

UNIVERSITY OF NORTH TEXAS
RMIN 2500 INTRODUCTION TO RISK MANAGEMENT AND INSURANCE (ONLINE)
SUMMER 2021

Course Administration

Professor: Dr. Yu-Luen Ma
Time: 6/1/2021 ~ 7/2/2021, 5 weeks
Location: online, via Canvas (<https://unt.instructure.com/>) and other forms of electronic communication
E-mail: yu-luen.ma@unt.edu This is the best way to contact me. (Please see below for email policies)
Office hours: Appointment 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.
2. PowerPoint slides corresponding to video lectures and sample insurance policies are available in the Housekeeping Module on Canvas.
3. Free copies of the course packet that contains all PowerPoints slides and sample insurance policies 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. 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

As a 5-week class, this will be an extremely fast paced course! Remember that in a traditional 15-week “live” 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. With the condensed summer session, you are expected to spend a minimum of 16 hours a week on reading and on course assignments, discussions, etc. Therefore, please be sure to 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. We can also set up a time to talk via Zoom. **I expect students to log in Canvas at least 3 times per week during the summer session.** If you don't log in over a prolonged period (3 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
Five quizzes:	150 points
Discussion forum:	35 points
Assignments:	90 points
Career portfolio:	<u>10 points</u>
	295 points

There are five quizzes during the summer session and due dates for each quiz can be found on Canvas as well as the last page of the course syllabus. 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>
265-295 points	A
236-264.9 points	B
206-235.9 points	C
177-205.9 points	D
<177 points	F

Quizzes

There are a total of five quizzes: one quiz every week. Quiz questions are directly related to the materials contained in the corresponding course contents and are timed. Each quiz contains 15 questions with a time limit of 30 minutes. You are allowed up to **two attempts** for each quiz (the higher score will be recorded). 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, with the exception of the last quiz. Quiz 5 will be available for 24 hours starting from 12:00 AM to 11:59 PM on Friday during the last week.** If you know of a valid conflict for these scheduled exams, you should let me know **at least one week** before the exam due date. **No make-up quizzes will be given if you miss the deadline without following prior communication as noted above.**

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). **You will also need a webcam on your computer.** 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 [University IT Help Desk](#) 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 are highly recommended to 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 is 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. Every student is required to take the quiz before the deadline.

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 June 1, 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: introduction and one topic per week during the first three weeks. 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 summer session. 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 – one assignment per week with the exception of week four when there are two assignments. 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 with the exception of the last assignment, which is due by the end of Thursday, 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. Please note that no late submission will be accepted for the last assignment.

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. You are required to complete your career portfolio **by the end of June 22nd (11:59 PM central time).** While you may be able to receive full-credit for completing both tasks before the June 22nd deadline, to encourage you to get a head start, **two extra bonus points will be given if you complete both assignments with maximum points before June 15th.** Detailed guideline for the professional resume and the LinkedIn profile are available on Canvas.

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>

COVID-19 Concerns

If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider.

RMIN 2500 Introduction to Risk Management and Insurance Course Schedule*
Topics, assignments, discussion and quizzes due dates**

Date	Topics and Chapters in Rejda and McNamara Text	Discussion Forum Due Date	Assignment and Quiz Due Date
Orientation		Introduction: <ul style="list-style-type: none"> First posting due 6/1 (T) Follow-up posting due 6/2 (W) 	<ul style="list-style-type: none"> Orientation quiz due 6/1 (T) Career Portfolio due 6/20 (Sun)
Week 1 6/1-6/5	Topic 1: Introduction to Risk and Risk Management (Ch1 & 3) Topic 2: Insurance and Risk (Ch2) Topic 3: Fundamental Legal Principles (Ch9)	Risk matrix: <ul style="list-style-type: none"> First posting due 6/2 (W) Follow-up posting due 6/5 (Sat) 	<ul style="list-style-type: none"> Assignment 1: Pooling due 6/4 (F) Quiz 1 due 6/6 (Sun) Resume 1st draft due 6/6 (Sun)
Week 2 6/6-6/12	Topic 4: Insurance Industry (Ch5) Topic 5: Insurance Company Operations (Ch6) Topic 6: Financial Operations and Regulation (part of Ch7 & 8)	Company research: <ul style="list-style-type: none"> First posting due 6/9 (W) Follow-up posting due 6/12 (Sat) 	<ul style="list-style-type: none"> Assignment 2: Reinsurance due 6/11 (F) Quiz 2 due 6/13 (Sun)
Week 3 6/13-6/19	Topic 7: Insurance Contract Basics (Ch10) Topic 8: Life Insurance Basics (Ch11) Topic 9: Life Insurance Contractual Provision (Ch12)	Financial Planning: <ul style="list-style-type: none"> First posting due 6/16 (W) Follow-up posting due 6/19 (Sat) 	<ul style="list-style-type: none"> Resume 2nd draft due 6/15 (T) Assignment 3: Life insurance due 6/18 (F) Quiz 3 due 6/20 (Sun)
Week 4 6/20-6/26	Topic 10: Annuity and Retirement (Ch14) Topic 11: Employee Benefits (part of Ch17) Topic 12: Auto Insurance (Ch20)	No new discussion this week	<ul style="list-style-type: none"> Career Portfolio due 6/22 (T) Assignment 4: IRA due 6/25 (F) Assignment 5: Auto insurance due 6/25 (F) Quiz 4 due 6/27 (Sun)
Week 5 6/27-7/2	Topic 13: Liability Risk (Ch19) Topic 14: Homeowners Insurance (Ch22 & 23)	No new discussion this week	<ul style="list-style-type: none"> Assignment 6: Homeowners insurance due 7/1 (TR) Quiz 5 due 7/2 (F)

* 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