Professors:

Prof. Susan Clark
Office: 638 Fisher Hall
Office hours: Tuesday 1:00 – 3:00 p.m. or by appt.

Prof. Derik Staufenberg
Office: 301 Fisher Hall
Office hours: TTH 2:30-3:30 p.m. or by appt.

Prof. Chad Zipfel
Office: 312 Fisher Hall
Office hours: MW 2:00 – 3:00 p.m. or by appt.

Graduate Assistant: Hayden Young
Office: 252 Gerlach Hall
Office hours: W 3:00-5:00 pm (Jan 9-Feb 20) W 4:30-6:30 pm (Feb 27-Apr 24)

Course Email: FCOB-fin3220@osu.edu Please direct any course related content to this account. Our grad assistant, Hayden Young, will be monitoring this account and you should expect a response within 24 hours.

BuckeyePass: You will need to use multi-factor authentication to access your courses in Carmen. Visit buckeyepass.osu.edu to manage your devices. It is highly recommended that you add more than one device to your account or request a set of access codes to keep in a safe place for an emergency. Need help? Visit https://ocio.osu.edu/KB05784 or call 614-688-4357 (HELP). And don’t forget to bring your registered devices to class!

Online Recitation Discussions:
There will be scheduled online recitation times where one of the professors will hold a virtual meeting using WebEX. Students will be able to login and go over recitation problems each week. Joining a virtual meeting can be found on the Home Page of Carmen under Online Recitation Access and will count towards participation & attendance for the week. To get credit for attendance, you must sign in with your OSU email and credentials. By signing in this way, you will be recorded for Attendance. See detailed instructions under Participation in this document about logging in to online recitations.
Course Materials:

Textbooks (Required): Brigham and Houston, *Fundamentals of Financial Management*, Cengage Learning; 14th edition. You will need access to both the text and MindTap. All quizzes will be done in MindTap.

Options for purchasing the textbook and MindTap can be found on the Home Page of Carmen under Required Course Materials.

Financial calculator (Required):

TI BA-II Plus (any version) or similar financial calculator. Available at the OSU Bookstore, as well as Target, Wal-Mart, online, etc. Note: All problems will be solved using the TI BA-II Plus. No graphing or programmable calculators will be allowed.

Course Format:

BUSFIN3220 is delivered in a hybrid format and your responsibilities for each week will be as follows:

1. Read the chapter(s) in the e-text and watch the assigned video modules before each Tuesday lecture. The reading of the book plus the video modules will give you a first look at the concepts, terms and definitions that will be covered in the chapter. Try to do this on Sunday and Monday before Tuesday’s lecture.
2. Also, before lecture, solve the first few questions from the Recommended Problems list on the Schedule page of the syllabus. These can be found under Practice Activities in MindTap for each chapter. The first few questions will help you apply what you have learned.
3. Attend a Tuesday lecture. There will generally be a brief (5-10 minute) summary of the basics of the chapter, then the lecture will move into the more difficult material from the chapter and solve some problems. Questions are always welcome; please don't hesitate to interrupt at any point! Lecture notes will be available in advance of the class. You may attend any lecture each week. Only on exam day will you need to attend your assigned one.
4. Work the recitation problems. Recitations work on problem-solving in a smaller class setting that will allow for more discussion. You may attend any in-class or online recitation. See Carmen for times and locations.
5. Work the remaining recommended problems in the chapter, and the online quiz, if one is due that week.
6. For extra practice:
   a. Watch Concept Clips in MindTap
   b. Complete Blueprint Problems in MindTap (MindTap Study Tools)
   c. Complete Test Prep in MindTap (MindTap Study Tools)

Solving the recitation and other recommended problems is essential for success in the course. For each chapter, we have given you a list of suggested problems. These problems are representative of what you might see on an exam or quiz, but it is not an exhaustive list.

Students with Disabilities:
The Office of Disability Services verifies students with specific disabilities and develops strategies to meet the needs of those students. All students with a specific disability are encouraged to contact the Office of Disability Services to explore the potential accommodations available to them. Students registered with ODS can take their exams at ODS.

Academic Integrity:
All students enrolled in this course are responsible for abiding by the guidelines outlined in the University's Code of Student Conduct. You can find the full Code at [http://studentlife.osu.edu/pdfs/csc_12-31-07.pdf](http://studentlife.osu.edu/pdfs/csc_12-31-07.pdf) or visit [http://studentconduct.osu.edu/](http://studentconduct.osu.edu/). Code violations will be reported to the Committee on Academic Misconduct.

It is also expected that each student will behave in a manner that is consistent with the Fisher Honor Statement, which reads as follows: “As a member of the Fisher College of Business community, I am personally committed to the highest standards of ethical behavior. Honesty and integrity are the foundation from which I will measure my actions. I will hold myself, and my peers accountable to adhere to these standards. As a leader in the classroom, community and business environment, I will pledge to live by these principles and celebrate those who share these ideals.”
**Disenrollment:**
Fisher College of Business strongly enforces University attendance policies. As per University rule 3335-8-33, any student may be disenrolled from a course for failure to attend by the first Friday of the term, or by the 3rd instructional day of the term, or by the second class meeting, **whichever occurs first.**

**Midterm Exams:** There will be two midterm exams. The exams will take place on the following dates: **Tuesday, February 12th and Tuesday, March 26th and will be at a common time (7:05 p.m.-8:45 p.m.)**
The midterms will be 100 points each and 90 minutes in length. Each midterm will have 25 multiple choice questions worth 4 points each. The multiple-choice questions will involve both conceptual questions as well as calculation questions, based on material covered in class, in the video modules and from the problems at the back of each chapter. Your exam will have a formula sheet attached to it; you cannot bring your own.

**Final Exam:** **Wednesday, April 24th 6:00 – 7:30 p.m. (Various rooms across campus)**
The final exam will be 100 points, 90 minutes in length and will also consist of 25 multiple choice questions. The final exam is not cumulative; it will just cover Chapters 10-12. Your exam will have a formula sheet attached to it; you cannot bring your own. You will be **assigned** to one of the rooms; you cannot choose the room where you will take the exam. **NOTE:** Please do not plan to leave campus until after the Final Exam date. We will not be able to accommodate any requests for alternate exam dates/times unless you have a documented conflict with another class.

**Exam rules:** You should be in your seat 5 minutes before the exam starts. All electronic devices other than your calculator must be turned off and put away during exams. All other course materials must be out of sight. All hats and hoods must be off your head. No smart watches are allowed during the exam and all calculator backs must be removed. Your exam grades will be posted on Carmen. Exams are not returned to the students, but you may view your Scantron during office hours.

**On-Line Quizzes:**
There will be six **20-point online quizzes in MindTap.** Your best 5 scores from the quizzes will be applied to your grade. Due dates are listed below and on the Class Calendar page. All quizzes are due at 11:59 pm on the due date. The quizzes are available under Assignments in Carmen. **Late assignments will not be accepted by Carmen.**

**Syllabus/Intro Quiz (in Carmen):** due 11:59 pm Sunday, Jan. 13th

**MindTap Quiz due dates/times:**
Quiz 1: Ch. 1-2, due 11:59 pm Sunday, Jan. 20th
Quiz 2: Ch. 5, due 11:59 pm Sunday, Feb. 10th
Quiz 3: Ch. 6-7, due 11:59 pm Sunday, March 3rd
Quiz 4: Ch. 8-9, due 11:59 pm Sunday, March 24th
Quiz 5: Ch. 10, due 11:59 pm Sunday, April 14th
Quiz 6: Ch. 11-12, due 11:59 pm Monday, April 22nd ***NOTE Different Due Date for Final Quiz***

The quizzes are timed. Once you open a quiz, you **MUST** complete it within 60 minutes. The window that a quiz is available is typically one to two weeks. If you are unhappy with your score on the first take of a quiz, you may take it again. The highest score of the two attempts will count. However, questions on the second attempt may be different than your first attempt.

**DO NOT** wait until 11 p.m. on the due date to try to complete the quiz. Also, if your own computer is not reliable, it would be in your interest to take the quiz in one of the computer labs on campus. Technical issues with your computer are **NOT** an excuse for being unable to finish a quiz.

**Syllabus/Intro Quiz:** The syllabus/intro quiz is in addition to the six quizzes in MindTap. The syllabus quiz is a Carmen quiz and tests your knowledge of what you read in the syllabus, what is contained on the course website, and what is discussed in the first lecture. It is worth 10 points and is due at the end of the first week of classes.
**Participation:**
There are 20 points available for participation in this course. You will be required to engage in 10 different weeks of recitations throughout the semester. This can be achieved by attending an in-class recitation or participating in an online recitation that will be posted in Carmen. You will receive 2 points per recitation attended up to a maximum of 20 points. The recitations must be for different weeks to count towards attendance. **If you have questions about your attendance grade, please email Hayden Young directly:** young.1473@osu.edu

Please follow the below guidelines regarding recitations to ensure you receive appropriate credit.

When logging in to TopHat (in-class recitations) or WebEx (online recitations):

- Login with your **first and last name** as it appears on your Carmen page.
- Login with your name.#@osu.edu. Do not use “@buckeyemail.osu.edu”. Do not use a gmail or other non-OSU email account.
- If you are unable to login using your osu.edu email address, it is your responsibility to email Hayden immediately informing him of which recitation you attended and what email you used to login. You will not receive credit if you do not email Hayden within one week of the recitation in which you logged in with a non-OSU email address.

It is recommended that you keep track of which recitations you attend, including date, time, online vs. in-person, instructor, and any proof of attendance, as this is a very large course and mistakes in tracking occasionally occur. Participation points will be posted on Carmen at the end of the semester. You are welcome to email Hayden at any time throughout the semester to check your progress.

*If at the end of the semester you believe your posted participation score is incorrect you may email Hayden with a list of the recitations you attended (with the information/proof suggested above) and he will double check. You must provide this information. Due to the number of students in the course he cannot double check your attendance without guidance from you on where to look. If you send an email that only says “I believe my score is incorrect” without any additional information, your score will not be reviewed or changed.*

**Grading (430 total points available):**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm 1</td>
<td>100</td>
</tr>
<tr>
<td>Midterm 2</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Quizzes</td>
<td>100</td>
</tr>
<tr>
<td>Syllabus Quiz</td>
<td>10</td>
</tr>
<tr>
<td>Participation</td>
<td>20</td>
</tr>
<tr>
<td>(best 5 at 20 points/each)</td>
<td></td>
</tr>
</tbody>
</table>

The grade scale is as follows (in percent):

- 92.5-100% A
- 88.5-92.49 A-
- 85.5-88.49 B+
- 82.5-85.49 B
- 79.5-82.49 B-
- 76.5-79.49 C+
- 72.5-76.49 C
- 69.5-72.49 C-
- 65.5-69.49 D+
- 59.5-65.49 D
- 59.49 or below E

**Tutoring Lab:** The tutor lab is in **040 Fisher**. The tutors will be available to answer questions, help you solve problems and understand concepts. They are NOT allowed to help you with quiz questions until after the deadline for that quiz. Tutor hours will begin the second week of the semester and run until the end of the semester.
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 6</td>
<td></td>
<td>7 NO BF3220 RECITATIONS</td>
<td>8 WEEK 1 Introduction to Course/Chapter 1 (Skip section 1.3) ONLINE Recommended questions: 1-2,5,8,10-11 Chapter 2 Recommended questions: 1-8,10</td>
<td>9 Ch. 1 online content Ch. 2</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>13</td>
<td>SYLLABUS QUIZ Due 11:59 p.m.</td>
<td>14 Ch. 2 Ch. 1 online content Ch. 2</td>
<td>15 WEEK 2 Chapter 5 Intro to TVM, Lump Sums Recommended problems: 1,2,6,7,9,10,14-16,18-21,23-26,32,33</td>
<td>16 Ch. 5</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>20</td>
<td>Quiz 1 (Ch. 1-2) Due 11:59pm</td>
<td>21 MLK Day No OSU classes</td>
<td>22 WEEK 3 Chapter 5 Annuities/Perpetuities Recommended problems: 1,2,6,7,9,10,14-16,18-21,23-26,32,33</td>
<td>23 Ch. 5</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>27</td>
<td></td>
<td>28 Ch. 5</td>
<td>29 WEEK 4 Chapter 5 EAR vs. APR Recommended problems: 1-5,8,12,13,17,22,27,28,30,31,34-38,40</td>
<td>30 Ch. 5</td>
<td>31</td>
<td>Feb. 1</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>4 Ch. 5</td>
<td>5 WEEK 5 EXAM SIMULATION &amp; REVIEW</td>
<td>6 Review</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>10</td>
<td>Quiz 2 (Ch.5) Due 11:59pm</td>
<td>11 Review</td>
<td>12 WEEK 6 MIDTERM 1 Ch. 1,2,5 (Common Exam 7:05 p.m. – 8:45 p.m.) Rooms: TBD</td>
<td>13 Chapter 6 Sections 6.1-6.5 Recommended Problems: 1-5,9,11,12</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>18 Chapter 6 Sections 6.1-6.5 Rec. Problems: 1-5,9,11,12</td>
<td>19 WEEK 7 Chapter 7 Recommended problems: 1-7,9,10,13,15,17</td>
<td>20 Ch. 7</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>24</td>
<td></td>
<td>25 Ch. 7</td>
<td>26 WEEK 8 Chapter 8 Recommended problems: 2-5,7-10,12,13,19</td>
<td>27 Ch. 8</td>
<td>28</td>
<td>March 1</td>
</tr>
<tr>
<td>3</td>
<td>Quiz 3 (Ch. 6-7) Due 11:59pm</td>
<td>4 Ch. 8</td>
<td>5 WEEK 9 Chapter 9 DDM/Enterprise Value/Method of Comps Recommended problems: 1-6,10,12-5,17,19,20</td>
<td>6 Ch. 9</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>11</td>
<td>12 SPRING BREAK WEEK</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>18 Ch. 9</td>
<td>19 WEEK 11 Review</td>
<td>20 Review</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>24</td>
<td>Quiz 4 (Ch. 8-9) Due 11:59pm</td>
<td>25 Review</td>
<td>26 WEEK 12 MIDTERM 2 Ch. 6-9 (Common Exam 7:05 p.m. – 8:45 p.m.) Rooms: TBD</td>
<td>27 NO BF3220 RECITATIONS</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>31</td>
<td></td>
<td>April 1 NO BF3220 RECITATIONS</td>
<td>2 WEEK 13 Chapter 10 Recommended problems: 1-11,18,19</td>
<td>3 Ch. 10</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>8 Ch. 10</td>
<td>9 WEEK 14 Chapter 11 Recommended problems: 1-14,16,17,20</td>
<td>10 Ch. 11</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>14</td>
<td>Quiz 5 (Ch.10) Due 11:59pm</td>
<td>15 Ch. 11</td>
<td>16 WEEK 15 Chapter 12: Sections 12.1-12.4, 12.7 only Recommended problems: 1-6,8-10,14,17</td>
<td>17 Ch. 12</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>22 Ch. 12 Quiz 6 (Ch.11-12) Due 11:59pm</td>
<td>23 <em><strong>LAST Day of Classes</strong></em>*</td>
<td>24 FINAL EXAM Ch. 10-12 (Common Exam 6 – 7:30 pm) Rooms: TBD</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>28</td>
<td></td>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>