

**FIN 3403**  
**Business Finance**

**Tentative Course Syllabus**  
**Fall 2017 Term**

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**COURSE INSTRUCTOR**

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For this class, I only check the e-mail account above. I do not use/check the Canvas message system, and I will not likely see e-mails sent to any other account. If you need to contact me, you must use this class e-mail account.

Course Sections: 16B6, 195D, and 2533. The course is taught / delivered the same for all sections. Further, all sections will take Exams via Canvas and ProctorU. If you are unsure of the differences among the sections, see your academic advisor.

FIN 3403 is taught in Heavener Hall, Room 140, every Tuesday and Thursday, during Periods 3-4 (officially, 9:35-10:25 AM & 10:40-11:30 AM, but we will take only a short break between the two periods). Students are encouraged to attend the live sessions and actively participate. Seating is limited to 80 students and is on a first come, first served basis.

**TEACHING ASSISTANTS**

TA Office: Heavener Hall (TA area, west end of second floor)

TAs will hold office hours. The schedule will be posted to the class webpage during the second week of class.

**COURSE PREREQUISITE**

ACG 2021 or an equivalent course as approved by the College's Undergraduate Advising Office in Heavener Hall.

## ACCESSING THE COURSE WEBSITE

This course is presented via the University of Florida's Canvas e-Learning course management system: <http://elearning.ufl.edu>

Log in to Canvas using your GatorLink user name and password. From the list of courses, choose "FIN 3403: Business Finance, Fall 2017" from the list of courses.

Note that you must be registered for this course to be allowed access to the course materials. It may take 24-48 hours for Canvas to be updated with the latest enrollment data from the Registrar's Office. Therefore, if you have just added the course and are denied access, try again in 24-48 hours.

The University of Florida, not the Warrington College of Business Administration, supports the Canvas course management system. If you need help using the Canvas Course Management System, contact the UF Computing Help Desk at 352-392-HELP (392-4357), or go to their Webpage at <http://helpdesk.ufl.edu/>

## COURSE MATERIALS

1. *Fundamentals of Corporate Finance (4th Edition)*, Berk, DeMarzo, and Harford.

We will be using both the textbook and the MyFinanceLab tool from Pearson. You will likely want to purchase the e-Text and MyFinanceLab bundled. Instructions from Pearson for purchasing the text and accessing MyFinanceLab will be discussed on the first day of class.

2. Calculator. You must have a financial calculator to get through the course. Many of the exam and course problems involve complex financial calculations and a financial calculator is necessary to solve them.

The ability to use a financial calculator is critical for success in this class. You are responsible for learning how to operate your financial calculator - and it is crucial that you are familiar with the financial functions of your calculator by the time we begin the time value of money chapter (Chapter 3). A calculator tutorial for the 10-BII is included on the course website.

You will not be permitted to use the calculator's User Manual to exams. You may have extra batteries (and calculator) available during the exam.

You are only permitted to use (1) a basic 4-function calculator and (2) a financial calculator during the exam. Specifically, permitted "financial calculators" include only the HP 10b and HP 17b family of calculators, the Texas Instruments BAII Plus family of calculators, and the Casio FC-200V financial calculator. No other financial/scientific/programmable calculators are permitted. Please plan on using one of these. No need to ask about other calculators – no other calculators are permitted. Further, you may not use any calculator that is part of your computer software.

3. PowerPoint Slides for FIN 3403. Copies of the PowerPoint slides (note shells) are highly recommended given the speed and quantity of material that we will cover during the semester. PowerPoint slides are available on the course website within each Learning Module and are also available at Target Copy Center [Phone: (352) 376-3826].
4. Old Exams and Solutions. Most students find questions and solutions from the old exams useful when studying for their own exams. They are a great source of practice problems and will give you some ideas of the kinds of questions that we could ask. However, you should understand that there is no guarantee that your examinations will be similar to those offered in the past.

Old exams and solutions for the last several years are available on the course website. I have also taken many of these exams and have sorted the questions by topic module. All of these are available on the course website. The questions/solutions sorted by topic module are also available at Target Copy Center [Phone: (352) 376-3826].

5. Solutions to End-of-Chapter Problems. The problems in the text are an excellent resource to help you study and learn the material. They are good practice before taking a graded quiz or trying to work the problems from the old exams. Answers for selected end-of-chapter problems are contained in Appendix B, but detailed solutions are not presented. Detailed solutions may be found on the course website within each Learning Module.

## ASSURANCE OF LEARNING

The specific goals and objectives for FIN 3403 include the following:

Goal: Demonstrate competency in and across business disciplines.

Objective: Demonstrate knowledge and understanding of elements of finance.

Objective: Demonstrate proficiency in the use of business-related software applications.

By the end of this course:

1. You will understand the role of finance within a firm, within society, and within an economic system.
2. You will learn financial principles and terminology and gain the basic financial/mathematical tools required by managers for making financial decisions.
3. You will learn how business professionals deal with some of the legal, ethical and social responsibilities of the firm in a financial context
4. You will appreciate the role of financial leadership in a business organization.

5. You will appreciate how an understanding of finance is important to your own professional development and career success, as well as how it can impact your own, personal decisions.

I hope that by the end of this course you will have a good grasp of basic financial principles and that you will have gone beyond just memorizing facts and formulae. This will enable you to better understand current events in finance and the business world and will provide a solid framework for any subsequent courses you may take in finance.

## CLASS PROCEDURES

The material for this class, along with the corresponding material on the Canvas class website, has been divided into ten learning modules. The inherent structure of an electronic platform class makes your individual study and preparation outside of class extremely important. The lecture material will focus on the major points introduced in the text. Reading the assigned chapters before class will greatly improve your understanding of the lecture. After the lecture, you should study your notes and do relevant problems from the end of chapter.

If you are an in-residence student, you are encouraged to attend the live section, no matter which section you are registered for. Moreover, despite the large size of the class, I encourage students in the live section to ask questions whenever they arise. These questions often make the class more interesting and provide benefits to the students who are unable to attend the live section.

The class lectures are available through the college's video server and may be accessed through the course website under each learning module, or by going directly to: <http://warrington.ufl.edu/undergraduate/myheavener/videolectures.asp>.

## E-MAIL AND COURSE ANNOUNCEMENTS

Class announcements are made during "Class Announcements" - the first few minutes at the start of each class day. Some of these announcements may be time-sensitive. Even if you do not watch the entire lecture, you are responsible for watching these announcements within 24 hours of the actual recording time.

Beyond that, any e-mail contact will take place through the university e-mail system using your GatorLink e-mail account. Please have an up-to-date GatorLink account and regularly check your e-mail account.

From time to time, I may send e-mails to the entire class through the class listserv. The class listserv automatically uses your GatorLink e-mail address.

## E-MAIL ETIQUETTE

Please use professional e-mail etiquette, as follows:

1. Please use the [fin3403.questions@warrington.ufl.edu](mailto:fin3403.questions@warrington.ufl.edu) account. This isn't to be a pain. Rather, I need to have all correspondence recorded in one place.
2. Please keep the correspondence professional. Start the e-mail with a salutation, such as "Dear Professor" or "Dear Dr. Banko". E-mails without this may not be answered. And "Hey", or "Hey Banko", or just "Banko" is unprofessional and is not acceptable.
3. Keep the body of your message short. I don't need a lengthy explanation of the situation. Simply state what you need from me, and a short version of the facts.
4. Be clear if you want me to reply.
5. Include a closing, such as "Thanks, your favorite student, Charles." Be sure to include your full name and UF ID.

## FEEDBACK

In most cases, you can expect:

- A response to your e-mail within 2 business days.
- Exam Grades posted within 1 working day of taking your exam.

## COURSE GRADES

Students will be able to access their course grades and their grades for all assignments through the Canvas Grade Book. For the Fall 2017 term, course grades will be calculated based on three exam scores, team homework assignments, plus an extra credit opportunity, as follows:

### Precourse Quiz:

The Precourse Quiz does not count toward your course grade.

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### Exam Team Assignments:

Two team assignments, due before Exam 1 and Exam 2, each weighted 2% of the Course Grade.

After Drop/Add, you will be placed into a team with several other students also in FIN 3403. Prior to Exam 1 and Exam 2, you and your team will complete a team assignment designed to help prepare you for the upcoming exam. The exact format, details, and required deliverables will be discussed in class and on the assignment handout.

You and your team will complete the assignment. When complete, your team will submit one set of deliverables by the deadlines in Canvas. These assignments will be due prior to Exam 1 and Exam 2, and are designed to help prepare you for the exams.

### Exams:

Three exams, each weighted 32% in the Course Grade.

Format: 20 questions, with a mix of multiple choice and free response questions. Each question is worth 5 points, for a total of 100 points on each exam. All students will take the exams via Canvas with ProctorU, with a time limit of 2 hours with 1 attempt per exam.

Dates: Tuesday, 9/26; Tuesday 10/31; and Thursday, 11/30.

Times: Start times will be (roughly) 3p until 7p, Eastern Time, US.

These are the traditional exams given in FIN 3403, following a similar format and style as exams given for the past several years, with one exception. Since the exams will be in Canvas, the answer format for several questions will change to free response. That is, students must type-in their answer – no multiple-choice responses will be available for some questions.

Students should expect the raw exam scores to have limited adjustments in Course Grade calculations. In particular, exam grades between 80% and 100% will not likely be adjusted, nor will exam grades between 0% and 35% be adjusted.

The actual exam will not be released following the exam. You will only have access to your Adjusted Exam Score in the Canvas gradebook. You cannot review your exam after the exam.

### MFL Extra Credit:

MyFinanceLab (“MFL”) is the finance version of MyAccountingLab used in ACG2021. MFL involves completing chapter-based homework exercises designed to reinforce basic conceptions and calculations from the course. Assignments will open/close throughout the term, requiring students to maintain active involvement in the course throughout the term. There are 15 assignments, one for each chapter we are covering

in the textbook. MFL will report a score for each chapter assignment, from 0% to 100%, resulting in extra credit from each chapter between 0 (for 0%) and 1 (for 100%) point. So, a total of 15 extra credit points ("MFLEC") can be earned. You can earn partial credit for a chapter. If you complete 1/2 of the questions for a chapter correctly, MFL will report 50% for that chapter, and you will earn 0.50 points for that chapter.

Important – calculate your MFL grade as outlined in the previous paragraph. Pearson's gradebook does not calculate totals correctly until the end of the term, usually resulting in what appears to be a higher score than you have earned! That is not appealable. You cannot claim Pearson's gradebook reported something that confused you. Look at each chapter you are completing, and calculate your extra credit as describe above. I would suggest ignoring the MFL gradebook and simply look at the percent completed for each chapter to calculate your total.

MFL extra credit points will be added directly to the Average from the three traditional exams and two team assignments. Note, however, that the extra credit points cannot increase the Course Grade above a 75 (C+).

A few examples. (1) A student has a calculated Course Grade Points of 72% on the three exams and team assignments. She also completes MFL homework for a total of 12 extra credit points. In this case, the extra credit will increase the Course Grade to a 75%. (2) A student has a calculated Course Grade Points of 58% on the three exams and team assignments. He completes MFL homework for a total of 15 extra credit points. In this case, the extra credit will increase the Course Grade to a 73%.

To receive the MFL Extra Credit, your MyFinanceLab userid, name, and e-mail MUST match your official University of Florida e-mail address and your official first and last name as recorded with the University. Your e-mail address must be your "@ufl.edu" e-mail address. Your first and last name must be the same that appears in your official UF records and accounts. Otherwise, I cannot match the MFL scores to your record in Canvas, and you will NOT receive any extra credit. If you have previously registered a Pearson MyLab account using credential different from your UF e-mail address and/or name, you must change your e-mail address and/or name to your official UF credentials. You may need to setup a new Pearson account to meet these guidelines.

MFL grades are transferred to Canvas the day after the last MFL assignment is due. On that day, your e-mail and name must follow these guidelines. If not, you will not receive any credit for MFL, and this cannot be appealed.

#### Other Extra Credit:

The instructor reserves the right to offer other extra credit opportunities. However, such opportunities will be available to either (1) all students, or (2) a large group students performing poorly on exams. No individual extra credit opportunity options are given.

### Course Grade Calculation Summary:

1. Course Grade Pts = (Exam 1 Team Assignment Score) x 2%  
+ (Exam 2 Team Assignment Score) x 2%  
+ (Adjusted Exam 1 Score) x 32%  
+ (Adjusted Exam 2 Score) x 32%  
+ (Adjusted Exam 3 Score) x 32%
2. If Course Grade Pts < 75, then  
Course Grade Pts = Course Grade Pts + MIN(75 – Course Grade Pts, MFLEC)

### Course Grade Pts. / Letter Grade cutoffs:

Minimum Course Grade Points	Course Letter Grade
90.0	A
88.0	A-
84.0	B+
80.0	B
78.0	B-
74.0	C+
70.0	C
68.0	C-
64.0	D+
60.0	D
58.0	D-

Final course scores are not rounded. Therefore, a 79.9999 will not be rounded upward and will not be assigned a grade of B.

Information on current UF grading policies for assigning grade points may be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

### **OTHER EXAMINATION DETAILS**

For all students, the Exams will be computer-based exams in Canvas with ProctorU.

For the exams, you will need a calculator (and yes, you may have an extra calculator and extra batteries): please check your batteries before exams. As part of the exam, you may have access to an Exam Handout (to be determined). You will also be allowed to have 10, completely blank pages of 8 ½" by 11" plain white typing paper (you may use graphing paper if you prefer) to use as scrap paper for doing your exam calculations. No other materials (not even the User's Manual for your calculator) may be used during the exam. Note that the correct operation of your calculator and



computer are your responsibility. If either fail during the exam, you need to have a backup plan. You will not be granted an additional exam attempt for computer or calculator issues.

For all exam questions, you will receive no partial credit. This often tends to result in considerably lower scores than what would normally be observed if partial credit had been given. Thus, if you get 50% of the questions correct, this does not mean that you know only 50% of the material -- you probably know much more.

Exam 2 and Exam 3 are not directly cumulative. However, Exam 2 will include a few questions from Exam 1, and Exam 3 will include a few questions from Exam 1 and Exam 2 (likely questions with low pass rates). Further, core concepts naturally carry between exams. But, the focus on questions will be on the current topics.

Finally, for multiple-choice questions, if the question is valid, there is always a correct answer, and that is the answer closest to the calculated answer. For example, consider the following question/answers:

1. What is  $5 + 5$ ?
  - A. 8
  - B. 11
  - C. 15

Although “10” (the calculated answer) is not an answer choice, “B.” is the correct answer because it is the closest. In the unlikely case where two answer choices are equally close, both will be correct answers.

## TESTING PROCEDURES USING PROCTORU

To maintain a high standard of academic integrity and assure that the value of your University of Florida degree is not compromised, all course exams are proctored. All students will take exams electronically using the Canvas course website and ProctorU.

You must pay for use of the ProctorU service. This is not optional. You can pay ProctorU directly (about \$25 per exam attempt) or you can pay \$30 for all exam attempts in this course for the term. Details about payment are discussed during the first day of class.

You will need a webcam, speakers, microphone, and a reliable Internet connection to be able to take your exams. Wireless Internet is not recommended. You may also need a mirror or other reflective surface. Google Chrome is the only supported browser for taking exams in Canvas.

[Sign up for an account with ProctorU](#) during the first week of the semester. You must sign up at least 72 hours before an exam. Failure to do so will result in additional fees. You should receive a confirmation email from ProctorU. If you experience any trouble

with online registration, you should use the chat app found on every page of the ProctorU website or call 855-772-8678.

If you already have an account with ProctorU, simply go to:

<http://www.proctoru.com/portal/ufl/>

and sign in. If you do not yet have an account, go to the same website, and then

1. Click on “Getting Started” in the top line.
2. Check the “technical specifications page”.
3. Watch the demo video.
4. Click on “Create an account”.
5. Fill in the information to create your account and click on the “Submit” button.
6. Take your picture with your webcam and upload it; alternatively, click “Skip” and the proctors will use your webcam to take your picture during your first exam session.

Once you have an account, go to:

<https://go.proctoru.com/MySchedule.asp>

and click on “New Exam” to self-schedule your exam. You may also wish to hit the “Webcam Test” button while you are on that page. You do not want to wait until the day of the exam to test whether your equipment is working properly with the ProctorU system.

On the day and time of the exam, simply go to your account page and click on the Blue “Connect to Your Proctor” button and follow his or her instructions.

For the exams, you will need a calculator (and yes, you may bring in an extra calculator and extra batteries): please check your batteries before exams. As part of the exam, you may have access to an Exam Handout (to be determined). You will also be allowed to have 10, completely blank pages of 8 ½” by 11” plain white typing paper (you may use graphing paper if you prefer) to use as scrap paper for doing your exam calculations. No other materials (not even the User’s Manual for your calculator) may be used during the exam.

Prior to each exam and in the same environment you plan to take the exam, go to the [ProctorU Test Page](http://www.proctoru.com/testitout/) (http://www.proctoru.com/testitout/) to ensure your computer is ready for online proctoring. After you get the 6 checks (camera, microphone, port, bandwidth, flash, and OS), it is strongly recommended that you take the extra step to connect to a live person. This process takes just a few minutes and is completely free.

It is important that you follow the tips provided in the [ProctorU Exam Preparation](#) handout and [Taking Exams in Canvas with ProctorU](#) handout. These include:

1. Sign up early. You should schedule your appointment for all exams during the first week of class.
2. Check your webcam and microphone. Make sure that your equipment meets ProctorU's technical requirements. You should note that "Tablets" are not sufficient for taking a proctored exam.
3. Get Google Chrome (works on both Windows and Mac machines). This is the only supported software within Canvas.
4. Use a wired connection (NOT WIRELESS). This is the #1 cause of problems for test takers. You may experience difficulties in the stability of your Internet connection, even with the best wireless connection. The extra load of the proctoring software will slow things down and make it difficult for images and charts to load and to save answers to your questions. If you do not have an Ethernet cable, buy one and learn how to use it before your first exam.
5. Test your system (see ProctorU Test Page above). You should do this the day before or the day of your exam. You should also test your system (the one you plan to use) in the same environment in which you will be taking the test. You can take the extra step of connecting with a live proctor just to insure that your system is working.
6. Find a quiet, private location. Do not take the test in a coffee house, nor in a car, nor in an airplane. Take your exam at home, a library, or any place you will be uninterrupted.

In the past, students having problems during the exam failed to follow these tips for each exam.

## MAKE-UP EXAMS

Make-up exams will be offered for unexpected situations that prevent you from taking the exam. Documentation must be provided from an independent 3<sup>rd</sup> party with the relevant credentials. Valid excuses include, for example, (1) medically unable to take the exam with valid documentation from a doctor, where the doctor was seen immediately prior to/after the exam date/time, (2) death in the family, and (3) birth of a child.

Please note that make-up exams are not offered once you start an exam. If you start an exam, and your calculator dies or your computer breaks, it is up to you to have a back-up plan that can be quickly implemented. Do not start an exam if you are ill. See a doctor and get documentation. The ProctorU proctors cannot override this, even if they observe you, for example, getting sick. Generally speaking, once you start an exam, it will count!

Documentation is absolutely required to justify your absence from any exam. A note indicating that you were seen at the health center the day of the exam is not sufficient

documentation. The note must say that you were medically unable to take the exam. Excuses will be granted if you are unable to take the exam because of serious illness or injury.

Also, according to UF guidelines, religious observances are also valid excuses for missing an exam. However, since those are known at the start of the term, students must report these via e-mail to the class e-mail account by Friday, August 25<sup>th</sup> at 5:00p.

Excuses will not be granted for social activities, such as ski trips, weddings, cruises, birthday parties, trips to sporting events, or family vacations. Further, since the exams are administered via Canvas, exams can be taken almost worldwide. Plan accordingly.

The Exams are on Tuesday, 9/26; Tuesday 10/31; and Thursday, 11/30. Check your calendar now! If you have a conflict and will not be able to take one of the exams (and need to as part of your course grade), drop the course now.

The timing and format of any make-up exam depends on many factors. Commonly, a make-up exam is the actual exam the following term. The instructor alone will determine the best timing and format for a make-up exam.

Requirements for class make-up exams are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

## ACTS OF THE GODS

Despite your best intention to take the exam, or my best intention to deliver the exam, things happen beyond your control and my control. This includes things like power outages, internet interruptions, etc. If such “acts of the gods” prevents a student from starting or completing the exam in a timely fashion, and the issue can be confirmed from an independent outside source (power company, internet provider, etc.), such a situation may be considered grounds for a make-up, as outlined in the previous section.

However, please read the “ProctorU Exam Preparation” and “Taking Exams in Canvas with ProctorU” documents on the class website. These documents discuss typical exam issues that can arise and how to prevent or handle them. Such situations are not considered “acts” – you (and I) need to plan accordingly.

## INCOMPLETES

State guidelines require that you have completed substantially all of the assignments and be passing the course to qualify for an incomplete. A grade of Incomplete will be offered only at the request of the University Ombuds, the Office of the Dean of Students, or your academic advisor.

## DEADLINES

The Deadline for the two team assignments are listed on the assignments in Canvas: Friday, 9/22 and Friday, 10/27. Further, you and your team are also given a two-day

grace period until Sunday evening. However, you should complete and submit the assignment by the Friday deadline. Issues will not be addressed during the grace period.

All MyFinanceLab deadlines are clearly listed for each assignment, both in MFL and on page 16 of this syllabus. There is sufficient lead-time to accomplish each assignment. All of the assignments are open for about two weeks. Please note that if you are unable to complete/submit an assignment because of personal or technical difficulties, you cannot appeal the score. Further, assignments will not be open after the closing date unless a system-wide problem affected the entire MyFinanceLab system for the entire period the assignment was available. That has never happened.

## APPEALS

If you have an issue with a question in MyFinanceLab, you must contact Pearson. If Pearson agrees that a question has an error, credit will then be given. The questions in MyFinanceLab have been used now for about 7 years. It is unlikely that any question does have an error. Still, feel free to pursue this if you feel there is an error.

For the Exams, if you believe that an actual exam question has an error, then contact the instructor by sending an e-mail to:

[fin3403.questions@warrington.ufl.edu](mailto:fin3403.questions@warrington.ufl.edu)

Include the following information: (a) your name, (b) your UFID, (c) which assignment you are referring to, (d) why you believe that the question/answer is in error, and (e) the correct answer. The e-mail subject needs to be "Exam Question Appeal."

Please follow this format. It will ensure that your question/concern is handled correctly and in a timely manner. All such appeals must be made within 24 hours of completing the exam. If a question has an error, credit for the question will be given to all affected students. No additional consideration will be offered.

## STUDENTS WITH DISABILITIES

Students requesting classroom accommodations for their disability, including changes to the testing environment, must first register with the Disability Resource Center (DRC). You should follow all instructions as provided by the DRC. Please note that the DRC requires a 7-10 day lead-time to process your request for accommodations.

Since you will be taking your exams through ProctorU, you should obtain a digital letter from the DRC that can be e-mailed to me, and which spells out the conditions for your testing accommodations, such as the total amount of time you will require for each exam. I will then inform ProctorU of these accommodations and update the exam parameters in Canvas.

I must receive accommodation letters / DRC requests 2 full business days prior to the

exam date. For example, if the exam is on Monday, I must receive all DRC requests by Wednesday evening of the week before the exam (Thursday and Friday being the two full business days). Otherwise, I do not have the time needed to setup the exam.

All exams allow standard start times from 3:00p – 7:00p. The exam will close at 9:00p. If your accommodations include additional exam time, you must arrange a start time that allows you to complete the exam by 9:00p. Call ProctorU if the online reservation system will not allow this.

Finally, exams taken at the DRC may be proctored differently. Check with the DRC staff for details.

## COPING WITH STRESS

The following is partially excerpted from a memo sent out to the faculty by the Dean of Students:

*... During stressful periods of time, there is an increased tendency for students to isolate and alienate themselves from others, and many students will need help and encouragement in seeking assistance ...*

The University of Florida provides a variety of counseling and support services to assist students. A list of counseling & support services can be found on the Counseling and Wellness Center website at:

<http://www.counseling.ufl.edu/cwc/Default.aspx>

## ACADEMIC HONESTY

The University of Florida Policy on Course Syllabi requires a section on academic honesty to be included in all syllabi:

The Academic Honesty Guidelines at the University of Florida are designed to develop and engender a community of honor, trust and respect. The academic community of students and faculty at the University of Florida strives to develop, sustain and protect an environment of honesty, trust and respect. Students within the system receive the benefits of the academic pursuit of knowledge, free from the obstacles of lying, cheating and stealing. In return, the Academic Honesty Guidelines demand that students act with integrity in all of their endeavors. Exhibiting honesty in academic pursuits and reporting violations of the Academic Honesty Guidelines will encourage others to also act with integrity. Every student who approaches their studies with honesty and forthrightness suffers when another student attains an unfair advantage by cheating.

An academic honesty offense is defined as the act of lying, cheating, or stealing academic information so that one gains academic advantage. As a University of Florida student, one is expected to neither commit nor assist another in committing an academic honesty violation.

Additionally, it is the student's duty to report observed academic honesty violations: <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>. The following actions are some (not all) examples of violations of the Academic Honesty Guidelines:

**Cheating:** The improper taking or tendering of any information or material which shall be used to determine academic credit. Taking of information includes, but is not limited to, copying graded homework assignments from another student; working together with another individual(s) on a homework when not specifically permitted by the teacher; looking or attempting to look at another student's paper during an examination; looking or attempting to look at text or notes during an examination when not permitted. Tendering of information includes, but is not limited to, giving your work to another student to be used or copied; giving someone answers to exam questions either when the exam is being given or after taking an exam; giving or selling a term paper or other written materials to another student; sharing information on a graded assignment.

MyFinanceLab assignments are designed to reinforce the course material. Given the resources available within MyFinanceLab (a complete example and links to textbook pages), students may not collaborate on these assignments. Students must complete these assignments individually. Students may not receive any assistance or aids in completing these MFL assignments. I am aware of firms that sell spreadsheets "solving" the problems for you. Such aids are not permitted. Students may not receive direct help from any tutor (including the class TAs) for completing these assignments. If you are uncertain about the parameters of this, please e-mail me.

Finally, note that Canvas maintains transaction logs, including the dates you log in and what you do while you are logged in. All the same, researching the transaction logs and other data available to us does take a significant amount of time and effort. Given this, be careful about your version of events. If the Canvas logs do not support your statements, this will be considered an act of misrepresentation and the case will be turned over to the Student Conduct and Conflict Resolution.

## ONLINE COURSE EVALUATIONS

Students are expected to provide feedback on the quality of instruction in this course by completing an online evaluation form at <https://evaluations.ufl.edu>. Students will be given specific times when they are open by an e-mail from the Warrington College of Business Administration. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

## MyFinanceLab SCHEDULE

The following schedule is tentative and subject to change during the term. Any variations are announced in class. Start dates may be moved up (the assignment will open sooner). Due dates will not likely be changed.

Chapter	Assignment Name	Start Date	Due Date
1	Chapter 1 Homework	8/24/2017	9/1/2017
3	Chapter 3 Homework	8/29/2017	9/8/2017
4	Chapter 4 Homework	8/29/2017	9/8/2017
5	Chapter 5 Homework	8/29/2017	9/8/2017
6	Chapter 6 Homework	9/12/2017	9/22/2017
11	Chapter 11 Homework	9/26/2017	10/6/2017
12	Chapter 12 Homework	9/26/2017	10/6/2017
7	Chapter 7 Homework	10/10/2017	10/20/2017
10	Chapter 10 Homework	10/10/2017	10/20/2017
13	Chapter 13 Homework	10/10/2017	10/27/2017
2	Chapter 2 Homework	10/17/2017	10/27/2017
18	Chapter 18 Homework	10/31/2017	11/10/2017
8	Chapter 8 Homework	11/7/2017	11/17/2017
9	Chapter 9 Homework	11/7/2017	11/17/2017
16	Chapter 16 Homework	11/14/2017	11/28/2017



## TENTATIVE SCHEDULE

The following schedule is tentative and subject to change during the term. Any variations will be announced in class.

Week One			
Date	Day	Module	Assignment / Activity
8/21/2017	Monday		University: Start of Classes
8/22/2017	Tuesday		Introduction to the Class
8/23/2017	Wednesday		
8/24/2017	Thursday	0	Arbitrage
		1	Chapter 1: Corporate Finance and the Financial Manager
8/25/2017	Friday		
8/26/2017	Saturday		
8/27/2017	Sunday		

Week Two			
8/28/2017	Monday		
8/29/2017	Tuesday	1	Chapter 3: Time Value of Money: An Introduction Chapter 4: Time Value of Money: Valuing Cash Flow Streams
8/30/2017	Wednesday		
8/31/2017	Thursday	1	Chapter 3: Time Value of Money: An Introduction Chapter 4: Time Value of Money: Valuing Cash Flow Streams
9/1/2017	Friday		
9/2/2017	Saturday		
9/3/2017	Sunday		

Week Three			
9/4/2017	Monday		University: Labor Day - No Class
9/5/2017	Tuesday	1	Chapter 3: Time Value of Money: An Introduction Chapter 4: Time Value of Money: Valuing Cash Flow Streams Chapter 5: Interest Rates (EAR calculation)
9/6/2017	Wednesday		
9/7/2017	Thursday	1	Chapter 3: Time Value of Money: An Introduction Chapter 4: Time Value of Money: Valuing Cash Flow Streams Chapter 5: Interest Rates (EAR calculation)
9/8/2017	Friday		
9/9/2017	Saturday		
9/10/2017	Sunday		

Week Four			
9/11/2017	Monday		
9/12/2017	Tuesday	2	Chapter 5: Interest Rates
9/13/2017	Wednesday		
9/14/2017	Thursday	2	Chapter 5: Interest Rates
		3	Chapter 6: Bonds
9/15/2017	Friday		
9/16/2017	Saturday		
9/17/2017	Sunday		

Week Five			
9/18/2017	Monday		
9/19/2017	Tuesday	3	Chapter 6: Bonds
9/20/2017	Wednesday		
9/21/2017	Thursday	3 / 4	Catch-up Day, If Needed. Perhaps Start Chapter 11: Risk and Return in Capital Markets
9/22/2017	Friday		
9/23/2017	Saturday		
9/24/2017	Sunday		

Week Six			
9/25/2017	Monday		
9/26/2017	Tuesday	4	Guest Speaker: NBCUniversal Chapter 11: Risk and Return in Capital Markets Chapter 12: Systematic Risk and the Equity Risk Premium
9/26/2017	Tuesday		Exam 1: Tuesday via Canvas/ProctorU (Modules 1-3)
9/27/2017	Wednesday		
9/28/2017	Thursday	4	Chapter 11: Risk and Return in Capital Markets Chapter 12: Systematic Risk and the Equity Risk Premium
9/29/2017	Friday		
9/30/2017	Saturday		
10/1/2017	Sunday		

Week Seven			
10/2/2017	Monday		
10/3/2017	Tuesday	4	Chapter 11: Risk and Return in Capital Markets (Recorded) Chapter 12: Systematic Risk and the Equity Risk Premium (Recorded)
10/4/2017	Wednesday		
10/5/2017	Thursday		Homecoming: No class
10/6/2017	Friday		Homecoming: No class
10/7/2017	Saturday		Homecoming: No class
10/8/2017	Sunday		

Week Eight			
10/9/2017	Monday		
10/10/2017	Tuesday	5	Chapter 7: Stock Valuation Chapter 10: Stock Valuation: A Second Look
10/11/2017	Wednesday		
10/12/2017	Thursday	6	Chapter 13: The Cost of Capital
10/13/2017	Friday		
10/14/2017	Saturday		
10/15/2017	Sunday		

Week Nine			
10/16/2017	Monday		
10/17/2017	Tuesday	7	Chapter 2: Introduction to Financial Statement Analysis (plus section 9.3 FCF)
10/18/2017	Wednesday		
10/19/2017	Thursday	7	Chapter 2: Introduction to Financial Statement Analysis (plus section 9.3 FCF)
10/20/2017	Friday		
10/21/2017	Saturday		
10/22/2017	Sunday		

Week Ten			
10/23/2017	Monday		
10/24/2017	Tuesday	7	Chapter 2: Introduction to Financial Statement Analysis (plus section 9.3 FCF)
10/25/2017	Wednesday		
10/26/2017	Thursday	7 / 8	Catch-up Day, If Needed. Perhaps Start Chapter 18: Financial Modeling
10/27/2017	Friday		
10/28/2017	Saturday		
10/29/2017	Sunday		

Week Eleven			
10/30/2017	Monday		
10/31/2017	Tuesday	8	TBA. If class, Chapter 18: Financial Modeling
10/31/2017	Tuesday		Exam 2: Tuesday via Canvas/ProctorU (Modules 4-7)
11/1/2017	Wednesday		
11/2/2017	Thursday	8	Chapter 18: Financial Modeling
11/3/2017	Friday		
11/4/2017	Saturday		
11/5/2017	Sunday		

Week Twelve			
11/6/2017	Monday		
11/7/2017	Tuesday	9	Chapter 8: Investment Decision Rules
11/8/2017	Wednesday		
11/9/2017	Thursday	9	Chapter 9: Fundamentals of Capital Budgeting
11/10/2017	Friday		University: Veteran's Day - No Class
11/11/2017	Saturday		
11/12/2017	Sunday		

Week Thirteen			
11/13/2017	Monday		
11/14/2017	Tuesday	9	Chapter 9: Fundamentals of Capital Budgeting Chapter 21: Option Applications and Corporate Finance (21.1 - 21.3 useful background)
11/15/2017	Wednesday		
11/16/2017	Thursday	10	Chapter 16: Capital Structure
11/17/2017	Friday		
11/18/2017	Saturday		
11/19/2017	Sunday		

Week Fourteen			
11/20/2017	Monday		University: Drop Deadline
11/21/2017	Tuesday	10	Chapter 16: Capital Structure
11/22/2017	Wednesday		University: Thanksgiving - No Class
11/23/2017	Thursday		University: Thanksgiving - No Class
11/24/2017	Friday		University: Thanksgiving - No Class
11/25/2017	Saturday		University: Thanksgiving - No Class
11/26/2017	Sunday		

Week Fifteen			
11/27/2017	Monday		
11/28/2017	Tuesday	10	Chapter 16: Capital Structure
11/29/2017	Wednesday		
11/30/2017	Thursday		Exam 3: Thursday via Canvas/ProctorU (Modules 8-10)
12/1/2017	Friday		
12/2/2017	Saturday		
12/3/2017	Sunday		

Week Sixteen			
12/4/2017	Monday		
12/5/2017	Tuesday		
12/6/2017	Wednesday		University: Last Day of Classes