

**SCPS Syllabus Template**

**Please fill in the information below, depending upon your instruction method and delivery mode.**

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| **Class Information in UVaCollab Site** | |
| **Class Instruction** | Access: Provide instructions (<http://collab.itc.virginia.edu/portal>) with specific name of your site.  PERSONAL FINANCIAL PLANNING, PERSONAL FINANCIAL PLANNING.  Clearly state the types of instruction, activities, and expectations that will be administered as part of instruction.  INTRODUCES THE CONCEPTS OF THE FINANCIAL PLANNING  PROCESS, CLIENT/PLANNER INTERACTIONS, TIME VALUE OF  MONEY APPLICATIONS, PERSONAL FINANCIAL STATEMENTS  DEVELOPMENT AND ASSESSMENT, CASH FLOW AND DEBT  MANAGEMENT, AND ASSET ACQUISITION. OTHER TOPICS  AND AN OVERVIEW OF PRACTICE MANAGEMENT CONCEPTS  WILL BE DISCUSSED. PREREQUISITES: FINANCIAL ACCOUNTING,  MACROECONOMICS, STATISTICS. |
| **Class Requirements** | Include attendance, participation and academic requirements. Requirements for projects, presentations, and examinations must clearly incorporate class objectives.  Students should have a business calculator, preferably an HP, are expected o participate actively in class, and must take three tests during the course. Attendance is up to the student. |
| **Evaluation Standards** | Include the grading scale, percentage of grade or number of points attached to each requirement, and a summary of how student work will be evaluated. Evaluation criteria for projects, presentations, and examinations must reflect class objectives. Provision of evaluation rubrics is helpful. If class participation is included it should be titled “Level and quality of participation” and should not be weighted at greater than 10-15% of the final grade.  Three tests equally weighted comprised of T/F. fill-in-the- blank, and short-answer (usually computational) questions. The tests cover approximately 3-5 chapters covered in the text. |
| **Class Schedule** | Provide an overview of class activities to meet class objectives.  The class meets once a week for approimately 3 hours for 15 weeks. |
| **Communication** | Please state which instructional tools you will be using in UVaCollab:  I do not use any tools in UVaCollab.  Please state the amount of time by which you will respond to student email.  As soon as I see it, I will respond. I check email regularly. |
| **Assignments** | Please state where assignments will be posted for student’s reference.  Assignments are posted on UVaCollab under "Assignment" and "Syllabus." |
| **Resources** | Provide specific directions for how to access resources in your course.  Text is: MICHAEL A. DALTON, FUNDAMENTALS OF FINANCIAL PLANNING (2011), 2ND ED. MONEY EDUCATION. ST. ROSE, LA., ISBN-13:-978-1-936602-03-2, which can be purchased through the UVA online bookstore or directly from the publisher. |
| **Gradebook** | Please provide a description of if/how you will be using the UVaCollab Gradebook.  I import the roster into the gradebook and record grades there. Being a non-credit course, the only two grades available are credit or non-credit. Actually letter grades are reported seperately to Cindy Orshek at UVA-Charlottesville. Seventy or better is passing. |
| **Technical Support Contacts** | *Please copy and paste the following contact and support information for students.*   * Login/Password: [scpshelpdesk@virginia.edu](mailto:scpshelpdesk@virginia.edu) * UVaCollab: [collab-support@virginia.edu](mailto:collab-support@virginia.edu) * BbCollaborate (Elluminate) Support: [scpshelpdesk@virginia.edu](mailto:scpshelpdesk@virginia.edu)   or <http://support.blackboardcollaborate.com> |
|  | **University Email Policies:**Students are expected to check their official U.Va. email addresses on a frequent and consistent basis to remain informed of University communications, as certain communications may be time sensitive. Students who fail to check their email on a regular basis are responsible for any resulting consequences.  **University of Virginia Honor System:** All work should be pledged in the spirit of the Honor System at the University of Virginia.The instructor will indicate which assignments and activities are to be done individually and which permit collaboration. The following pledge should be written out at the end of all quizzes, examinations, individual assignments and papers: “I pledge that I have neither given nor received help a on this examination (quiz, assignment, etc.)”. The pledge must be signed by the student. For more information please visit [Honor System](http://records.ureg.virginia.edu/content.php?catoid=28&navoid=747)  **Special Needs:** It is the policy of the University of Virginia to accommodate students with disabilities in accordance with federal and state laws. Any SCPS student with a disability who needs accommodation (e.g., in arrangements for seating, extended time for examinations, or note-taking, etc.),should contact the Learning Needs and Evaluation Center (LNEC) and provide them with appropriate medical or psychological documentation of his/her condition.Once accommodations are approved, it is the student’s responsibility to follow up with the instructor about logistics and implementation of accommodations. Accommodations for test taking should be arranged at least 14 business days in advance of the date of the test(s). Students with disabilities are encouraged to contact the LNEC*:* 434-243-5180/Voice, 434-465-6579/Video Phone, 434-243-5188/Fax. Further policies and statements available: [U.Va. Special Needs Website](http://www.virginia.edu/studenthealth/lnec.html)  For further policies and statements about student rights and responsibilities, please see [U.Va Website](http://www.scps.virginia.edu/audience/students) (<http://www.scps.virginia.edu/audience/students>) |