

Upper Iowa University Independent Study Program

BA 352-09 Risk Management

COURSE DESCRIPTION:

Explores non-speculative risks in business and selected management devices for dealing with them; assumption, avoidance, transfer and reduction of risk; risk management decision; control of risk and reduction of losses; case studies in risk management. Three semester credits.

OBJECTIVES:

1. Recall the basic theories, models, and terminology associated with the risk management field, and utilize this knowledge to make sound business decisions.
2. Describe the characteristics of an effective risk management policy.
3. Explain how the analysis of financial statements is used in risk identification.
4. Identify the various types of insurance, the major areas of insurance regulation, the laws relating to insurance contracts, the purpose of underwriting, and how these and other factors influence insurance rates.
5. Explain the various aspects of risk retention.
6. Evaluate the various types of employee benefits that fall under the risk management umbrella.

REQUIRED MATERIALS:

1. **Textbook** – Risk Management & Insurance by Harrington/Niehaus. 2nd edition, 2004.
2. **Syllabus**

You may purchase your textbook through MBS Direct by calling their toll free number at: 800-325-3252 or through the UIU homepage: www.uiu.edu. Click on the link for current students then select order textbooks from the options in the left hand column. Follow the link and select Independent Study for your location.

WRITING PROFICIENCY:

It is recommended that all papers and research are done in the APA style. We expect appropriate writing skills of proper grammar, punctuation, sentence structure, paragraph development, and logical sequence of thought in all written work, and exams.

It is recommended that all students purchase the APA guide/manual listed on the UIU website. *Publication Manual of the American Psychological Association*.

CITATION:

Encyclopedias of any kind, including the very popular Wikipedia, are not primary sources and should not be cited or used in constructing academic papers at the graduate or undergraduate level. They can, however, be useful to help gather some background information and to point the way to more reliable sources.

ASSIGNMENTS/EXAMINATIONS:

There are three open book exams. Each open book exam is worth a total of 100 points. Each test is a combination of multiple choice and essay. Unit 1 covers Chapters 1-6, Unit 2 is over Chapters 7-12, and Unit 3 includes Chapters 13-19.

Submissions of open book exams: Students may submit via regular (surface) mail, facsimile, or by electronic mail (e-mail). If submitted by e-mail, do not send any attachments. Just ‘copy and paste’ or type right into the e-mail. In today’s online environment of receiving computer viruses through opening attachments, the risk is being minimized by not accepting e-mailed attachments in this course.

The mid-term is a closed book, proctored exam and covers Chapters 1-12. Closed book exams will include both multiple-choice and essays. The mid-term exam, worth a total of 200 points, should be taken after completing Chapter 12 and the open book exams for Units 1 and 2. A test proctor, approved by the university, is required for the mid-term exam.

The final exam is a closed book, proctored exam over Chapters 1-19. The university must approve the proctor. The exam will include both multiple-choice and essays. The final exam, worth a total of 200 points, can only be taken after all other course work is completed. Once the final exam is taken, a final grade will be determined.

NOTE: In order to pass this course, you must get a passing grade (“D” or better), on at least one of the exams and have enough cumulative points to earn a passing grade.

Unit 1 – Open Book Exam – Chapters 1-6	100 points
Unit 2 – Open Book Exam – Chapters 7-12	100 points
Mid-Term – Proctored Closed Book Exam – Chapters 1-12	200 points
Unit 3 – Open Book Exam – Chapters 13-19	100 points
Final Exam – Closed Book, Proctored, Chapters 1-19	<u>200 points</u>
Total Possible Points	700 points

GRADING CRITERIA:

Upper Iowa University uses a standard grading system:

A = All work is excellent, shows exceptional understanding of materials; logical, clear, and insightful written and oral work, incorporate knowledge from other sources and moves easily to the next level of understanding, works well beyond minimum requirements.

B = Understanding material is good to very good, demonstrates good grasp of material, good oral and written skills, produces more than the minimum requirements, quality of work is high.

C = Satisfactory understanding of the material, submits only the minimum requirements, communicates adequately in oral and written formats, displays an adequate understanding of all basic concepts.

D = Quality and quantity written and oral work is below average and barely acceptable.

F = Quality and quantity written and oral work is unacceptable.

A point system will be used to calculate grades for this course. The total number of points is 700. Students need 630 points to receive an A, 560 points to receive a B, 490 points for a C, and 420 points for a D. Earning less than 420 total points will result in course failure.

CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM:

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender's own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,
- the copying of other students' work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,
- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person's work without permission,
- providing false or incomplete information on an academic document,
- changing student records without approval.
- obtaining and using texts intended for instructor use only.

Plagiarism includes, but is not limited to:

- the presentation of another's published or unpublished work as one's own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service.

Cheating, academic dishonesty and plagiarism infractions are tracked by the Dean of the Extended University, and cumulative evidence collected from multiple incidents will be considered when making suspension or dismissal decisions.

Extended University Catalog http://www.uiu.edu/catalogs/eu/html/univ_policies.html#cheating

ATTENDANCE:

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to complete and send in units. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

LIBRARY RESOURCES:

As a student of Upper Iowa University, library resources (online journal databases, e-books, newspaper access, citation help, etc.) are available. If travel to the campus is not feasible, you can access the library through the University's website. Go to: www.uiu.edu/library. **To request usernames/passwords for remote library access contact the UIU Library either by phone (563)425-5270, (563)425-5356, or [(563)425-5261, library weekend hours] or, email library@uiu.edu by clicking on the link.** Please be sure to include your student ID number to help verify that you are an Upper Iowa University distance learner. (Hint: consider requesting accesses BEFORE you need the service.) Library help sheets can be found on myUIU.

WITHDRAWAL:

If you wish to withdraw prior to the last day of the enrollment period you must contact the External Degree office by phone or in writing. After your original six month enrollment period you no longer have the option to withdraw from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

SPECIAL NEEDS:

If you require accommodation for special needs, please provide documentation to: Academic Advising Coordinator.

This syllabus is tentative and subject to change.