**Course Syllabus for Fall 2018**

**Monday and Thursday, 9:20 a.m. to 10:40 a.m., Mott Room 314**

**Instructor Office Hours**

**Instructor**: Sheila A. Brake, CPCU, CIC, CRM

Instructor, Insurance and Risk Management

**Campus address:** Mott 309B

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**Office Hours:** Monday, Thursday 12:30 to 1:30 p.m. Other times by appointment.

**Course Description**

This course provides an overview of commercial insurance, including property and liability loss exposure and commercial risk management. The Commercial Package Policy (CPP) and Business Owners Policy (BOP) policies are discussed in detail, along with other commercial property and casualty contracts. The course provides a study of workers compensation, business interruption and specialty insurance coverage. This course will help motivated students to prepare for the AINS 23 national examination administered by The Institutes.

Semester Hours: Three (3)

Prerequisites: 3.0 or higher GPA, IRM 221.

**Learning Outcomes**

|  |  |
| --- | --- |
| **Course Outcomes** | **Assessment Tools** |
| Explain insurance fundamentals and principles | Exam 1 & 2 |
| Determine the coverages contained in ISO (Insurance Services Office) personal property and casualty insurance contracts | Exam 5 & 6 |
| Explain retirement planning and product options | Exam 11 |
| Identify the process of traditional risk management, enterprise risk management and alternatives to insurance | Exam 3 |
| Describe the fundamental coverage’s provided by personal life and health insurance | Exam 10 |

**IRM Program Learning Outcomes**

This course supports the following Insurance and Risk Management Program Outcomes:

* Student can demonstrate knowledge of property and liability insurance, including policy coverage language.
* Student can demonstrate technical competence and the ability to read and understand coverage forms providing consistent and sound underwriting decision
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* Student has the ability to work in a collaborative environment, demonstrating negotiating skills and actively challenging others when necessary.

**College-Wide Learning Outcomes**

This course supports the following College Wide Learning Outcomes:

* Application of Knowledge – Integrate and apply advanced knowledge in an academic or professional discipline. Learning Outcome 6.1 – Integrative Knowledge. Demonstrate use of the theories, analytic methods, and content of one’s discipline in an integrated manner. Learning Outcome 6.2 – Problem-Solving Skills. Apply the tools of one’s discipline to demonstrate problem- solving competency in one’s field.
* Critical Thinking – Strengthen foundational skills in critical thinking and quantitative analysis. Learning Outcome 2.1 – Reasoning and Critical Thinking. Analyze and evaluate assumptions, claims, evidence, arguments, and forms of expression; use information critically.

**Required Texts and Materials**

Commercial Insurance 5th Edition, Edited by Arthur L. Flitner, The Institutes, (ISBN 978-0-89463-972-2).

A basic hand calculator is often needed during class and for assignments. Although cell phones and iPhones are acceptable tools, you may use them only for in-class purposes as approved by your professor. Please always be prepared and prudent.

For study purposes, tools for note taking, including a notebook and index cards are recommended study aids. Many students have found them useful to identify and study insurance terminology for assignments, in-class exercises, even in preparation for tests.

Optional course study materials are not required to successfully complete the course. If you are interested in these useful value-added tools, you may purchase them directly from The Institutes website (www.TheInstitutes.com); look for study aids contained within the AINS designation program, AINS 23 exam.

**Student Expectations**

Develop professional business habits now and take advantage of the education for which you are paying. At all times, strive to earn an “A.” In this highly competitive environment, you owe it to yourself to stand out from your peers.

* Arrive on time, be alert at all times and actively participate in all classes
* Don’t miss classes; we present and discuss material beyond the textbook
* Actively discuss course content in and out of class
* Plan to spend at least four to six hours every week reading, researching, writing and studying; once you fall behind, it will be difficult to catch up
* Daily check your Olivet College email and Blackboard for instructor messages
* Complete all reading and written assignments **before** each class period.
* Silence and stow away all cell phones, music players, ear buds and similar devices during class. Use of such equipment beyond the scope of the class may result in temporary confiscation
* Expect to use electronic media outside of the classroom to supplement your learning

**Activities & Resources**

**Instructional Strategies:** Instructional methods will include reading, research, and written assignments; lectures; tests; and instructor feedback.

Where it adds value to the student experience, you will have the privilege to discuss various aspects of insurance, financial services and sales with professionals from the business community.

**Please!** Meet with me immediately if you have problems understanding the course material or instructions. We want you to be successful!

**Communication Tools:** Our communication tool is the **BLACKBOARD MANAGEMENT SYSTEM**. Use Blackboard (http://blackboard.olivetcollege.edu) for activity updates, assignments, reference materials and grade standing.

**Course Changes:** To better meet student needs, the professor reserves the right to make adjustments in this course.

**Evaluation Procedures & Grading System**

The list below defines the activity points that determine your course grade:

|  |  |
| --- | --- |
| **Activity** | **Possible Points** |
| Chapter Vocabulary Quiz – 11 @ 20 points | 220 |
| Chapter Test – 11 @ 30 points | 330 |
| Mid-Term Exam | 150 |
| Comprehensive Final Exam | 250 |
| **TOTAL POSSIBLE POINTS** | **950** |

The table below describes the grading scale. Divide the points earned by the total possible points.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 100-93 | A | 89-87 | B+ | 82-80 | B- | 76-73 | C | 69-67 | D+ | 62-60 | D- |
| 92-90 | A- | 86-83 | B | 79-77 | C+ | 72-70 | C- | 66-63 | D | 59-0 | F |

Please note: To avoid reliance on extra credit, and to focus attention on course material and learning, extra credit points are not available.

**Active Class Participation:** To help prepare you for the realities of the business world, consider this class to be your model office and yourself to be a successful future professional who exhibits such behaviors as active engagement, a participative demeanor, enthusiasm to learn and adult communication skills – in summary, a positive associate in the business community. In-class participation develops team building, communication and practical application skills to your repertoire.

*Note*: When a guest speaker is scheduled, please plan to dress in business casual attire. Remember, the person leading the class could someday be someone with whom you will seek to forge a professional relationship.

**Academic Integrity:** Olivet College takes academic integrity seriously. Academic dishonesty includes giving, receiving or using unauthorized aid on any academic work. It is plagiarism if you copy the language or ideas of another and pass them off as your own work. It is plagiarism if you use the unacknowledged work of anyone, whether famous or personally known (including a friend, classmate or person who illicitly provides his or her work to others). All academic work contains an implicit pledge by the student that unauthorized aid has not been received. If you commit an act of academic dishonesty, you will fail the relevant assignment, may fail the course and will be reported for possible disciplinary action. As an employee of the college, I am required to report all violations to the Olivet College Dean and Proctor.

**Course Outline and Assignment List**

Assignments must be completed ***prior*** to class on the dates indicated below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Date** | **Due at Start of Class** | **Topics** |
| 1 | Mon, Aug 20 |  | Course Introduction  Syllabus Review  AINS Designation |
| 2 | Thurs, Aug 23 |  | Chapter 1 discussion |
| 3 | Mon, Aug 27 | Chapter 1 Vocabulary Quiz | Chapter 1 review |
| 4 | Thurs, Aug 30 | Chapter 1 Test | Chapter 2 discussion |
| 5 | Thurs, Sep 6 | Chapter 2 Vocabulary Quiz | Chapter 2 review |
| **6** | Mon, Sep 10 | Chapter 2 Test | Chapter 3 discussion |
| 7 | Thurs, Sep 13 | Chapter 3 Vocabulary Quiz | Chapter 3 review |
| 8 | Mon, Sep 17 | Chapter 3 Test | Chapter 4 discussion |
| 9 | Thurs, Sep 20 | Chapter 4 Test | Chapter 4 review |
| 10 | Mon, Sep 24 | Chapter 5 Vocabulary Quiz | Chapter 5 discussion |
| 11 | Thurs, Sep 27 | Chapter 5 Test | Chapter 5 review |
| 12 | Mon, Oct 1 |  | Review for mid-term |
| 13 | Thurs, Oct 4 | MID-TERM EXAM |  |
| 14 | Mon, Oct 8 |  | Chapter 6 |
| 15 | Thurs, Oct 11 | Chapter 6 Vocabulary Quiz | Chapter 6 review |
| 16 | Mon, Oct 15 | Chapter 6 Test | Chapter 7 discussion |
| 17 | Thurs, Oct 18 | Chapter 7 Vocabulary Quiz | Continue Chapter 7 discussion |
| 18 | Mon, Oct 22 | Chapter 7 Test | Chapter 7 review |
| 19 | Thurs, Oct 25 | Chapter 8 Vocabulary Quiz | Chapter 8 discussion |
| 20 | Mon, Oct 29 | Chapter 8 Test | Chapter 8 review |
| 21 | Thurs, Nov 1 | Chapter 9 Vocabulary Quiz | Chapter 9 discussion |
| 22 | Mon, Nov 5 | Chapter 9 Test | Chapter 9 review |
| 23 | Thurs, Nov 8 | Chapter 10 Vocabulary Quiz | Chapter 10 discussion |
| 24 | Mon, Nov 12 | Chapter 10 Test | Chapter 10 review |
| 25 | Thurs, Nov 15 | Chapter 11 Vocabulary Quiz | Chapter 11 discussion |
| 26 | Mon, Nov 19 | Chapter 11 Test | Chapter 11 review |
| 27 | Mon, Nov 26 | Plan for National AINS Exam | Exam review |
| 28 | Thurs, Nov 29 | Study for Final | Exam review |
| ***E*** | ***Mon, Dec 3*** | **Final exam: 1:15 p.m. to 3:15 p.m.** |  |