i.e., committed academic misconduct), sanctions for misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have questions about this policy or what constitutes academic misconduct in this course, please feel free to contact me.

Disability Services:

The University strives to make all learning experiences as accessible as possible for students. In light of the current pandemic, students seeking to request COVID-related accommodations may do so using the OSU [Request Process](#), managed by Student Life Disability Services (SLDS). If you expect or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with SLDS. After registration, please plan with me as soon as possible to discuss accommodations so they may be implemented in a timely fashion. **SLDS contact information:** slds@osu.edu; 614-292-3307; slds.osu.edu; located at 098 Baker Hall, 113 West 12th Avenue.

Grievances and Solving Problems:

According to University policy, if you have a problem with this course, you should try to resolve the grievance concerning a grade or academic practice by speaking first with the instructor. Then, if necessary, take your case to the department chairperson, associate dean for programs in the college, and to the provost, in that order. Specific procedures are outlined in Faculty Rule 3335-7-23. Grievances against graduate, research or teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant's department.

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