

Course Information

Date Submitted: 9/29/2016

Current Prefix and Number: FAM - Family Sciences, FAM 402 ISSUES IN FAMILY RESOURCE MANAGEMENT

Other Course:

Proposed Prefix and Number: FAM 402

What type of change is being proposed?

Major – Add Distance Learning

Should this course be a UK Core Course? No

1. General Information

a. Submitted by the College of: AGRICULTURE, FOOD AND ENVIRONMENT

b. Department/Division: Family Sciences

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Jennifer Hunter

Email: jhunter@uky.edu

Phone: 859-257-3290

Responsible Faculty ID (if different from Contact)

Name: 00005078

Email: jhunter@uky.edu

Phone: 859-257-3290

f. Requested Effective Date

Semester Following Approval: No OR Effective Semester: Summer II 2017

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: Please Add

b. Full Title: ISSUES IN FAMILY RESOURCE MANAGEMENT

Proposed Title: ISSUES IN FAMILY RESOURCE MANAGEMENT

c. Current Transcript Title: ISSUES IN FAMILY RESOURCE MANAGEMENT

Proposed Transcript Title:

d. Current Cross-listing: none

Proposed – ADD Cross-listing :

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

LECTURE: 3

Proposed Meeting Patterns

LECTURE: 3

f. Current Grading System: ABC Letter Grade Scale

Proposed Grading System: *Letter (A, B, C, etc.)*

g. Current number of credit hours: 3

Proposed number of credit hours: 3

h. Currently, is this course repeatable for additional credit? No

Proposed to be repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester? No

2i. Current Course Description for Bulletin: Examination of family economics and management issues and analysis of their impact on the well-being of families across the major transitions of the family life-cycle. Particular emphasis will be given to family decision-making.

Proposed Course Description for Bulletin: Examination of family economics and management issues and analysis of their impact on the well-being of families across the major transitions of the family life-cycle. Particular emphasis will be given to family decision-making.

2j. Current Prerequisites, if any: Prereq: FAM 251 and declared majors and minors in Department of Family Sciences.

Proposed Prerequisites, if any: Prereq: FAM 251 and declared majors and minors in Department of Family Sciences, or with consent of instructor.

2k. Current Supplementary Teaching Component:

Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus? No

Proposed to be taught off campus? No

If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed? No

If YES, explain and offer brief rationale:

5a. Are there other depts. and/or pgms that could be affected by the proposed change? No

If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program? No

If YES, list the program(s) here:

6. Check box if changed to 400G or 500: No

Distance Learning Form

Instructor Name: Jennifer Hunter

Instructor Email: jhunter@uky.edu

Internet/Web-based: Yes

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations? This course offers virtual office hours, online chat opportunities, and at least one course assignment requires interaction between students via video.

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc. The DL and FTF students will have the same access to resources. The same course materials are being utilized in both courses, as well as the same course assessments.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc. The course will utilize Canvas as the LMS. Only students enrolled in the course have access to the Canvas site, in addition to the course TA (if applicable) and any observers of students. Academic student observers only have access to the specific student they are observing.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above? no

If yes, which percentage, and which program(s)? n/a

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting? Student resources are listed on the syllabus. The resources available to students mirror what is available in the FTF with the addition of the resources to support distance learning.

6. How do course requirements ensure that students make appropriate use of learning resources? Students are required to complete a course orientation, which highlights the course resources, access, and use.

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. No access required for either FTF or DL course.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)? Listed on page 1 in the syllabus as a course resource.

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? **YES**

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? **YES**

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name: **Jennifer Hunter**

COURSE DESCRIPTION: Examination of family economics and management issues and analysis of their impact on the well-being of family across the major transitions of the family life-cycle. Particular emphasis will be given to family decision making. (3 credit hours)

PREREQUISITES: FAM 251 and declared majors and minors in the Department of Family Sciences OR consent of the instructor.

PROFESSOR: **Jennifer Hunter** 319A Funkhouser Building
jhunter@uky.edu Phone: 859-257-3290

VIRTUAL OFFICE HOURS: I will be available through Canvas Chat on Wednesday's from 10:00 am to 11:00 am. I am also available by both email, jhunter@uky.edu or phone, 859-257-3290. You are welcome to call anytime during regular business hours, or if you would prefer we can setup a specific time beforehand via email. I try to respond to email fairly quickly, especially if they are before 9:30 p.m. EDT. However, do not wait until the last minute to email a question before an assignment is due, please allow a 24-hour response window.

LEARNING OBJECTIVES:

After completing this course, the student will be able to:

- Examine financial information to assist individuals and families experiencing various normative and non-normative life transitions.
- Apply newly acquired financial information to solve financial and other resource management problems
- Develop financial statements
- Analyze financial statements and other information in order to make suggestions for improving the financial planning of families.

REQUIRED TEXTS: Course readings and materials will be made available on Canvas
 Solomon, Syble. *My Money Habitudes* Online Assessment

OTHER RESOURCES:

- Our out-of-class communication will be by email through the Canvas site. It is imperative that you use your UK email account. Check email and the Canvas site regularly for announcements, lecture materials, and assignments.
- The course grade book will be maintained on the Canvas site. You will have private access to your grades at any time during the semester.
- UK Writing Center wrd.as.uky.edu/writing-center
- UKIT Service Desk is available to help with computer or technical issues. For general help: Contact UKAT Service Desk at 218help@uky.edu or call 859 218-4357. Website at: <https://www.uky.edu/ukat/help>
- Additional reference and reading material (including Internet links) will be distributed periodically.

Technology Requirement

- This class will utilize the Canvas learning systems. Class materials, announcements, assignments, and course information will be distributed on Canvas. Submission of all assignments will be via Canvas. All students must have an Active Directory (AD) account and current password.
- Basic computer specifications for Canvas: <https://community.canvaslms.com/docs/DOC-2059>. Videos will be uploaded using Rich/Text editor. At least one assignment contains a student video assignment, students will also need to use the Rich/Text Content editor in Canvas.
- **Contact information for Distance Learning Library Services**
 - Phone: (859) 218-1240
 - Fax: (859) 257-0505
 - E-mail: dllservice@lsv.uky.edu
 - Librarian: [Carla Cantagallo](#)
 - 2-2, north wing, [William T. Young Library](#) 0456
 - Website: <http://libraries.uky.edu/dlls>

LEARNING ACTIVITIES:

There are several types of required assignments throughout the term. Detailed instructions will be posted on Canvas. A list of assignments, due dates, and points available per assignment will be shared on Canvas.

METHODS OF EVALUATION:

The methods of evaluation discussed below are to provide an overview of the assignments presented as part of the course. A detailed assignment sheet and grading rubric will be posted with each assignment on Canvas. All assignments will be made available at the beginning of the term.

1. **FAM 402 COURSE ORIENTATION:** You will need to complete the orientation module. Prior to receiving access to Unit 1 module. The orientation must be complete by Day, Date at 11:59 p.m. EDT. The orientation module is worth 5 points.
2. **Money in Your Life Interview:** Complete the Money in Your Life Interview form and reflection. The interview and reflection must be complete by Day, Date at 11:59 p.m. EDT. The total assignment is worth 50 points.
3. **My Money Habitudes:** Discovering your Money Habitude, or your money habits and attitudes, can provide unexpected insights that change the way you manage your money, approach your career and relationships, and reach your life goals. Complete the My Money Habitudes Online Assessment and workbook pages. The My Money Habitudes assignment must be complete by Day, Date, at 11:59 p.m. EDT. The assignment is worth 50 points.
4. **Investing:** One of the best ways to learn your investment philosophy and risk tolerance is by actually investing. An online investment simulation will be setup for the class. Although the money is not real, the actual stock exchange conditions are real, so you will be able to see what

would happen if you were using real dollars. This is a cumulative assignment, consisting of seven parts. The total assignment will be worth 150 points.

5. **Shopping for a Vehicle:** Assume shortly after graduation you are in the market for a new/newer vehicle. This may have been a preplanned purchase or it could be unexpected. Considering your anticipated financial situation following college and your anticipated income utilize the planned buying process, to complete the shopping for a vehicle assignment packet. The Shopping for a Vehicle assignment must be complete by Day, Date at 11:59 p.m. EDT. The assignment is worth 75 points.
6. **Personal Mission Collage/Presentation** - Create a personal mission collage. As part of the assignment develop your personal mission statement. Remember, all decisions we make are guided by something, either our values, goals, objectives, or interests, either consciously or subconsciously. A personal mission will provide clarity for making both large and small decisions regardless of life's path.

Use the personal mission statement builder at <http://www.foundationsu.com/tools/goal-tracker/> to develop a personal mission statement. You will want to click on the mission statement tab to enter your information. Complete all sections (skills and abilities, personality traits, values and passions, and finally incorporate all parts into your mission statement). Print the mission statement created by the mission statement builder. Use this mission as the basis to develop your personal mission collage. The mission statement created with the online tool does not have to appear on the collage. Be creative! Your collage should represent your desires, dreams, responsibilities, and relationships, while providing guidance, purpose, and identity. After your collage is complete, write a short description to accompany your collage that answers the question, "What are three things you could do right now to help you achieve the future life outlined in your collage?" Develop a two to three-minute video presenting your personal mission collage. The videos will be posted on Canvas for classmates to view. The Personal Mission Collage/Presentation is due on Day, Date by 11:59 p.m. EDT. Each student will be asked to view at least three submitted videos and complete the peer feedback worksheet. Peer reviews are by Day, Date at 11:59 p.m. EDT. The total assignment is worth 80 points.

7. **Credit Card Comparison** – You will be presented with a specific financial situation and three different credit card offers. Analyze the credit card offers based on the financial situation and determine the best credit card for the specific individual. The Credit Card Comparison will be due on Day, Date at 11:59 p.m. EDT. The total assignment is worth 40 points.
8. **My Money Management Guide** - Throughout the term we have discussed many topics which you will most likely encounter at some point in the future. The goal of these assignments has been to help you become a more informed consumer in all aspects of life from the purchases you make at the grocery store to the loan decision you make when buying your first home. As we have learned, life can take many unexpected turns, the more financially prepared you are to deal with the unexpected, the better you will be able to navigate the uncertainties associated with life. Based on your experiences in this course, complete the My Money Management Guide worksheets. The My Money Management Guide must be complete by Day, Date at 11:59 p.m. EDT. The assignment is worth 50 points.
9. **Final Reflection** - Take a moment and reflect on the topics covered during this class and the hands-on experiences. Write a three to four-page reflection (typed-double spaced, 12-point

font, 1 inch margins) which addresses the following points. The final reflection must be complete by Day, Date at 11:59 p.m. EDT. The assignment is worth 50 points.

- What role do you think money plays in life?
- What changes, if any, have occurred in regards to your perceptions about money?
- Identify two to three long-term life goals. Address how/if at all your vision of these goals has changed from the beginning to the end of the term.
- Identify two to three key take-away points or ideas from this course. Explain how you will incorporate these ideas into your life in the future.

COURSE POLICIES:

- **Submission of Assignments:**

All assignments should be typed, double-spaced, 12-point font, and 1-inch margins unless otherwise noted on the assignment. Please proofread all assignments prior to submission for grammatical and spelling errors. Seek out help with your writing if you need it. When applicable, APA should be used as formatting style. The following online resources may be useful for those unfamiliar with APA style requirements: <http://www.apastyle.org>. The majority of assignments will be submitted as .doc, .docx, or as .pdf on Canvas. There may be a few exceptions that will require a .jpeg submission. Please note all times stated are Eastern Daylight Time.

- **Late Assignments:**

Assignments are due by 11:59 p.m. EDT on designated due date. You will be assessed a 10% penalty per day if the assignment is late. An assignment will be considered late if it is submitted after 11:59 p.m. EDT on the assigned due date. Late assignments will NOT be accepted more than 48 hours after the original due date and time. **Assignments will NOT be accepted via email.**

- **Excused Absences:**

Students need to notify the professor of absences prior to the class deadline when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit “reasonable cause for nonattendance” by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the term to add a class. Information regarding dates of major religious holidays may be obtained through the Office of Academic Ombud Services, https://www.uky.edu/Ombud/ForStudents_ReligiousHolidays.php.

Students may be asked to verify their absences in order for them to be considered excused. *Senate Rule 5.2.4.2* states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness, or death in the family. Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.

- **Grading**

Learning evaluation scores will be totaled to determine the final numerical course grade. Letter grades will be assigned according to the scale below. Cumulative grades will be available at any time on the Canvas Grade Center.

495 to 550 = A 440 to 494 = B 388 to 439 = C 330 to 387 = D < 329 = E

- **Cheating and Plagiarism**

Such behavior is intolerable. Students found guilty of these offenses will be punished to the fullest extent, given the penalties outlined in *Student Rights and Responsibilities* §6.4.0. Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

- **Academic Accommodations**

If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center (DRC). The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Please visit the DRC website for information on how to register for services as a student with a disability: www.uky.edu/drc.

- **Additional Information** related to policies for excused absences, cheating, plagiarism, withdrawal, incompletes, exams, and grading can be found in *Student Rights and Responsibilities* www.uky.edu/StudentAffairs/Code/ and *UK Bulletin 2014-2015* <http://www.uky.edu/registrar/content/2014-15-bulletin-table-contents>

