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

Office Hours: Tuesdays and Thursdays, 12-1:30pm, Friday 351A or online (see Canvas page for Online Office Hours)

Class Types
Asynchronous (ASYN), synchronous (SYN) and simulcast (SCAST) consisting of both face-to-face (FTF) and SYN

Class Meetings
Tuesdays and Thursdays: 8:30-9:45am
Friday 141

100% of students SYN OR SCAST (50% of students FTF and 50% of students SYN)

Each week, the day of the SCAST classes will be chosen based on the amount of student preparation needed for that week’s FTF assignment but will usually be Tuesday. The SYN class will be on the other regularly scheduled day.

Each week will generally consist of:
- ASYN learning through the online course in “Required Materials” below covering the fundamentals of insurer operations. Weekly quizzes are due the Sunday of the week assigned prior to the activity-based classes.
- One day of Simulcast classes (2 students partner with one attending FTF and the other online, switch the next week). This class is activity-based where student partners will be required to work together to complete the activities.
- One day of SYN online learning. This class 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 3273 may apply to The Insurance Institute of America for credit for Chartered Property & Casualty Underwriter Exam 520 (Insurer Operations). Once accepted by The Institutes, this CPCU part may be included on your resume. Receiving the CPCU designation requires completion of eight exams.

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


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 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.

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%), Canvas quizzes (10%), assignments (15%), and class participation (10%). 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

Exams

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. All exams will 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 50% 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.

Class Participation

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.

Assignments and Quizzes

In-class and out-of-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 written assignments 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.

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 points will be deducted from your final course grade for each presentation you are late for that day. Therefore, if you are 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.

Simulcast Classes: Students are expected to attend one class Face-to-Face (FTF), every other week, for the weeks requiring FTF instruction. Students not attending the FTF class must attend via WebEx. Students will work with partners in many of the classes. The student in the FTF class will work with a student attending online to complete in-class activities. The FTF student will be the lead student in the classroom activity. The lead student will be provided any documentation not on Canvas and will relay their answers and questions to the instructor in the classroom. FTF students will communicate with their learning partner by cell phone, laptop or tablet.

Excused Absences Since FTF class time is limited, students are strongly discouraged from missing these classes.

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.

Vericite As a condition of taking this course, all assignments may be subject to submission for textual similarity review to VeriCite for the detection of plagiarism. All submitted assignments will be included as source documents in the VeriCite reference database solely for the purpose of detecting plagiarism. If a student will not submit the assignment to Vericite, the instructor may and require an alternate assignments. If the assignment is a paper 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 for the Fall 2020 semester 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 instructor regarding their absence(s). For absences related to COVID-19, please adhere to the following:

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, complete this form to alert the University. Representatives from Emergency Management and/or the Student Health Center will follow up with you as necessary, and your instructors will be notified.

If you have been exposed to COVID-19 positive individuals and/or have been notified to self-quarantine due to exposure, complete this form to alert the University. Representatives from Emergency Management and/or the Student Health Center will follow up with you as necessary, and your instructors will be notified.

To return to class after being absent due to a COVID-19 diagnosis or due to a period of self-quarantine, students should submit an online request form to Student Assistance and Support Services (SASS). Supporting documentation can be attached directly to the request form and should be from a student’s health care provider or the Student Health Center, clearly indicating the dates of absences and the date the student is able to return to class. Instructors will be notified of such absences.

If you are absent from class as a result of a COVID-19 diagnosis or quarantine, as instructor I will do the following to help you continue to make progress in the course: PROVIDE REMOTE LEARNING OPTIONS AND ASSIGNMENTS ON A CASE-BY-BASE BASIS, as needed. 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. 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. Take associated online and Canvas quizzes and take notes of confusing terms or concepts. Try to answer the questions yourself for best retention.

5. Come the SYN classes prepared to actively participate. Do preparation work, consisting of research and strategy building for Simulcast classes. Bring all questions to the SYN online classes.

6. Review notes every day including previous notes. By exam time you should only need to review material and can concentrate on problem areas.

7. 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.
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<th>Week/Date</th>
<th>Topic</th>
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| 1: Sep 8\textsuperscript{th} & 10\textsuperscript{th} | 9/8: Overview of Course  
9/10: Overview of the Property and Casualty Insurance Market |
| 2: Sep 15\textsuperscript{th} & 17\textsuperscript{th} | Understanding How Insurers Operate (CH1)                             |
| 3: Sep 22\textsuperscript{nd} & 24\textsuperscript{th} | ERM for Insurers, Lines of Business                                   |
| 4: Sep 29\textsuperscript{th} & Oct 1\textsuperscript{st} | Regulating Insurance Operations (CH2)  
Sep 29\textsuperscript{th} – class suspended  
Oct 1\textsuperscript{st} – Guest speaker – Joe Stewart, Vice President, Governmental Affairs, IIANC |
| 5: Oct 6\textsuperscript{th} & 8\textsuperscript{th} | Underwriting Risk (CH4)                                              |
| 6: Oct 13\textsuperscript{th} & 15\textsuperscript{th} | Marketing and Distributing Insurance (CH3)                           |
| 7: Oct 20\textsuperscript{th} | Exam 1                                                               |
| 8: Oct 27\textsuperscript{th} & 29\textsuperscript{th} | Analyzing Claims (CH6)                                               |
| 9: Nov 3\textsuperscript{rd} & 5\textsuperscript{th} | Exploring Reinsurance (CH8)                                           |
| 10: Nov 10\textsuperscript{th} & 12\textsuperscript{th} | Developing Insurance Rates (CH7: 7.1-7.26); Ratemaking Training with NCJUA |
| 11: Nov 17\textsuperscript{th} & 19\textsuperscript{th} | Loss Reserve Development (CH7: 7.27-7.29)                             |
| 12: Nov 24\textsuperscript{th} | Exam 2                                                               |
| 13: Dec 1\textsuperscript{st} & 3\textsuperscript{rd} | Understanding Risk Control and Premium Auditing (CH5)               |
| 14: Dec 8\textsuperscript{th} & 10\textsuperscript{th} | Insurance Technology & ILS                                           |
| 15: Dec 15\textsuperscript{th} (Last Day) | Help Session                                                         |
| Dec 2\textsuperscript{nd} – Tuesday* | 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. While I will try to keep you updated on any changes it is your responsibility to check the schedule immediately prior to final exam week to verify the date and time of your exam.

**This schedule is tentative and subject to change.**

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<tr>
<th>In-Class meetings:</th>
<th>Tuesdays, 8:30-9:45am in Friday 141</th>
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<tbody>
<tr>
<td>Virtual Help Sessions:</td>
<td>Thursdays, 8:30-9:45am</td>
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