



**VI. Special or Unique University Facilities:**

Access to computer with Internet, spreadsheet, and word-processing programs as provided by the Richards College of Business Computer Lab.

**VII. Expanded Description of the Course and Instructional Methods:**

A. The course provides a conceptual framework of international financial management at the introductory level by concentrating on issues relevant to the management of multinational firms.

B. Instructional Methods

1. Lecture and problem solving: A discussion of topics in the general areas of foreign exchange markets, currency futures and option markets, balance of payments, exchange rate determination parity conditions, foreign exchange risk and hedging, international financing, and international investment are discussed in online lectures presented by the instructor. Students are expected to solve problems and complete quizzes that relate to lectures.
2. Project: Students complete a project examining the relationship of the U.S. Dollar and foreign currencies. The project serves as a means of applying concepts learned in the course and in other courses such as statistics and accounting.

**VIII. Methods of Evaluating the Outcomes:**

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|--|-----|
| A. Evaluation tools: (due dates later in syllabus) |     |
| Self-Test Introduction Quiz                        | 5%  |
| Quizzes 1-11 (10 highest)                          | 15% |
| Midterm Exam                                       | 30% |
| Final Exam   | 35% |
| Project  | 15% |

**\*The Self-Test Introduction Quiz may be taken an unlimited number of times.**

**However, you must score 100 on the quiz before proceeding with the course.** The quiz only covers material from the syllabus and course introduction materials.

**\*\*Each of the remaining quizzes may be taken up to four times.** The highest score for each quiz is retained for grading purposes. The quizzes change each time they are opened. ***The quizzes cover the basic material from each section. They do not cover all the material. The exams will cover all class material.*** Time limits are set at twice the time you are expected to need to complete the quizzes. The lowest of the 11 quiz scores is dropped.

**\*\*\*There are corresponding sample exams in CourseDen for all exams.** Sample exams are provided as study aides. Sample exams can increase your exam scores, but cannot lower your scores. If your highest sample exam score is lower than your actual exam score, you keep your actual exam score. If your highest score on the sample exam is greater than your actual exam score, your exam score will be calculated as:

Exam Score = (1/4)(Sample Exam Score) + (3/4)(Actual Exam Score).

*Work submitted for credit in other courses will not be accepted for credit in this course. There is no extra credit in this course beyond that explicitly stated in the course syllabus or announced by the instructor. I reserve the right to “curve” grades.*

B. Administrative Policies

- a. Information regarding course grades will not be given over the telephone. Grades will be posted in CourseDen.
- b. Requests for quiz and exam score adjustments must be made in writing (email is fine) within ONE WEEK of grade assignment.
- c. **Attendance Policy:**
  - i. ***Class Meetings: There is no face-to-face attendance requirement.*** An optional orientation meeting will be held the first day of class and optional review sessions will be offered. I will be in my office during office hours to meet with you and answer questions. You can also reach me via email, text messages, and the phone. Online lectures are available on the course website and in CourseDen. Audio-enhanced problem solutions are available on the course webpage and in CourseDen.
  - ii. ***Scheduled Exams: If you do not attempt all assignments within the allotted time for the course, you will receive a grade of zero on the missing assignments. Your lowest quiz grade will be dropped before the quiz total is calculated. If you cannot complete the course as expected, contact me immediately.***
  - iii. ***General:*** You are responsible for knowledge of any administrative announcements (test information, schedule changes, etc.) that are posted in CourseDen or sent to your official UWG email address.
- d. Code of Conduct: Honesty and integrity are necessary to the academic and professional functions of business. Dishonesty undermines the foundation of the academic environment. Improper academic conduct shall be interpreted to mean the obtaining and using of information during an examination by means other than those permitted by the instructor, including supplying such information to other students. All forms of academic dishonesty, including cheating, plagiarism, and falsification of academic records are subject to disciplinary action. Please read and adhere to the UWG Honor Code: <http://www.westga.edu/handbook/59.php>.

NOTE 1: This course covers the following AACSB perspectives: Influence of legal and regulatory issues; ethical issues; oral communication; international issues; social issues.

NOTE 2: This course covers the following teaching objectives: develops communication skills; develops ability to do research; develops problem solving (analytical) skills; develops critical thinking; encourages social responsibility; provides depth in major.

**IX. SCHEDULE:**

**Important Due Dates:**

|                    |  |
|--------------------|--|
| <b>September 2</b> | <b>Self-Test Introduction (closes at 11:59 pm)</b> |
| October 5-7        | Midterm Exam (available online)                    |
| October 14         | Deadline to withdraw with a grade of W.            |
| November 18        | Project  |
| December 7-9       | Final Exam (available online)                      |

*- This class is online. Mondays and Wednesdays during class time Dr. Best is available in his office for individual questions/assistance.*

*- All quizzes open when the class begins. They close at 11:59 pm on the dates shown below.*

**Do not attempt quizzes during the period from 10:00 pm on Fridays until 7:00 am on Saturdays due to CourseDen maintenance during this period.**

- 8/24 – 8/28 Introduction/Orientation (Optional Class) - *Take Self-Test Introduction Quiz*  
**Self-Test Introduction Quiz (closes 9/2)**  
**If you do not take the Self-Test Introduction Quiz by 9/2, you will be dropped from the class.**
- 8/31-9/4 Module 1 (Chapters 1 and 2)  
*Quiz 1 – Chapters 1 and 2 – Closes on 9/8 (closes on Tuesday due to holiday)*
- 9/8-9/18 Module 2 (Chapters 3 and 4)  
*Quiz 2 – Chapter 3 – Closes on 9/14*  
*Quiz 3 – Chapter 4 – Closes on 9/21*
- 9/21 – 10/2 Module 3 (Chapters 5 and 6)  
*Quiz 4 – Chapter 5 – Closes on 9/28*  
*Quiz 5 – Chapter 6 – Closes on 10/5*
- 10/5-7 **Midterm Exam – Covers Chapters 1, 2, 3, 4, 5, and 6**  
**(Exam opens at 1:00 am on 10/5 and closes at 11:59 pm on 10/7)**

*October 14 is the last day to withdraw with a Grade of W.*

- 10/12 - 10/23 Module 4 (Chapter 7)  
*Quiz 6 – Chapter 7 – Closes on 10/26*
- 10/26 - 11/13 Module 5 (Chapters 8, 9, and 10)  
*Quiz 7 – Chapter 8 – Closes on 11/2*  
*Quiz 8 – Chapter 9 – Closes on 11/9*  
*Quiz 9 – Chapter 10 – Closes on 11/16*
- 11/16 – 12/5 Module 6 (Chapters 16 and 21)                      **Project Due 11/18 at 11:59 pm**  
*Quiz 10 – Chapter 16 – Closes 12/1*                                      **Submit in CourseDen**  
*Quiz 11 – Chapter 21 – Closes 12/7*
- 12/8-9                      Final Exam – Comprehensive – Covers All Chapters**  
**(Exam opens at 1:00 am on 12/7 and closes at 11:59 pm on 12/9)**