

UNIVERSITY OF NORTH TEXAS
RMIN 3100 INTRODUCTION TO RISK MANAGEMENT AND INSURANCE (ONLINE)
Fall 2025

Course Administration

Professor: Dr. Yu-Luen Ma
Class: 100% online, via Canvas (<https://unt.instructure.com/>) and other forms of electronic communication
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E-mail: yu-luen.ma@unt.edu This is the best way to contact me. (Please see below for email policies)
Office hours: Tuesday 1:30-3:00pm or by appointment. Office hours are held both in person and via Zoom.

Please keep in mind that I am here to help you achieve success and I am working to create a learning environment that helps you learn more efficiently. I encourage you ask questions and/or for help and thus please do not hesitate to contact me via e-mail whenever you have any concerns, questions or suggestions for the class.

Text and Material

1. *Principles of Risk Management and Insurance* / Rejda and McNamara, 14th edition. (Several copies of the textbook are available in the Sycamore Library Reserve.)
2. PowerPoint slides and additional practice problems are available in the Housekeeping Module on Canvas.
3. A free copy of the course packet that contains all PowerPoints slides are available to be picked up from the Faculty Support Center, located on the 3rd floor of the Business Leadership Building (BLB).

Course Description

This course introduces the fundamental concepts of risk and insurance, with an emphasis on personal risk management products including life insurance, annuity, automobile insurance, homeowner insurance, and employee benefit programs. Principles of the insurance mechanism, pricing, underwriting, and marketing are also presented. **Students who have taken (or are currently taking) RMIN 2500 are not eligible to take this course.**

Upon completion of the course requirements, students should be able to:

- Comprehend the meaning of different types of risks.
- Identify appropriate methods in managing risks.
- Explain the characteristics of insurance and insurable risks.
- Explain different types of insurance programs and products.
- Understand insurance terminology and components of insurance contracts.
- Explain different functions in insurance company operations.
- Explain the rationale for policy design and provisions.
- Enhance their written communication skills.
- Enhance their time management skills.

Time Considerations

This class meets 100% online and there is no synchronized meetings. Remember that in a traditional face-to-face course you would be coming to class for about 2.6 hours every week and then spending at least an additional 2.6 hours outside of class on assignments and reading. You are expected to be self-disciplined and devote similar amount of time to an online course as you would to a traditional face-to-face course. Be sure to mark all deadlines for assignments, discussion postings, quizzes, etc. in your calendar at the beginning of the semester and budget your time accordingly.

E-mail Policies

For personal concerns or questions, email is the best way to contact me. I generally check my email several times each day during the weekdays and most questions will be answered within 24 hours. Please know that I may not be able to check my e-mail as frequently during weekends. E-mails sent over the weekend should expect a response on the following Monday. I hold regular office hours either in my office or via Zoom. You can also set up a time to meet with me if my regular office hours do not work for you. **I expect students to check their UNT email daily and log in Canvas at least 3 times per week.** If you don't respond to emails or log in over a prolonged period (5 days) then I will assume you intend to drop the course.

Grading

This course is made up of a series of assignments and assessments to assist you in achieving the learning objectives for each module. Each week you will work on various combinations of discussions, readings, assignments, quizzes, etc. which will be made available to you by each Monday and close on the date given in your course schedule. The student's grade in this course will be determined using the following weighting:

Orientation quiz:	10 points
Seven quizzes (keep six):	180 points
Discussion forum:	70 points
Assignments:	90 points
Career portfolio:	<u>10 points</u>
	360 points

There are seven quizzes in total and due dates for each quiz can be found on Canvas as well as the last page of the course syllabus. You are allowed to drop one quiz with the lowest score. To help you study more efficiently and focus on the materials, I have prepared PowerPoint slides as well as video lectures that summarize the main concepts for each chapter. PowerPoint slides corresponding to video lectures can be found in the Housekeeping Module on Canvas. **For quiz purposes, you will not be tested on topics that are not highlighted in PowerPoint slides.** Your final grades will be based on the total points from all graded material.

<u>Total points</u>	<u>Grade</u>
324-360 points	A
288-323.9 points	B
252-287.9 points	C
216-251.9 points	D
<216 points	F

Quizzes

There are a total of seven quizzes: one quiz every two weeks so each quiz covers two topics. Quiz questions are directly related to the materials contained in the corresponding course contents and are timed. Each quiz contains 15 questions (30 points maximum) and the time limit is 30 minutes per quiz. Up to two attempts are allowed for each quiz and the highest score will be recorded. You are allowed to drop the lowest quiz score so a total of six quizzes will count toward your final grade. To give you the greatest flexibility, each quiz is open for 48 hours starting from 12:00 AM on Saturday and ends on Sunday at 11:59 PM central time of each week that corresponds to the testing materials. If you know of a valid conflict for these scheduled times, you should let me know as soon as possible and **at least one week** before the quiz due date. **No make-up quizzes will be given if you miss the deadline without communicating with me in advance.**

You will need a webcam and have LockDown Browser on your laptop in order to take quizzes.

Student edition of the browser is available on [UNT CLEAR webpage](#). Please note that technical issues (e.g. equipment breakdown, internet connection issues, etc.) will NOT be acceptable reasons for not being able to finish quizzes before the deadline. Contact the student helpdesk at 940-565-2324 immediately if you encounter any technical issues. You should use direct broadband (not wireless) connections when taking quizzes to avoid internet connection issues.

Students are expected to study beforehand before taking quizzes. Please note that quizzes are not open-book or open-note, and no outside assistance is allowed. **You are required to conduct a comprehensive environmental scan before each quiz, and the scan should show clearly what is in front of you and on the desktop to prove that you are taking the quiz without open notes or other devices. You also need to make sure your face is visible all the time when you take the quiz.** It is your responsibility to make sure your environmental scan fully meets the expectations. Any violation of the rules is considered cheating and will result in a 0 for the corresponding quiz. Quiz answers will not be released. However, you can set up an appointment with me if you would like to go over quiz questions.

To give you an opportunity to “practice” taking the quiz within Canvas as well as ensuring that you fully understand the course policies, I have designed an orientation quiz that covers materials on the course syllabus and welcome letter. Unlike other quizzes, you are allowed unlimited number of attempts with no time limits for the orientation quiz until you score the maximum credit. The quiz is worth 10 points and you are required to complete the orientation quiz before August 19th (Tuesday), 11:59 PM central time.

Discussion Forum

Communication in the discussion forums is a great way for students to develop critical-thinking skills. Given that the course is entirely online, it is essential that all students fully participate in the discussion forum. There are a total of four discussion topics throughout the semester. For each discussion topic, you are required to post at least **TWO** comments – one initial comment and one follow-up comment corresponding to others’ postings. Please note that there are separate deadlines for the two postings. The two postings for the introduction need to be made during the first three days of the semester. For other topics, you are required to post your first comment by the end of Wednesday (11:59 PM central time) and then post at least one follow-up comment to others’ postings by the end of Saturday (11:59 PM). Your contributions to the discussion forums will be graded for *quality* not quantity, *timeliness* of your contributions, and a *detailed analysis* of linking together theory (readings) to application (activities). You should always make sure your comments are substantive and your comments should reference reading assignments, web references, lecture notes or outside resources. Comments that lack substance will receive little or no credit. For example, “I agree,” “Good posting,” or similar messages that add little or

nothing to the discussion will receive few, if any credits. Once the discussion deadline has passed, it will be too late to participate in the discussion for that topic.

Netiquette

"Online manners" are generally known as "netiquette." In an online classroom, our primary means of communication is written. The written language has many advantages: more opportunity for reasoned thought, more ability to go in-depth, and more time to think through an issue before posting a comment. However, written communication also has certain disadvantages, such a lack of the face-to-face signaling that occurs through body language, intonation, pausing, facial expressions, and gestures. As a result, please be aware of the possibility of miscommunication and compose your comments in a positive, supportive, and constructive manner. Some examples of proper netiquette are:

- Avoid writing messages in all capital letters. THIS IS GENERALLY UNDERSTOOD AS SHOUTING.
- Use proper punctuation, grammar and be sure to edit your contribution before posting.
- Use sarcasm cautiously. In the absence of nonverbal cues such as facial expressions and voice inflections, the context for your sarcasm may be lost, and your message may thus be misinterpreted.
- Read all postings before posting your responses to discussion topics so as to not unnecessarily repeat information.

Assignments

There are a total of six assignments throughout the semester. All assignments are due by the corresponding Friday at 11:59 PM central time so you should have plentiful amount of time for each assignment. While late submission may be accepted within 24 hours after the deadline, a 25% penalty will be applied. Penalties begin immediately after the deadline has passed. You are allowed to change answers and resubmit assignments before the deadline, and your grade will be based on the *last* submission. All assignments are graded after the due date and you will not be allowed to resubmit for a grade change once an assignment has been graded. You can find practice problems that are similar to the assignment questions in the Housekeeping Module.

Career Portfolio

To help you prepare for the RMI Career Fair (October 30, 2-4pm, Union 314) and the job market, you are required to create a professional resume that is approved by the Career Center and set up your Linked profile so you are ready for job fairs, interviews, and making professional connections, etc. Detailed guideline for the professional resume and the LinkedIn profile are available on Canvas.

Extra Credit

Multiple extra credit opportunities are offered to the entire class throughout the semester. This usually relates to your attendance at [Gamma Iota Sigma \(GIS\)](https://www.untgis.com/) (<https://www.untgis.com/>) meetings and your other involvement in risk and insurance related activities. **GIS members are eligible for many scholarships and other benefits. You are strongly encouraged to become a GIS member and participate in GIS sponsored events.** For each qualified event that you participate, you earn 2 extra points. A maximum of 20 points may be earned throughout the semester. I will post qualified extra credit events on Canvas and send e-mail ahead of time of each opportunity.

Accommodation for Students with Disabilities

Students in need of special accommodation should contact the staff in the Office of Disability Accommodation. Information regarding policies for obtaining academic accommodations can be found at <https://studentaffairs.unt.edu/office-disability-access/index.html>

Academic Integrity Policy

All students enrolled in class are expected to maintain high standards of ethical conduct within the classroom and when completing assignments, projects, and/or exams. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. Unauthorized assistance on examinations, homework, research papers or case analyses in any forms is not allowed for any reason. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large scale “cutting and pasting” from other sources, even if properly footnoted, is not appropriate. Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student's participation.

RMIN 3100 Introduction to Risk Management and Insurance Course Schedule*
Topics, assignments, discussion and quizzes due dates**

Week	Topics and Chapters in Rejda and McNamara Text	Assignment, Discussion and Quiz Due Date
Week 1 8/18	Topic 1: Introduction to Risk Management (Ch1 & 3)	<ul style="list-style-type: none"> ▪ Orientation quiz and personal profile due 8/19 (T) ▪ Discussion “Introduction”: <ul style="list-style-type: none"> ✓ First posting due 8/19 (T) ✓ Follow-up posting due 8/20 (W) ▪ Discussion “Risk Matrix”: <ul style="list-style-type: none"> ✓ First posting due 8/20 (W) ✓ Follow-up posting due 8/23 (Sat)
Week 2 8/25	Topic 2: Liability Risk (Ch19)	<ul style="list-style-type: none"> ▪ Resume draft 1 due 8/26 (T) ▪ Quiz 1 due 8/31 (Sun)
Week 3 9/1	Topic 3: Introduction to Insurance (Ch2)	<ul style="list-style-type: none"> ▪ Assignment 1: Risk management strategies due 9/5 (F)
Week 4 9/8	Topic 4: Insurance Industry (Ch5)	<ul style="list-style-type: none"> ▪ Resume draft 2 due 9/10 (W) ▪ Quiz 2 due 9/14 (Sun)
Week 5 9/15	Topic 5: Insurance Company Operations (Ch6)	<ul style="list-style-type: none"> ▪ Assignment 2: Reinsurance due 9/19 (F)
Week 6 9/22	Topic 6: Fundamental Legal Principles (Ch9)	<ul style="list-style-type: none"> ▪ LinkedIn profile and final resume due 9/25 (TR) ▪ Quiz 3 due 9/28 (Sun)
Week 7 9/29	Topic 7: Financial Operations and Regulation (part of Ch7 & 8)	<ul style="list-style-type: none"> ▪ Discussion “Company Research”: <ul style="list-style-type: none"> ✓ First posting due 10/1 (W) ✓ Follow-up posting due 10/4 (Sat)
Week 8 10/6	Topic 8: Insurance Contract Basics (Ch10)	<ul style="list-style-type: none"> ▪ Quiz 4 due 10/12 (Sun)
Week 9 10/13	Topic 9: Life Insurance Basics (Ch11)	<ul style="list-style-type: none"> ▪ Discussion “Financial Planning”: <ul style="list-style-type: none"> ✓ First posting due 10/15 (W) ✓ Follow-up posting due 10/18 (Sat)
Week 10 10/20	Topic 10: Life Insurance Contractual Provision (Ch12)	<ul style="list-style-type: none"> ▪ Assignment 3: Life insurance due 10/24 (F) ▪ Quiz 5 due 10/26 (Sun)
RMI Week: October 27 to October 30 RMI Career Fair, October 30, 2-4pm, Union 314		
Week 11 10/27	Topic 11: Annuity and Retirement (Ch14)	<ul style="list-style-type: none"> ▪ Assignment 4: IRA due 10/31 (F)

Week 12 11/3	Topic 12: Employee Benefits (part of Ch17)	<ul style="list-style-type: none"> ▪ Quiz 6 due 11/9 (Sun)
Week 13 11/10	Topic 13: Auto Insurance (Ch20)	<ul style="list-style-type: none"> ▪ Assignment 5: Auto insurance due 11/14 (F)
Week 14 11/17	Topic 14: Homeowners Insurance (Ch22 & 23)	<ul style="list-style-type: none"> ▪ Assignment 6: Homeowners insurance due 11/21 (F) ▪ Quiz 7 due 11/23 (Sun)
Thanksgiving Break		
Week 15 12/1	Review	<ul style="list-style-type: none"> ▪ Optional final quiz due 12/7 (Sun)

* The course schedule is subject to change in order to accommodate curriculum revisions. See Canvas for the most recent updates.

** All assignments, discussion postings and quizzes are due at 11:59 PM central time of the due date. M = Monday; T = Tuesday; W = Wednesday; TR = Thursday; F = Friday; Sat = Saturday; Sun = Sunday