

UNIVERSITY OF NORTH TEXAS
RMIN2500 INTRODUCTION TO RISK MANAGEMENT AND INSURANCE (ONLINE)
SPRING 2020

Course Administration

Professor: Dr. Yu-Luen Ma
Class: 100% online, via Canvas (<https://unt.instructure.com/>) and other forms of electronic communication
Office: BLB 378A
E-mail: yu-luen.ma@unt.edu This is the best way to contact me. (Please see below for email policies)
Office hours: Tuesday 2:00-4:00pm and Thursday 2:00-3:00pm. Or join 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 ed. (several copies of the textbook are available in the Eagle Commons Library Reserve).
2. Course packets that contain the PowerPoints slides and sample insurance policies are available to be picked up from Dr. Ma's office. All files are also available from Canvas.

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. 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 scheduled face-to-face 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. You can also stop by my office during my regular office hours, or set up a time to meet via Zoom. If you have any general course or syllabus questions, please post them to the *General Course and Syllabus Questions* topic in the Housekeeping Module. Here is fair warning: If you email me a “general” question, I’ll reply and ask you to post it to the discussion forum for me to answer. That way I can explain myself once instead of answering the same question multiple times. I also encourage students to read and respond to postings from their classmates. “Personal” questions (and private concerns relating to your own grades, health issues, etc.) should be sent to me via e-mail. **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.

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.

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:	180 points
Discussion forum:	35 points
Assignments:	90 points
Career portfolio:	<u>10 points</u>
	325 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>
292-325 points	A
260-291.9 points	B
227-259.9 points	C
195-226.9 points	D
<195 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.** You are allowed to drop the lowest quiz score so a total of six quizzes will count toward your final grade. Only one attempt is allowed for each quiz. **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 exams, you should let me know as soon as possible and **at least one week** before the quiz due date. **No make-up exams will be given if you miss the deadline without communicating with me in advance.**

You will need to have LockDown Browser on your computer in order to take quizzes. Student edition of the browser is available on [UNT CLEAR webpage](https://clear.unt.edu/supported-technologies/respondus-lockdown-browser) (<https://clear.unt.edu/supported-technologies/respondus-lockdown-browser>). Please note that technical issues (e.g. computer

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. Be sure to obtain a ticket number from the helpdesk, and send me the helpdesk report via e-mail ASAP. Without a ticket number I will not be able to follow up with the issues. **You should use direct broadband (not wireless) connections when taking quizzes to avoid internet connection issues.**

Students are expected to study beforehand prior to taking quizzes. Please note that quizzes are not open book or open note and no outside assistance is allowed. Any violation of the rules are considered cheating. Questions on quizzes are randomized so you may not see the same questions in the same order as your classmates. 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 multiple 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 January 13, 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 two 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.**

Assignments

There are a total of six assignments throughout the semester. Assignments should be saved in MSWord and submitted electronically through Canvas. **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, there will be a 25% penalty assessed. Penalties begin immediately after the deadline has passed.

Career Portfolio

To help you prepare for 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 events where guest speakers are on campus, Gamma Iota Sigma (GIS) meetings, professional luncheons in the DFW area, and your other involvement in risk and insurance related activities. **GIS members are eligible for many scholarships and 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 <http://www.unt.edu/oda/apply/index.html>

Emergency Evacuation Procedures for Business Leadership Building

- **Severe Weather** In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.
- **Bomb Threat/Fire** In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

RMIN 2500 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 1/13	Topic 1: Introduction to Risk Management (Ch1 & 3)	<ul style="list-style-type: none"> ▪ Orientation quiz due 1/13 (M) ▪ Discussion “Introduction”: <ul style="list-style-type: none"> ✓ First posting due 1/13 (M) ✓ Follow-up posting due 1/14 (T) ▪ Discussion “Risk Matrix”: <ul style="list-style-type: none"> ✓ First posting due 1/15 (W) ✓ Follow-up posting due 1/18 (Sat)
Week 2 1/20	Topic 2: Liability Risk (Ch19)	<ul style="list-style-type: none"> ▪ Resume draft due 1/22 (Sun) ▪ Quiz 1 due 1/26 (Sun)
Week 3 1/27	Topic 3: Introduction to Insurance (Ch2)	<ul style="list-style-type: none"> ▪ Assignment 1: Pooling due 1/31 (F)
Week 4 2/3	Topic 4: Insurance Industry (Ch5)	<ul style="list-style-type: none"> ▪ LinkedIn profile due 2/9 (Sun) ▪ Quiz 2 due 2/9 (Sun)
Week 5 2/10	Topic 5: Insurance Company Operations (Ch6)	<ul style="list-style-type: none"> ▪ Assignment 2: Reinsurance due 2/14 (F) ▪ Final resume due 2/14 (Sun)
Week 6 2/17	Topic 6: Fundamental Legal Principles (Ch9)	<ul style="list-style-type: none"> ▪ Quiz 3 due 2/23 (Sun)
Week 7 2/24	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 2/26 (W) ✓ Follow-up posting due 2/29 (Sat)
Week 8 3/2	Topic 8: Insurance Contract Basics (Ch10)	<ul style="list-style-type: none"> ▪ Quiz 4 due 3/8 (Sun)
Week 9 3/16	Topic 9: Life Insurance Basics (Ch11)	<ul style="list-style-type: none"> ▪ Discussion “Financial Planning”: <ul style="list-style-type: none"> ✓ First posting due 3/18 (W) ✓ Follow-up posting due 3/21 (Sat)
Week 10 3/23	Topic 10: Life Insurance Contractual Provision (Ch12)	<ul style="list-style-type: none"> ▪ Assignment 3: Life insurance due 3/27 (F) ▪ Quiz 5 due 3/29 (Sun)
Week 11 3/30	Topic 11: Annuity and Retirement (Ch14)	<ul style="list-style-type: none"> ▪ Assignment 4: IRA due 4/3 (F)
Week 12 4/6	Topic 12: Employee Benefits (part of Ch17)	<ul style="list-style-type: none"> ▪ Quiz 6 due 4/12 (Sun)

Week 13 4/13	Topic 13: Auto Insurance (Ch20)	<ul style="list-style-type: none"> Assignment 5: Auto insurance due 4/17 (F)
Week 14 4/20	Topic 14: Homeowners Insurance (Ch22 & 23)	<ul style="list-style-type: none"> Assignment 6: Homeowners insurance due 4/24 (F) Quiz 7 due 4/26 (Sun)
Week 15 4/27	Review	<ul style="list-style-type: none"> Optional final quiz due 5/3 (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