



Instructor Information

Instructor

Dr. David Rakowski

Office Number

COBA 616, UTA

Finance Department Telephone Number

817-272-3706 (email is preferred for contact)

Contact information: Email

rakowski@uta.edu

Instructor Profile

[Faculty profile \[https://www.uta.edu/profiles/david-rakowski\]](https://www.uta.edu/profiles/david-rakowski)

Course Information

Course Website

Access through Canvas and Pearson's *MyFinanceLab*.

To access the Canvas course site go to uta.instructure.com, click the login button, and enter your UTA email and password. Pearson login instructions are provided in Canvas.

Office Hours

Online, synchronous: Monday 7:00-8:00pm, and by appointment.

Section Information

Section 001, Class 50157.

Class Meetings

June 8-August 3.

Wednesday: class online and asynchronous via Canvas.

Monday evenings 8:00-9:00pm: online, synchronous meetings via Canvas Conferences.

Monday evenings 7:00-8:00pm: online synchronous office hours.

Sunday evenings, end-of-day: Weekly homeworks and quizzes due.

Attendance

Attendance at synchronous online class meetings is encouraged but not required. Meetings will be recorded and posted on Canvas. Recording is not perfect and there is no guarantee that meeting recordings will be complete or high quality.

Description of Course Content

Course content covers the principles governing the proper investment of personal and institutional funds, information sources, security analysis, exchanges, regulations, and ethics.

Course content will be provided in several formats in order to provide maximum flexibility to students who are still adjusting to online classes.

- First, all required course content is available through the online e-text and the CFA website. Links to both of these are provided on Canvas. The textbook and materials from the CFA website are the only mandatory sources of content. The options that follow are all supplementary for those students who would like more explanation, discussion, and context of the course material.
- Lecture slides summarizing the course content from each chapter of the e-textbook are posted in Canvas.
- Each chapter will be summarized and explained by the instructor in weekly synchronous online meetings that will also be recorded and posted on Canvas.
- For those students who really miss the classroom experience, Echo360 recordings of the last in-person session of FINA3315 from Fall 2019 are linked in Canvas. The dates and topics were different in Fall 2019, but the Echo360 recording include coverage of almost the same topics and textbook chapters as are currently on the syllabus.
- Additional supplementary resources such as YouTube and other 3rd party videos and news articles will be posted on Canvas and within the weekly discussions.

Prerequisites

ECON 2306, ACCT 2302, and 60 credit hours.

Course Learning Objectives (CLOs)

After completing the course, students should be able to:

CLO 1: Understand investment environments in the U.S. and abroad.

CLO 2: Understand, quantify, and apply valuation techniques for common stocks, bonds, options, and futures.

CLO 3: Understand and apply asset pricing theories.

CLO 4: Understand and describe the empirical behavior of security prices and the efficient market hypothesis.

CLO 5: Develop and apply skills for portfolio management.

CLO 6: Know and follow the CFA Institute Code of Ethics and Standards of Professional Conduct.

Texts and materials

You will need access to both a textbook (digital eText is required) and the publisher's online platform: *MyFinanceLab*.

Textbook and *MyFinanceLab* descriptions are available at [MyPearsonStore](https://www.mypearsonstore.com) .

[<http://www.mypearsonstore.com/bookstore/fundamentals-of-investing-013408330X>]

MyLab Finance with Pearson eText ISBN# is: 0134083938 / 9780134083933

Optional textbook hardcopy is: *Fundamentals of Investing*, 13th edition by Scott Smart, Lawrence Gitman, and Michael Joehnk. Pearson. ISBN-13: 978-0-13-408330-8.

CFA Ethics videos and associated content are available through Canvas.

Communication

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

The instructor will make every effort to respond to emails within 48 hours during the normal work week. Responses may take longer during weekends and holidays.

Etiquette expectations

[sometimes called “netiquette” for online discussions, email, and other forms of communication]

When creating and replying in the discussion forum, you *must* follow the below guidelines.

- Review your work before you post.
- Make sure to present your ideas in a clear, logical order and in a non-threatening tone.
- To help convey tone, use popular emoticons such as 😊 (smiley face). But, be careful not to overuse them.
- Avoid writing in all capital letters as this conveys shouting.
- Use appropriate and non-offensive language. Additionally, slang, sarcasm, and abbreviations can be misunderstood.
- Respect others and their opinions. Disagree respectfully.
- Adhere to copyright rules and cite your sources.

When emailing your instructor or academic coach, you must follow the below guidelines:

- Always include the course name in the subject of your email
- Use appropriate language – no slang or abbreviations
- Emails are professional in manner, so no emoticons
- Dr. Rakowski should be addressed as “Dr. Rakowski” or “Professor”

Technical Requirements

Course materials are online via Canvas. Students should have adequate internet access and computer resources to stream online video files and to read or print materials from Canvas. This course will also make use of the Microsoft Excel spreadsheet program. It is essential for students to possess basic competency with this program in order to succeed in the class. If you are not comfortable with Excel then there are a multitude of videos and tutorials available online that you can practice with prior to the beginning of the course.

The technology required in this course includes:

- a computer to access the course
- speakers or headphones to listen to lectures
- a word processing software, such as Microsoft Word
- a data processing software, such as Microsoft Excel

Mozilla Firefox and Google Chrome are the recommended and supported browsers for this course.

The course also has the following options for system requirements:

- Windows Vista or higher
- Mac OSX 10.6 or higher

When meeting in online office hours, if you wish to talk instead of type, you will also need a microphone.

In order to succeed in this course, there are some technical skills you must have.

These include:

- Using email and other forms of electronic communication.
- Creating and using files in Microsoft excel. Help with excel can be found at the [Microsoft support site](#), or [here \[http://www.excel-easy.com/ \]](http://www.excel-easy.com/) and there are numerous tutorial videos at [YouTube](#). We will be using the financial functions in particular so it would be useful to practice those.

[Canvas Resources](#)

For an introduction to the Canvas interface, please watch this [Canvas Overview video](#). For help with other features of Canvas, see [Getting Started as a Student](#) or the more comprehensive [Canvas Student Guide](#). You can access Canvas from a web browser or by downloading the free Canvas Student app on Android (Google Play) and iOS (iTunes) devices. If you run into any technical problems this semester, you can reach Canvas support from within Canvas by clicking on the Help icon (question mark) on the bottom of the left menu and selecting "Chat with Canvas Support (Students)" or "Canvas Support Hotline (Students)".

[Grading Information](#)

Financial analysis skills will be assessed through homeworks, quizzes, and an exam. Homeworks and quizzes are available through Pearson's MyFinanceLab.

[Exams](#)

There will be one comprehensive final exam (Monday, August 3rd from 8:00pm to 10:20pm). The exam will require the Respondus Lockdown browser with webcam (a cellphone camera can function as the exam webcam). The exam will be multiple choice and cover conceptual information only; there will be no calculations so calculators and other computing devices are not allowed.

[Homework](#)

Each topic (approximately one to three textbook chapters over one week) will have one graded homework assignment in MyFinanceLab. Homeworks will each have 10 questions, are take-home and open-book, and allow unlimited attempts. There will be a total of 8 homeworks. The last homework is embedded within the CFA institute's ethics module.

[Discussions](#)

Each topic (approximately one to three textbook chapters over one week) will have one graded discussion assignment in Canvas. For the discussion, you are required to post one meaningful comment pertaining to this week's content, and one meaningful reply to a peer's post about each week's content. These two weekly discussion posts are worth a total of 5 points together. To get full credit, your posts must each:

- Be at least 3 sentences and 50 words in length.

- Be clearly related to the content of this week's module.
- Be accurate and/or consistent with the information presented on Canvas, the textbook, and the instructor about this week's module.
- Be appropriate and respectful to classmates and the instructor.
- Be written in clear and correct language without mistakes in grammar, spelling, punctuation, or wording.
- Be original or with proper credit given to any references.

Some examples of good posts are:

- Your personal and professional experience with the topic of the weekly module. If you work in the investments industry, then any non-confidential experiences from your job would make great posts to share with the class.
- Your comments, reactions, and interpretation of news articles on the weekly module topic. If references a news article then please attach a PDF of the news article, a working link to the article, and/or a formal APA-format citation to the article. Articles should be from reliable financial sources such as the Wall Street Journal, Bloomberg, or the Economist. Please take care to see that your article are accessible, to the extent that this is feasible.
- Suggestions and links to reliable outside resources on each module topic. Some good places to look for outside resources are YouTube, Yahoo! Finance, Khan Academy, and Investopedia. Tutorials and examples of financial calculations in excel can be particularly useful for this course. Be careful to evaluate the reliability of outside resources. There is a lot of useless information about finance out there on the internet. If you are unsure about a source's reliability then try to see if their information is consistent with what is already presented for this course on Canvas and in the textbook. Please also take care to see that your outside sources are accessible, to the extent that this is feasible.

Both discussion posts are due by midnight on Sunday each week.

Quizzes

Each topic (approximately one to three textbook chapters over one week) will have one graded quiz in MyFinanceLab. Quizzes will each have 10 questions, are take-home and open-book, and allow only one attempt. There will be a total of 8 quizzes. You must complete the homework for each chapter before you can start the quiz. The last quiz is embedded within the CFA institute's ethic module.

Grading

Course performance will be evaluated as:

| | | |
|------------------|-------------------|--------|
| Homework Total | (8x10=80 points) | 12.50% |
| Discussion Total | (8x5=40 points) | 6.25% |
| Quiz Total | (8x40=320 points) | 50.00% |
| Final Exam | (200 points) | 31.25% |
| Course total | 640 points | 100% |

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels. The grading scale will be: A = 90% and above; B = 80%-89%; C = 70%-79%; D= 60%-69%; F = below 60%. Pearson grades should be available immediately in Pearson following

homeworks, and quizzes. The Final Exam grade should be available immediately in Canvas. CFA Ethics grades will be available within one week of completion. For any problems with grades please contact the instructor and/or Pearson, as appropriate.

Deductions from Grades

At the instructor's discretion, points may be deducted from assignments for the disruption of class or disrespect towards the instructor or other students in class. The most common reasons for this would be inappropriate online etiquette or distractions during online meetings. All of these activities distract and/or impede the learning of other students.

In general, any points for extra credit or deductions from grades will be tallied up at the end of the semester and then applied to one of your quiz grades (it does not make a difference for your final grade to specify which quiz grade is adjusted).

Make-up work

Make-up exams will be scheduled at the instructor's discretion for students who contact the instructor at least one week prior to the scheduled exam date with a valid reason. Late work and make-up work will not be allowed for the homeworks and quizzes.

Grade Grievances

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate / graduate catalog. For undergraduate courses, see <http://catalog.uta.edu/academicregulations/grades/#undergraduatetext> ; for graduate courses, see <http://grad.pci.uta.edu/about/catalog/current/general/regulations/#grade-grievances>]

Institution Information

UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the [Institutional Information](https://resources.uta.edu/provost/course-related-info/institutional-policies.php) page (<https://resources.uta.edu/provost/course-related-info/institutional-policies.php>) which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
- Final Exam Schedule

Student Support Services

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

OIT Help Desk

The OIT Help Desk is your first stop for meeting most of your computing needs. Help Desk provides support to UTA students, faculty, and staff by phone, e-mail, walk-in, and LiveSupport - live web chat session. Some types of support you may seek from them include help with your password, NetID, and MavMail.

Email: helpdesk@uta.edu

Call: 817.272.2208

Website: <http://www.uta.edu/oit>

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381

Course Schedule

All dates are approximate, and some will likely change.

| Date and Day | Content |
|---------------------------------------|--|
| Monday, June 8 | 1 st online meeting: 8:00-9:00pm Chapters 1 and 2: Introduction |
| Wednesday, June 10, end of day | Homework 0, Orientation due |
| Sunday, June 14, end of day | Week 1 homework, discussion, and quiz due |
| Monday, June 15 | 2 nd online meeting: 8:00-9:00pm Chapter 4: TVM |
| Sunday, June 21, end of day | Week 2 homework, discussion, and quiz due |
| Monday, June 22 | 3 rd online meeting: 8:00-9:00pm Chapter 5: Portfolio Concepts |
| Sunday, June 28, end of day | Week 3 homework, discussion, and quiz due |
| Monday, June 29 | 4 th online meeting: 8:00-9:00pm Chapters 8 and 9: Stock Valuation and Market Efficiency |
| Sunday, July 5, end of day | Week 4 homework, discussion, and quiz due |
| Monday, July 6 | 5 th online meeting: 8:00-9:00pm Chapters 10 and 11: Bonds |
| Sunday, July 12, end of day | Week 5 homework, discussion, and quiz due |
| Monday, July 13 | 6 th online meeting: 8:00-9:00pm Chapter 12: Mutual Funds |
| Sunday, July 19, end of day | Week 6 homework, discussion, and quiz due |
| Monday, July 20 | 7 th online meeting: 8:00-9:00pm Chapters 14 and 15: Derivatives |
| Sunday, July 26, end of day | Week 7 homework, discussion, and quiz due |
| Monday, July 27 | 8 th online meeting: 8:00-9:00pm CFA ethics and review |
| Sunday, August 2, end of day | Week 8 homework, discussion, and quiz due |
| Monday, August 3, 8:00-10:20pm | Final Exam |