

WESTERN KENTUCKY UNIVERSITY  
COLLEGE OF BUSINESS ADMINISTRATION  
**FIN 350—Risk Management and Insurance**  
FIN-350-700 (CRN 11118) Web based delivery

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Winter, 2015  
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You are responsible for knowing the contents of this syllabus----read it thoroughly and with care! This syllabus represents a contract between you and the professor.

Texts and Calculators

**Required**

Principles of Risk Management and Insurance, by George Rejda, 12<sup>th</sup> edition

**Recommended**

A Financial Calculator--*Preferably* Texas Instruments' BA II Plus Professional.

Course Objectives

The purpose of this course is to help you develop an understanding of: the basis for risk management and insurance, how the various types of insurance contracts work, how insurance is used in financial planning, and current issues in the insurance industry. Financial planning issues are also examined briefly.

Prerequisites

FIN 330 (Principles of Financial Management)

Dropping the Course

The last day to drop the course with a "W" is Tuesday, January 13. No withdrawal cards will be signed after this deadline, *except under the most extraordinary circumstances*, and must be approved by the Finance Department chair and the Dean of the Gordon Ford College of Business.

Course Structure and Preparation

This course is conducted through Blackboard as an online course. (All hourly times mentioned in this syllabus and on Blackboard are Bowling Green times, i.e., central

daylight time.)

All materials, except the textbook, are in Blackboard. In the FIN 350 course site on Blackboard, you need access only three tabs: (1) Course Documents; (2) Quizzes/Tests; and (3) Discussion Board.

In this format you should not feel handicapped by the fact that we will not be meeting face-to-face. If you have a question, please go to the Discussion Board in Blackboard for FIN 350 and post the question or email me the question (*I prefer email because I check my e-mail more frequently than I do the Discussion Board*). I will respond ASAP, but on exam day starting @ 12:01 a.m. I will not respond to questions by email or posted on Blackboard.

I strongly recommend you use ALL the resources available to you (including Self Assessment Quizzes detailed next) to maximize your learning.

### Important material on Blackboard and Web

There are only 3 tabs you need to be concerned with in the Blackboard site for this course. They are:

- Course Documents
- Tests & Quizzes
- Discussion Board

The Course Documents section will contain several folders and documents, which are self-explanatory. I especially direct you to:

1. Powerpoints that accompany the text; provide a nice outline of the chapters.
2. Solutions to all chapter questions/problems. This document also contains an Outline of the chapter that you will find very helpful.

The Quizzes section is where you will go to take the two chapter quizzes. I will not answer questions by email about the quiz chapters (10 & 19) after the quiz is available per the schedule on January 9 & January 19.

The Discussion Board or email (I prefer e-mail) is the place to ask me questions about anything having to do with this course. I will respond ASAP, but after 12:01 am on exam day, I will not respond to any questions about the exam chapters. In addition, we will have a Discussion Board exercise January 15 – January 18 (more details on this will be forthcoming after January 6<sup>th</sup>).

The publisher of the book has provided excellent online resources for you to learn and

prepare for the quizzes and tests: <http://www.pearsonhighered.com/rejda/>  
(Once on the web site, click on 'Companion Website' for 12<sup>th</sup> edition and then 'Student Resources')

In addition to an online Glossary and Appendices that provide valuable information for different kinds of Insurance Policies, each chapter has its own section that covers 3 topics:

1. Internet Resources.
2. Web Exercise.
3. A web based self-assessment quiz. These quizzes will give you insight into the types of questions that you'll see from the text's test bank. These quizzes are NOT graded and you can take them as many as times as you like. I strongly encourage you to take full advantage of this till you feel you have mastered the material in that chapter.

The above 3 items are for your convenience, and for you to use as you see fit. I can assure you that this course will be much easier, if you make extensive use of them.

### Student Disability Services

In compliance with university policy, students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services in DUC A-200 of the Student Success Center in Downing University Center.

Please DO NOT request accommodations directly from me without a letter of accommodation from the Office for Student Disability Services.

### Exams and Grading

Your grade will be determined according to the following weighting scheme:

First exam	-	240 points
Second exam	-	240 points
Quiz 1	-	39 points
Quiz 2	-	39 points
Discussion Board Contributions	-	42 points
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Total		600 points

## Exams

The 2 **ONLINE** exams are to be **arranged by you** through the DELO office. You are allowed to take the exam at any DELO approved testing center in the universe, which of course, includes the on campus DELO testing center. (Instructions on arranging your exam times and places are on the last page of this syllabus.) Each exam is worth 240 points and consists of 60 multiple choice questions worth 4 points each. There are 10 questions from each of the 6 chapters covered on the exam. You will be allowed 90 minutes for each exam.

The exam schedule is:

Exam	Points	Chapters Covered	Day	Date	B.G. Time
1	240	1, 2, 3, 9, 15, 16	Tuesday	Jan. 13	to be arranged by you through the DELO office
FINAL	240	11, 12, 20, 21, 22, 24	Friday	Jan 23	to be arranged by you through the DELO office

*\* Exams are to be arranged by you through the DELO office per the instructions from Tabatha Spain given on the last page of this syllabus. You also received an e-mail from DELO giving you the same directions.*

## Quizzes

There will be two 39 point timed (15 minutes each) **open book** chapter quizzes **online** in Blackboard per the schedule below. Quizzes will be up in Blackboard for 48 hours, which should give you ample time to fit them into your schedule. You will get to take the quiz only once, and BB will report to me how long you took to take the quiz. **For each minute or partial minute beyond the limit, I will subtract 2 points from your score.** The 39 point quizzes will consist of 13 multiple choice questions drawn randomly from the test bank and you will have 15 minutes. The 39 point quizzes are over chapters that will **NOT** be on the exam.

While you are allowed to use your text for the quiz, it is to be a solo effort, i.e., only you should be involved in taking the quiz. NO group efforts!

Quiz	Points	Chapter	Date	Quiz Available on Blackboard	Quiz Removed from Blackboard
1	39	10	Fri. Jan. 9	Noon, Thursday Jan. 8	Noon, Saturday Jan. 10
2	39	19	Mon. Jan. 19	Noon, Sunday Jan. 18	Noon, Tuesday Jan. 20



## Grades

Your grade will be based on a 90%-80%-70%-60% (A-B-C-D) scale of the total points.

There are no extra credit projects. There are no incompletes except under the most extreme circumstances.

If you have an extreme emergency, at my discretion you will be allowed to take a make-up exam, but it will result in you getting an incomplete in the course, and taking the make-up exam during the week of January 26, 2015. *If possible, I strongly prefer to know in advance that you will miss an exam.* In fairness to those who took the regularly scheduled exam, the make-up exam will be longer and more difficult than the regular exam, and it must be taken by February 3, 2015. **Quizzes cannot be made-up.**

## Academic Honesty

The maintenance of academic integrity is of fundamental importance to the University. Thus it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts risks punishment of a serious nature—including an **Automatic ‘F’ in the class** for all involved. (See “Statement on Rights and Responsibilities” in Appendix to the University Catalog.)

## Course Coverage & Chapter Sequencing

You are responsible for the whole chapters.

<u>Rejda Chapter</u>	<u>Chapter Title</u>
1	Risk and Its Treatment
2	Insurance and Risk
3	Introduction to Risk Management
9	Fundamental Legal Principles
10 (Not on Exam)	Analysis of Insurance Contracts (39 pt. quiz)
15	Health-Care Reform; Individual Health Insurance Coverages
16	Employee Benefits: Group Life and Health Insurance
<b><u>EXAM 1</u></b>	<b>Chs. 1, 2, 3, 9, 15, 16 (240 pt. exam)</b>
11	Life Insurance
12	Life insurance Contractual Provisions
19(Not on Exam)	The Liability Risk (39 pt. quiz)
20	Homeowners Insurance, Section 1
21	Homeowners Insurance, Section 2
22	Auto Insurance
24	Other Property & Liability Insurance Coverages

<u>Final Exam</u>	Chs. 11, 12, 20, 21, 22, 24 (240 pt. exam)
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## Exam, Quiz, and Project Schedule

\*Quizzes will be available on Blackboard for 48 hours per the following schedule:  
 Quiz #1—Ch. 10: on Blackboard noon, Thur., January 8—noon, Sat., January 10  
 Quiz #2—Ch. 19: on Blackboard noon, Sun., January 18—noon, Tues., January 20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan. 4	Jan. 5 <b>Winter Session Officially Begins</b>	Jan. 6	<b>Jan. 7</b>	Jan. 8 @ Noon: *Quiz #1: Ch. 10	Jan. 9 *Quiz #1: Ch. 10	Jan. 10 Until Noon: *Quiz #1: Ch. 10
Jan. 11	Jan. 12	Jan. 13 <b>Exam 1</b>	Jan. 14	Jan. 15 <u>Discussion Board grading begins</u>	Jan. 16	Jan. 17
Jan. 18 @ Noon: *Quiz #2: Ch. 19 <u>DB grading ends (midnight)</u>	Jan. 19 *Quiz #2: Ch. 19	Jan. 20 Until Noon: *Quiz #2: Ch. 19	Jan. 21	Jan. 22	Jan. 23 <b>Final Exam</b>	Jan. 24

**Instructions on scheduling exams are on the next page.**

**Instructions on how to register for an exam at the DELO Testing Center or an approved off campus site (*DELO offices will not be open for help until January 5, 2015*)**

If you have any questions about the following, you can visit the Testing Home page at [www.wku.edu/testing](http://www.wku.edu/testing) or contact Ms. Tabatha Spain Phillips at 270-745-5122 or email her at [tabatha.phillips@wku.edu](mailto:tabatha.phillips@wku.edu). Also, you will get an e-mail from the testing center that will reinforce and further detail the following.

There are two different procedures depending on whether you will take the exam on campus in Bowling Green or at an off campus site.

**If you are going to take the exam ON CAMPUS in Bowling Green at the DELO Testing Center in Garrett Conference Center do the following:**

You can register for your exams on Topnet. When in Topnet, click on Student Services. When in Student Services, click on Registration. Under Registration, there will be a tab called Online Exam Reservation at the bottom of the list. The system will lead you through the process of making the reservation. Only the dates established by your instructor for the exam will be shown. The system will confirm your date and time immediately and you will be able to print the confirmation page as a reminder.

Be careful! Once you make your reservation and receive the confirmation you will not be able to alter the reservation on-line. To alter your confirmed reservation call 270-745-5122 to have the system reset. You must then follow the instructions as before in TopNet to schedule your exam again.

**If you need to take your exam at a location other than the DELO Testing Center in Garrett Conference Center on the WKU campus:**

To do this you cannot use the TopNet Exam Reservation system for taking on campus exams. **For instruction on how to set up your exam with a remote site, please go to <http://www.wku.edu/testing> and click on the drop down menu (middle of the page) that says: ‘SECOND, the exam you want to register for:’** (You may contact Tabatha Spain Phillips at 270-745-5122 or email her at [tabatha.phillips@wku.edu](mailto:tabatha.phillips@wku.edu). She can help you in finding a site near where you want to take the exam.) Registration requires completion of 2 steps:

1. Scheduling your exam time with your chosen proctored site. (*To allow time for processing, please submit your exam request form at least 4 days before your testing.*)
2. Filling out the Examination Request Form.



