

COURSE SYLLABUS

YEAR COURSE OFFERED: 2015

SEMESTER COURSE OFFERED: Spring

DEPARTMENT: Finance

COURSE NUMBER: 4358 Section 11886

NAME OF COURSE: Commercial Property Insurance

NAME OF INSTRUCTOR: Mack Rogers Jr.

Contact Information: All contact with Professor Rogers must be by e-mail mrogers@uh.edu or Cell: 713-240-1014. Do not attempt to contact the professor via Blackboard Message as this address is not regularly monitored

Office Hours: 1:30 -3:30 pm Mondays or by individual appointment, Room 302Q UCBB

CLASS LOCATION: Classroom - CEMO 101

DAYS/TIME: Tue. & Thur. 1:00 – 2:30 pm

This syllabus, as posted in Blackboard Learn for the current semester, is the only official version of same for this course. The information contained in this syllabus will not substantially change once the semester has begun. However, corrections may be made regarding clerical error, incorrect data and/or additional language to clarify the meaning of the original document. All such revisions will be accompanied by an announcement in Blackboard Learn with immediate e-mail notice to the student.

Learning Objectives

Course addresses the major forms of Property & Business Interruption insurance found in modern industry. (Risk Control, Major Property Policies, Cargo, Crime, Mechanical Breakdown, Flood, Earthquake, etc. and Premium Allocation.)

The course includes an ongoing case study in which the students play the role of “Risk Manager” for a notional company called Production Dynamics, Inc. (PDI). Students will respond to discussion questions during each class period which are designed to replicate real–world problems and situations. In this role, the students

must provide recommendations regarding insurance and risk management to the Chief Financial Officer, respond to questions from the CFO and other members of the company staff, as well as the Board of Directors. The student will also prepare memos for file, summarizing key points in connection with certain insurance issues that are intended for distribution to selected personnel throughout the organization as an aid to understanding technical insurance issues. Students will master calculations relative to Business Interruption exposure and claims management, IRR associated with the purchase of better manufacturing equipment and allocation of insurance premium among several company divisions

Students will be graded upon their ability to complete module assessment quizzes (take-home exams in Blackboard Learn), occasional "Blackboard Assignments" (memos, article summaries, etc.), participate actively and incisively in classroom discussion, prepare written materials suitable for use in actual business practice, as well as points earned on two semester exams, plus a comprehensive final exam. Students also participate in a group presentation at the end of the course designed to simulate the review and acceptance of an entire insurance proposal typical of actual business practice

Grading Scheme

1. Two major exams will determine 60% of grade
2. Final exam will determine 10% of grade
3. Daily Work (quizzes & assignments) will determine 15% of grade
4. Group Presentation will determine 15% of grade
5. Term paper is optional for extra credit added to final average. Paper must be a minimum of 8 pages, original work not submitted in any other course, (double spaced) excluding cover and bibliography. The "topic", to be selected by the student, must be approved by the Professor before April 6th and a rough outline of paper approved by April 13th. The paper will be turned in as a 'Turn-It-In' assignment and is due by midnight May 4th. **Missing any of these deadlines will disqualify a student from submitting a paper. No exceptions.** In order to be approved, the topic must be on a subject that is contained in the course text. The research paper will then address examples of how this particular topic has been applied in actual business practice. Points will be added to the final course grade as follows:
A = +5 B = +3 C = +1 D = +0

Note: Do not attempt to use the "total points accumulated" indicator in Blackboard Learn to calculate your course standing. Instead, use the percentages shown above.

The course is designed around "Learning Modules" which correspond generally the chapter in the textbook. A self-quiz will be assigned prior to each module. These quizzes must be completed and submitted using **Blackboard Learn** prior to the stated expiration date. Late quiz submissions will not be allowed. The purpose of these quizzes is to insure that the student is generally familiar with the textbook information prior to being discussed in class. Self-quizzes are designed to give the student a sense of mastery of course material as each module is undertaken. Blackboard Learn grades the quizzes automatically, thus letting the student see

what they got right and what they got wrong. All incorrect answers should be researched and, if the student fails to understand why the answer was wrong, the matter should be brought up in class.

Only one attempt will be allowed to complete the quiz and the student will have one hour to release their submission once the attempt has been initiated. Quiz grades are important and, combined with assignments, account for 15% of the total course grade (same as a major exam).

To be entitled to make up major examinations or quizzes, a written request must be submitted to the instructor. The request will state the reason for missing the original exam/quiz date and provide the name and contact information of at least one individual who can verify the circumstances. For absence due to medical reasons, a note from the attending physician is recommended. Permission to make up an examination will be granted only if the circumstances involved constitute an "excused absence" as described earlier. In fairness, makeup exams will be more difficult and more extensive than the regularly scheduled exams.

Grading Scale:	93-100 = A	80-82 = B-	60-69 = D
	90-92 = A-	77-79 = C+	
	87-89 = B+	73-76 = C	
	83-86 = B	70-72 = C-	

Note: Request to enter the designation for "Incomplete" after the drop course without grade deadline must be in writing and will not be honored without the presence of very unusual circumstances accompanied by a written recommendation from your curriculum advisor.

Textbook: This is a required text.

Commercial Property Risk Management and Insurance (1st Edition)
Edited by Mary Ann Cook
American Institute for Chartered Property Casualty Underwriters
ISBN 978-0-89463-414-7

Recommended Reading

Business Insurance Magazine www.businessinsurance.com and Risk Management Magazine (both periodicals are available electronically by using the "Library Connection" link in Blackboard Learn for this course.

Prerequisites: Junior or Senior standing

Attendance and Participation:

Attendance and in-person class participation are essential. Active class participation will increase your learning experience and will benefit others.

Additionally, the explanations and illustrations offered in class are vital to successful performance on the major exams and equivalent understanding cannot be achieved by simply “reading the book”.

You are expected to come to class, on time, prepared to participate. This means that you have completed the assigned readings before class, plan to contribute, and will share your ideas when appropriate. Do your best!

Attendance Policy:

Students will be allowed to accumulate 4 attendance deduction points without penalty. Beyond that, deductions will be made from the final course grade on the basis of 2 points for an unexcused absence and 1 point for being late as follows:

1. **Sign In:** Beginning with the third class meeting, students will sign in prior to the start of each class. The sign in sheet will be removed prior to class beginning. Students arriving after the sign in sheets have been picked up will be considered “absent” and a deduction of 2 points will be awarded. If the student wishes to have that deduction reduced to 1 point (for being late as opposed to really being absent) then a personal visit with the Professor is required within 7 days of the class period in question.
2. A complete record of all late and absent point assessments will appear in Blackboard. Prior to calculating the final course grade the total points displayed in this column will be reduced by 4 (allowing for the 2 “free” absences”) and the remaining points will be deducted from the student’s **FINAL COURSE GRADE**.
3. Excused absences include such things as personal illness (sufficient to warrant a doctor visit), immediate family emergencies and legal issues beyond the control of the student. Excused absences also include participation in school activities or the activities of school sponsored clubs and organizations so long as the absence is cleared in advance. Excused absences require the submission of written documentation (doctor’s note, court date, request from U of H organization officer, etc.) with contact information for verification purposes.
4. Excused absences do not include missing class to study for other exams or issues related to traffic or parking. It is recommended that you that you use you two “free absences” carefully to respond to unforeseen urgent personal issues

Blackboard: The University of Houston's Blackboard system will be an important communication link for students in this class. Announcements are posted and reflect schedule changes, articles and other resources needed to fully understand the topics discussed. Please review carefully the guidelines I have prepared called "Navigating Blackboard Learn", found under the "Course Information" section.

To access Blackboard for this class, you will need your Cougar Net ID to login. Make sure your Cougar Net account is active and that you are able to log in with it. To test, you can log in at <https://accessuh.uh.edu/login.php>. If you need to reset your password you can do so online at http://www.uh.edu/infotech/php/template.php?account_id=57.

If your account has become inactive due to non-use, you can activate it by calling 713-743-1411. If you have questions about Blackboard Learn or need technical assistance, you can click on the "get help" link on the Blackboard website, or call the help-line at 713-743-1411 (M-F 8am-8pm).

It is your responsibility to maintain an active Blackboard account and resolve problems immediately with the Blackboard Design Group should they develop. The Blackboard Learn program is used extensively throughout this course and technical failures will not constitute an excuse for missed homework assignments.

Style Guide: Please prepare all writing assignment in a word processing program. Before posting to forums or other electronic mediums, prepare the draft with a word processing program (double spaced, 12 point font with one inch margins). All documents must comply with formatting in accordance with MLA or APA guidelines presented in the respective style guide. Feel free to use either style guide. It is good practice to stick to one guide through the semester.

Academic Honesty:

The University of Houston Academic Honesty Policy is strictly enforced by the C. T. Bauer College of Business. No violations of this policy, such as plagiarism or cheating, will be tolerated in this course. A discussion of the policy is included in the University of Houston Student Handbook; Students are expected to be familiar with this policy. Students are expected to produce original work in the course. Previous course-work from other classes cannot be submitted for credit in this course for any class assignment or project. At the instructor's discretion, work will be submitted to Turn It In.

Accommodations for Students with Disabilities:

The C. T. Bauer College of Business would like to help students who have disabilities achieve their highest potential. To this end, in order to receive academic accommodations, students must register with the Center for Students with Disabilities (CSD) (telephone 713-743-5400), and present approved accommodation documentation to their instructors in a timely manner.

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Course Schedule

Date	Module	Subject	Ref
20 Jan	Intro	Introduction	None
22 Jan	1	Policy Formats & Conditions	Ch.1
27 Jan	2	Building and Personal Property Policy	Ch.2
29 Jan	2 Cont.	"	"
3 Feb	3	Causes of Loss form	Ch. 3
5 Feb	3 Cont.	"	"
10 Feb	4	Coverage Options	Ch. 4
12 Feb	4 Cont.	"	"
17 Feb	N/A	BPP Practical Exercise	Ch. 2-4
19 Feb	5/6	Flood, Earthquake & Other Forms	Ch. 5&6
24 Feb	N/A	Review, 1 st major Exam	Ch 1-6
26 Feb	Test	Major Test 1	"
3 Mar	7	Business Interruption	Ch. 7
5 Mar	7 Cont.	"	"
10 Mar	7 Cont.	"	"
12 Mar	"	Business Interruption Case Study	"
16-18 Mar	N/A	No class, Spring Break	N/A
24 Mar	8	Inland marine & Ocean Cargo	Ch. 8
26 Mar	9	Commercial Crime Insurance	Ch. 9
31 Mar	"	"	"
2 Apr	10	Equipment Breakdown Insurance	Ch. 10
7 Apr	11-12	Businessowners & Industry Policies	Ch.11&12
9 Apr	13	Surety Bonds	Ch. 13
14 Apr	N/A,	Review, 2 nd Major Exam	Ch 7-13
16 Apr	Test	Major Test 2	
21 Apr	14	Group Presentations Workshop	
23 Apr	N/A	Group Presentations	
28 Apr	"	Group Presentations Cont.	
30 Apr	N/A	Review, Final Exam	Ch. 1-13
TBA	N/A	Final Exam	"

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