New Course Request

Indiana University

IPFW Campus

Check Appropriate Boxes: Undergraduate credit ✓ Graduate credit ☐ Professional credit ☐

1. School/Division Doerner School of Business

2. Academic Subject Code BUS

3. Course Number F309 (must be cleared with University Enrollment Services)

4. Instructor Geri Miller

5. Course Title Retirement Plan Fundamentals

Recommended Abbreviation (Optional) (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Spring 2010

7. Credit Hours: Fixed at □ or Variable from □ to □

8. Is this course to be graded S-F (only)? Yes ☑ No ☐

9. Is variable title approval being requested? Yes ☑ No ☐

10. Course description (not to exceed 50 words) for Bulletin publication: Understand basic concepts, terminology, and procedures involved in the retirement planning industry in the United States. Also understand the dynamic and highly regulated processes of pension plan administration. Course covers the material included on exam for the nationally recognized certificate in Retirement Plan Fundamentals.

11. Lecture Contact Hours: Fixed at □ or Variable from □ to □

12. Non-Lecture Contact Hours: Fixed at □ or Variable from □ to □

13. Estimated enrollment: 20 □ of which 0 □ percent are expected to be graduate students.

14. Frequency of scheduling: once a year □ Will this course be required for majors? Yes ☑ No ☐

15. Justification for new course: Fills a specialized need in the regional area

16. Are the necessary reading materials currently available in the appropriate library? Yes ☑ No ☐

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: Date 9/29/2010

Approves by: Date 9/29/10

Dean of Graduate School (when required)

Chancellor/Vice-President

University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

University Enrollment Services Final-White; Chancellor/Vice-President-Blue; School Division-Yellow;
Department Division-Pink, University Enrollment Services Advance-White
SYLLABUS FOR F309: Retirement Plan Fundamentals

Instructor: Dr. Geralyn Miller Neff Hall Room 340R Phone: 260-481-6350

Time: T/TH from 3pm-4:15pm Location: Kettler Hall 241

Professor’s Office Hours: Tuesdays 10am-11am or by appointment

Course Elearning Site:
The content for the course is presented via Blackboard at IPFW. It is available through your myIPFW site, and allows us to take advantage of some of the most effective learning technologies available. Don’t let this high tech approach frighten you. Technical requirements are at a minimum, and you can always contact the Information Technology staff at IPFW for assistance (http://www.its.ipfw.edu; HELPDESK@ipfw.edu; or 481-6802). To access the full course elearning site, you must be registered for the course and use your assigned user name and password. In the Blackboard domain for this course, you will find a folder for each week of the semester, excluding weeks 8 (midterm week) and 16 (finals week.) Each folder contains a link to that particular week’s MediaSiteLive lecture presentation; corresponding PowerPoint slides; technical information, changes and/or edits to the recorded presentation; and, a link to that week’s quiz in the assessment tool. In addition, there may be other pertinent information included in the folders on a week by week basis, as needed.

Course Overview:
In this course, we will broadly cover those areas necessary to understand the basics of pension plan management in the United States as it takes place today with the understanding that the administration of pension plans is a dynamic process subject to a good deal of regulation.

Desired Outcomes:
Students should come away from this course with a working knowledge of the basic concepts, terminology, and procedures involved in the retirement planning industry. They will develop an appreciation for the fundamental concepts involved in pension planning and will, hopefully, develop a sense of their own interests relative to this field. Students will, ideally, be in a position to sit for the examination offered by the American Society of Pension Professionals and Actuaries (ASPPA) by which, upon successful completion, would earn them a certificate in Retirement Plan Fundamentals.

Required Text:

2009 RPF Course Set: Retirement Plan Fundamentals Parts 1 and 2, published by The American Society of Pension Professionals and Actuaries.
A Word Of Advice:

Before we embark on this journey together, I offer a piece of advice. This advice is intended not only for this course and this instructor, but for all of your future courses and interpersonal relationships. I have noticed over the years that many people seem to think that abrasive behaviors pay off. My experience has taught me that they should be used only as a last resort. Many differences of opinion stem from miscommunication. So, before you jump to conclusions about assignments, comments by the instructor on papers, grades, etc., please consider trying to ascertain the facts behind them. Then, and only then, should you engage an argument.

Scrapbook Information:

Students must identify two articles each week of weeks 1-5 and 9-13 that pertain retirement plans/planning either within the U.S. or from a comparative perspective. The articles must come from one of the following sources: Chicago Tribune, Financial Times, Wall Street Journal, New York Times, Washington Post, or Baron’s Institutional Investor. Each article must be accompanied by a one page synopsis and reflective piece. The scrapbooks will be turned in during the 6th and 14th weeks of the semester. They will be graded for relevancy, completeness, presentation, and depth of reflection.

Course Policies:

1. Use the Blackboard tool appropriately. For instance, submit all assignments via the assignment tool, not the email tool. Email me through the Blackboard email tool, not my university email. I will not respond to you if you email me through any other account.
2. Papers, projects, quizzes and exams are due at the time noted in Blackboard. Failure to produce them will result in failing grades for those works.
3. Grade Disputes: If students wish to dispute a grade on any of the assignments, participation, or final exam, they are welcome to do so. However, I will not entertain, in any way, those disputes unless the reasons for the dispute are put in writing to me, beforehand.
4. I operate my classes in a spirit of cooperation and respect for diversity. While I respect that we might not always agree with our peers (or our instructor), I insist that we display a tolerance for the views and opinions of others, a sensitivity to each other’s values and beliefs, and receptivity to alternative thinking. Additionally, this particular course has a heavy concentration on diversity in the workplace.
5. I reserve the right to amend/alter/change this syllabus at any time during the semester that I deem appropriate to fit the needs of the course.
6. Plagiarism will result in an immediate failure of this course. It is considered to be the height of dishonesty in academic circles. I, personally, view it as one of the most serious forms of deception because it
1) disadvantages one's peers and, therefore, detracts from the spirit of collegiality;
2) cheats the individual in the long run by preventing him/her from properly preparing for future situations;
3) displays a complete lack of respect for the institution and the instructor as a professional educator.

Grading: Grading will be based on the following point system:

- Quizzes 6 @10 each
- Scrapbook -- 2 Parts @30 each
- Midterm
- Final
- Participation

<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>60</td>
<td>Completed by noon on the dates assigned</td>
</tr>
<tr>
<td>Scrapbook</td>
<td>60</td>
<td>Due at noon on the date assigned</td>
</tr>
<tr>
<td>Midterm</td>
<td>40</td>
<td>No make-up exams</td>
</tr>
<tr>
<td>Final</td>
<td>40</td>
<td>No make-up exams</td>
</tr>
<tr>
<td>Participation</td>
<td>25</td>
<td>(2 free passes) 5 point deduction for each missed class after the two free ones; any remaining points will be determined by professor discretion; I will take attendance each day and, if tardiness causes you to miss your name, you are considered to have missed</td>
</tr>
</tbody>
</table>

Weekly Schedule:

- Week One: (1/12-14) Chapters 1 and 2 of the RPF 1 Manual
- Week Two: (1/19-21) Chapters 4 and 5 of the RPF 1 Manual
- Week Three: (1/26-28) Chapters 3 and 5 of the RPF 1 Manual
- Week Four: (2/2-4) Chapters 5, 6, and 7 of the RPF 1 Manual
- Week Five: (2/9-11) Chapters 8 and 9 of the RPF 1 Manual
- Week Six: (2/16-18) Chapters 10 and 12 of the RPF 1 Manual (Scrapbook due 2/18)
- Week Seven: (2/23-25) Chapters 11, 13 and 14 of the RPF 1 Manual
- Week Eight: (3/2-4) Chapter 15 (RPF1) on 3/2 and Midterm on 3/4
- SPRING BREAK: (3/9-11) NO CLASS
- Week Nine: (3/16-18) Chapters 1 and 3 of the RPF 2 Manual
- Week Ten: (3/23-25) Chapters 2 and 5 of the RPF 2 Manual
- Week Eleven: (3/30-4/1) Chapters 4, 5 and 6 of the RPF 2 Manual
<table>
<thead>
<tr>
<th>Week Twelve</th>
<th>(4/6-8)</th>
<th>Chapters 7, 8 and 9 of the RPF 2 Manual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week Fourteen</td>
<td>(4/20-22)</td>
<td>Chapters 11 and 12 of the RPF 2 Manual ( Scrapbook due 4/22)</td>
</tr>
<tr>
<td>Week Sixteen</td>
<td>(TBA)</td>
<td>FINAL EXAMINATION</td>
</tr>
</tbody>
</table>