

FINN 3273-001-22063

Property and Casualty

Spring 2021

This syllabus contains the policies and expectations I have established for Property and Casualty. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.

The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be made by announcement in class, posted on the Canvas website and/or thru email.

Instructor: Faith R. Neale, Ph.D., Associate Professor of Risk Management and Insurance

E-mail: frneale@uncc.edu

Virtual Office: [Virtual Office Link](#)

Virtual Office Hours: Tuesdays and Thursdays, 10-11:30am

Class Types: Asynchronous (ASYN) and synchronous (SYN)

Class Meetings: Tuesdays and Thursdays: 8:30-9:45am, Online

Each week will generally consist of:

- ASYN learning through the online course in “Required Materials” below covering the fundamentals of insurer operations. Weekly quizzes on topics are assigned prior to class meetings and are based on small sections of the content to facilitate learning. These quizzes are due the Sunday before class but may be completed the night before class with no penalty. A comprehensive quiz covering the material is due Thursday night following class but may be completed by Sunday evening with no penalty.
- SYN online learning that is flexible and may be a brief lecture, Q & A session and help session.
- Weekly assignments are posted in Canvas Pages with supporting class materials in Modules.

Course Description

This course involves an analysis of the needs of business and individuals for property and casualty insurance and the nature of coverage available. This course includes an examination of property and casualty insurance products with an emphasis on contract language, case law, the use of contracts, the type of coverage afforded, and underwriting procedures.

*Students who earn a B or better in Finn 3271 may apply to The Insurance Institute of America for credit for Chartered Property & Casualty Underwriter Exam 553 (Survey of Personal Insurance and Financial Planning). Once accepted by [The Institutes](#), this CPCU part may be included on your resume. Receiving the CPCU designation requires completion of eight exams. Students earning the waiver for this class may request the cost of textbook materials to be reimbursed with the submission of the waiver and associated receipts. **Students must be currently enrolled at the time the reimbursement is processed to qualify for reimbursement by UNCC.** You should forward this documentation to frneale@uncc.edu for submission.*

Course Objectives

1. Explain the core and supporting functions of a property and casualty insurer and the interactions between them.
2. Summarize the environment, regulations, and restrictions in which property and casualty insurers operate.
3. Examine the lines of insurance available from property and casualty insurers and the limitations of those lines.
4. Interpret information contained in insurer financial statements and determine how this information is used.
5. Assess current and emerging global, catastrophic, legal and technological risks that have significant impact on insurer operations and methods insurers use to manage those risks.

Required Materials

Connecting the Business of Insurance Operations, 1st edition (CPCU 520) The Institutes Collegiate Edition - Online Only, \$172.50, add a hard copy of the textbook for \$40. The Institutes Stock #SAB52002, ISBN# 978-0-89462-426-1
<https://web.theinstitutes.org/purchase-study-materials>

1. Canvas and Zoom which students should download to their laptop or computer.
2. Webcam for their computer or laptop to participate in online classes and exams.

Student Conduct

All students must be familiar with and abide by **University Policy 406, The Code of Student Responsibility** at <http://legal.uncc.edu/policies/up-406>.

All students are required to read and abide by **University Policy 406, the Code of Student Academic Integrity**. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Definitions and examples of plagiarism are set forth in the Code. The Code is available from the Dean of Students Office or online at <https://legal.uncc.edu/policies/up-407>

The Code of Student Responsibility outlines the rules for student conduct in the classroom and toward all others at UNC Charlotte. **The Code of Student Academic Integrity** forbids cheating, fabrication or falsification of information, multiple submission of academic work, plagiarism, abuse of academic materials (such as Library books on reserve), and complicity in academic dishonesty (helping others to violate the Code). Any further specific requirements or permission regarding academic integrity in this course will be stated by the instructor, and are also binding on the students in this course. Students who violate the Code can be punished to the extent of being permanently expelled from UNC Charlotte and having this fact recorded on their official transcripts. The normal penalty is zero credit on the work involving dishonesty and further substantial reduction of the course grade. In almost all cases, the course grade is reduced to "F." If you do not have a copy of the Code, you can obtain one from the Dean of Students Office or access it online at the links provided above. Standards of academic integrity will be enforced in this course. Students are expected to report cases of academic dishonesty they become aware of to the course instructor who is responsible for dealing with them. Faculty may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work. Students are not allowed to copy and paste quiz questions which is a violation of the academic integrity code. Students are encouraged to take notes of concepts requiring further explanation and should bring these to the attention of the instructor.

Classroom Conduct

I will conduct this class in an atmosphere of mutual respect. I encourage your active participation in class discussions. Each of us may have strongly differing opinions on the various topics of class discussions. The conflict of ideas is encouraged and welcome. The orderly questioning of the ideas of others, including mine, is similarly welcome. However, I will exercise my responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion. You should expect that if your conduct during class discussions seriously disrupts the atmosphere of mutual respect I expect in this class, you will not be permitted to participate further.

Grading

The course grade will be based on three examinations (65%), insurer case study (17.5%), quizzes (10%), and class participation (7.5%). Exams 1 and 2 are worth 20% each and exam 3 comprises 25% of the course grade. Exams are graded on a scale of 1 through 100. The final exam will be administered online according to the schedule outlined in the UNCC Final Exam Schedule. Students must calculate their own course grade based on the above allocations. The grade estimated in Canvas most likely is wrong. Your final grade will be based on the following scale:

90 and above = A, 80 to 89 = B, 70 to 79 = C, 60 to 69 = D, less than 60 = F

Note: Canvas is used primarily to post grades and assignments. Although it may provide you an approximate understanding of your overall grade at any given time, it is not exact and may vary widely from your actual course grade. Therefore, students are required to **estimate your own course grade using the allocations provided in the syllabus**.

Exams (65% of course grade)

This course includes both online, out-of-class and in-class learning and assignments. Exam questions will incorporate all class activities whether in- or out-of-class. Exams may use web monitoring and the lockdown browser. Make-up exams, in general, will not be given. However, in the event of an emergency the student should contact the instructor as soon as is reasonable and no longer than 24 hours after the missed exam. If an exam is the first exam missed and the absence is excused based on university guidelines, but not an unavoidable emergency, then the final exam will account for 45% of your course grade. If the absence is unexcused then you will be given a zero for that exam. Excluding emergencies, an absence is automatically considered unexcused if advance written notice, at least 24 hours prior to the exam, of the absence is not provided to the instructor. All subsequent missed exams will result in a zero for the missed exams.

Insurer Case Study (17.5% of course grade)

Students will apply the concepts learned in this class to a stock insurer. This is a semester long project that students should work on the entirety of the semester and pay particular attention when we cover required sections in class.

Quizzes on Topics (10% of course grade)

Weekly quizzes on topics are assigned prior to and following class meetings. The quizzes due before class are based on small sections of the content to facilitate learning and comprise 3% (of the 10%) of your course grade. These quizzes are due the Sunday before class meets but can be completed through Monday with no penalty. The quizzes due after classes cover the entire topic and are worth 7% (of the 10%) of your course grade.

Class Participation and Assignments (7.5% of course grade)

Class participation includes attendance in synchronous classes, discussion, interactive activities, and meeting the general requirements of the course. Deductions from class participation may occur for any of the following behaviors: consistently missing class or entering class late, using a laptop or cell phone during class for anything other than this class's work. Other discourteous or otherwise unprofessional behavior both in-class and online, such as talking or not paying attention while material is being presented, may result in loss of class participation points. In-class assignments and quizzes will be administered throughout the course. Students must come to class or get assignments from classmates if an assignment is discussed during class. Assignments and quizzes, especially in-class, may not be posted or announced on Canvas. In-class assignments and quizzes may not be made up even if the class absence is excused. **All students are assumed to exhibit a college level understanding of written English and grammar and all written assignments, both in and out of class, are graded with this in mind.** Students must take care to avoid misspellings and grammatical errors to avoid a loss of points. Students needing assistance with writing and presentations should consult the Writing Resource Center at <http://www.uncc.edu/writing/wrcindex.html>.

Attendance

Roll will be taken promptly at the beginning of class. Students are expected to be ready for class to begin at roll call. Students who arrive late or leave class early will lose class participation points and may be counted as absent at the instructor's discretion. Students must provide advance notice of an absence in writing from class in order for the instructor to consider it as an excused absence. The instructor will follow university guidelines regarding excused absences but the instructor has the final decision. In the case of emergencies students should notify the instructor of absence or late arrival, in writing, as soon as it is reasonable to do so.

Guest Speakers and Student Presentations

Class attendance is required at all times but additional penalties will be assessed if a student arrives late or misses a class when a guest speaker or students are presenting. Advance notification will be given when a speaker is scheduled or students are presenting. If you are **absent** during one of these classes, **2 points** will be **deducted** from your **final course grade**. If you **arrive late** then **1 point** will be **deducted** from your **final course grade for each presentation you are late for that day**. Therefore, if you arrive after the second presentation has started 2 points will be deducted from your final course grade.

Class Policies and Information

- Disability Accommodations:** UNC Charlotte is committed to access to education. Students in this course seeking accommodations to disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations. Contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.
- Canvas:** This course is administered with Canvas. Class materials including announcements will be posted on Canvas or e-mailed to the student. It is the student's responsibility to check the Canvas website and their e-mails frequently to keep updated on the class. Students are encouraged to use the Canvas app on their smart phones to have timely access to announcements and other notifications.
- Weekly Assignments:** This class is a hybrid class consisting of both online and in-class assignments. Weekly assignments are posted in Canvas Pages with supporting class materials in Modules.
- E-mail:** A great deal of communication is done by Canvas and e-mail. Students are responsible for checking Canvas and their UNCC e-mail account throughout the semester. All e-mails to the instructor must be written in a professional manner.
- Recording:** Electronic video, image capture, and/or audio recording is not permitted during class, whether conducted in person or online, unless the student obtains permission from the instructor. If permission is granted, any distribution of the recording is prohibited. Students with specific electronic recording accommodations authorized by the Office of Disability Services do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.
- Photography:** Still photography is strictly prohibited in class at all times. Violation of this policy may be considered a violation of UNC Charlotte's Student Conduct Codes.
- Laptops, cell phones, headphones and ear buds:** Laptops and the use of cell phones or other communication devices is disruptive and are prohibited during class unless being used for class purposes only. Except in emergencies, those using such devices must leave the classroom for the remainder of the class period. With the above exception, Cell phones may not be on during class or exams. This includes ringing, text messaging, internet, video, camera, and silent modes. Headphones and earbuds may not be used during class. Each violation of this policy will automatically result in a 1-point deduction from your final course grade. Continued prohibited use will result in increasing penalties including removal from the course.
- Class materials and notes:** Additional materials or information may be provided as needed by the instructor throughout the course. If a student misses a scheduled class when this material or information is provided it is the student's responsibility to arrange to obtain this from another student.
- Exams:** Exams generally will be online and include multiple-choice, matching, short answer questions and problems involving calculations. All online exams will be web monitored requiring a webcam.
- SimCheck:** As a condition of taking this course, all required papers may be subject to submission for textual similarity review to **SimCheck** [or another plagiarism detection service] for the detection of plagiarism. All submitted papers will be included as source documents in the SimCheck [or another plagiarism detection service] reference database solely for the purpose of detecting plagiarism of such papers. No student papers will be submitted to SimCheck without a student's [written consent and permission](#). If a student does not provide such written consent and permission, the instructor may: (i) require a short reflection paper on research methodology; (ii) require a draft bibliography prior to submission of the final paper; or (iii) require the cover

page and first cited page of each reference source to be photocopied and submitted with the final paper.

Extra Credit

Extra credit offered for extracurricular activities for a university or GIS sponsored event is contingent on class attendance the day of class. In other words, you must attend class **in its entirety** the day of class in order to earn extra credit for an extracurricular event occurring the same day.

Title IX Reporting Expectations:

UNC Charlotte is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone. UNC Charlotte has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with civil protective orders, and more.

Please be aware that all UNC Charlotte employees, including faculty members, are expected to relay any information or reports of sexual misconduct they receive to the Title IX Coordinator. This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I am expected to **report the information to the Title IX Coordinator**. Although I am expected to report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

If you wish to speak to someone confidentially, you can contact the following on-campus resources, who are not required to report the incident to the Title IX Coordinator: (1) University Counseling Center (counselingcenter.uncc.edu, 7-0311); or (2) Student Health Center (studenthealth.uncc.edu, 7-7400). Additional information about your options is also available at titleix.uncc.edu under the "Students" tab.

COVID-19 Face Coverings:

It is the policy of UNC Charlotte that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the 49er community. Such behaviors specifically include the requirement that all students properly wear **CDC-compliant face coverings** while in buildings including in classrooms and labs. Students are permitted to remove face coverings in classroom or lab settings only when I explicitly grant permission to do so (such as while asking a question, participating in class discussion, or giving a presentation) and while at an appropriate physical distance from others. Failure to comply with this policy in the classroom or lab may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Office of Student Conduct and Academic Integrity for charges under the **Code of Student Responsibility**.

Class Attendance COVID-19:

Students are expected to attend every class and remain in class for the duration of the session when it is safe to do so in accordance with university guidance regarding COVID-19. Failure to attend class or arriving late may impact your ability to achieve course objectives which could affect your course grade. An absence, excused or unexcused, does not relieve a student of any course requirement. Regular class attendance is a student's obligation, as is a responsibility for all the work of class meetings, including tests and written tasks. Any unexcused absence or excessive tardiness may result in a loss of participation points.

Students are encouraged to work directly with their instructors regarding their absence(s). For absences related to COVID-19, please adhere to the following:

- **Complete your Niner Health Check** each morning.
- **Do not come to class if you are sick.** Please protect your health and the health of others by staying home. Contact your healthcare provider if you believe you are ill.

- **If you are sick:** If you test positive or are evaluated by a healthcare provider for [symptoms of COVID-19](#), indicate so on your [Niner Health Check](#) to alert the University. Submit a copy of your Niner Health Check notification email to your instructors. Upon learning that you have tested positive or have been diagnosed for symptoms of COVID-19, either from your reporting or from Student health Center testing or diagnosis, representatives from Emergency Management and/or the Student Health Center will follow up with you, and your instructors will be notified of the need for accommodations, as necessary.
- **If you have been exposed** to COVID-19 positive individuals and/or have been notified to self-quarantine due to exposure, indicate so on your [Niner Health Check](#) to alert the University. Representatives from Emergency Management and/or the Student Health Center will follow up with you as necessary. Submit a copy of your Niner Health Check notification email to your instructors. If you need any additional support verifying your absence after you have communicated with your professors, contact [Student Assistance and Support Services](#).

If you are absent from class as a result of a COVID-19 diagnosis or quarantine, as instructor I will work with you to help you continue to make progress in the course as needed and if possible. Possible adjustments may include remote learning opportunities and individual assignments. The final decision for approval of all absences and missed work is determined by the instructor.

Required Study

Students are required to complete the ASYN assignments by the deadline posted on Canvas and/or in the assignments. Students are encouraged to take handwritten notes of confusing concepts and questions during ASYN work to submit to the instructor to be covered during the associated SYN online class.

Optimal Study Habits

1. **Read the weekly assignments in Pages** in its entirety and map out personal deadlines in personal calendar to increase efficiency and optimize time. If SYN material is provided, read that as well and pay particular attention to that material that we will apply in the SYN class.
2. **Take handwritten notes** while covering ASYN material and quizzes. Highlight terms and areas that are confusing and/or that I emphasize.
3. **Transfer handwritten notes** to laptop if needed the day of, or by the following day. When the question is answered fill in the information.
4. Come the SYN classes **prepared to actively participate**. Do preparation work, consisting of research and strategy building for classes. Bring all questions to class.
5. **Review notes** every day including previous notes. By exam time you should only need to review material and can concentrate on problem areas.
6. **Use more than one method**. Some students learn best if they record their notes and listen back to them. Some students are visually-oriented and should use flowcharts, graphs, highlighters, etc... Regardless, the process of transferring this information into your preferred learning style will help you retain this material.

The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

This schedule is tentative and subject to change.

Week/Date	Topic
1: Jan 21 st	Overview of Course
2: Jan 26 th & 28 th	Overview of Property and Casualty Insurance Market & Understanding Performance Ratios
3: Feb 2 nd & 4 th	Understanding How Insurers Operate (CH1) 4 th - Guest Speaker, Greg Poorvin , Senior Reinsurance Territory Manager at Mutual Boiler Re and WSIA member
Feb 8 th – 12 th	UNCC Break
4: Feb 16 th & 18 th	ERM for Insurers and Lines of Business
5: Feb 23 rd & 25 th	Regulating Insurance Operations (CH2) 25 th - Guest speakers: Joe Stewart , Vice President, Governmental Affairs, IIANC and Senator Vickie Sawyer , graduate of UNCC
6: Mar 2 nd & 4 th	Underwriting Risk (CH4)
7: Mar 9 th & 11 th	Marketing and Distributing Insurance (CH3) 9 th – <i>Financial Services Virtual Career Fair</i> 4:30pm to 7:30pm 11 th - Aubie Knight , CEO of IIANC
8: Mar 16 th	Exam 1
9: Mar 23 rd & 25 th	Analyzing Claims (CH6)
10: Mar 30 th & Apr 1 st	Exploring Reinsurance (CH8)
11: Apr 6 th & 8 th	Developing Insurance Rates (CH7: 7.1-7.26)
12: Apr 13 th & 15 th	Loss Reserve Development (CH7: 7.27-7.29)
13: Apr 20 th & 22 nd	Exam 2 Risk Register & Group Member Evaluation Due 22 nd - Ratemaking Training with NCJUA - TBA
14: Apr 27 th Apr 29 th	27 th - Ratemaking Training with NCJUA - TBA Alternative Risk Transfer and ILS Case Study PPT & Group Member Evaluation Due
15: May 4 th May 5 th	Understanding Risk Control and Premium Auditing (CH5) Recorded Presentation & Group Member Evaluation Due (PPT Peer Evaluation Assignments Automatically generated) Last day of class
TBD*	8-10am - Final Exam – Cumulative

*Please check the University website at <https://ninercentral.uncc.edu/courses-registration/exam-schedules> for updates on the final exam schedule. Many times changes to this schedule are made very late in the semester.

Class meetings: Tuesdays and Thursdays, 8:30-9:45am

Note: Topics quizzes are assigned for each week that material is covered. Mini-quizzes are due the Sunday before the class we cover the topic and are worth 5% of your course grade. A longer quiz covering all the material is due Friday immediately following coverage of the material and worth 7.5% of your course grade.