SYLLABUS
TigerLIFE Independent Living
Spring 2016

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cnbrsfld@memphis.edu

Office number: 901-678-4303
Office Hours: Appointment Only

Required Materials:
Students need to have a 1 spiral notebook, 1 binder, pencils, and black pens.

COURSE Description:
Students will receive classroom instruction as well as demonstrate skills related to personal finance: counting money, making change, responsible spending, keeping financial records, taxes, using credit and banking services.

COURSE Rationale:
Students will receive classroom instruction and demonstrate their knowledge of personal finance including responsible spending.

Behavioral Expectations:
Students are expected to follow University of Memphis Students’ Rights and Responsibilities. Adhering to the university policies and the syllabus is a requirement for participation and passing of all courses in the TigerLIFE
Students must refrain from using any electronic devices that are not approved by the instructors; this includes, but is not limited to: cell phones, IPads, IPods, tablets, etc. Exceptions are made in case of emergencies.

**ATTENDANCE/LATE POLICY:**
**Attendance is extremely important.** This course requires active participation in the classroom. Therefore, students are expected to attend class regularly. The key to a successful participation grade is **daily attendance, arriving on time, coming to class well prepared and ready to interact** with your instructor and classmates. Contrarily, absences, arriving late, leaving early, coming to class unprepared, disruptive behavior, unwillingness to participate in classroom activities will all contribute to lower your participation grade. Attendance and tardiness will be tracked.

**ABSENCES:**
In the event of an absence, **it is the student’s responsibility to demonstrate effort to obtain missed assignments and lesson content** through communicating with the instructors and/or classmates. Failure to make-up missed assignments will affect your overall grade.

Planned absences need to be arranged with the instructor a week prior in order to receive appropriate accommodations for make-up (ex: exam rescheduled). Failure to do so will result in a failing grade or zero on the exam. In regard to an emergency written documentation is required for a make-up exam.

**Email policy:**
Please note that it make take up to 2 days to reply to e-mail messages.

**Grading Policies:**
Grading policy is determined at the discretion of the instructor(s) on a case by case basis. Students will be held to a learner-centered grading policy.

**Learner-Centered Grading:**
Student’s final grade will be determined by using a rubric which shows how successful the student has been progressing through the program.
Final Grade Rubric

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>The student <em>consistently</em> demonstrated a desire to learn and improve at the learning objectives in the course demonstrated by <em>consistent</em> attendance, participation, and completion of assignments, projects, and exams.</td>
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<tr>
<td>B</td>
<td>The student <em>frequently</em> demonstrated a desire to learn and improve at the learning objectives in the course demonstrated by <em>frequent</em> attendance, participation, and completion of assignments, projects, and exams.</td>
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<tr>
<td>C</td>
<td>The student <em>occasionally</em> demonstrated a desire to learn and improve at learning objectives in the course demonstrated by <em>occasional</em> attendance, participation, and completion of assignments, projects, and exams.</td>
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<tr>
<td>S</td>
<td>The student <em>sufficiently</em> demonstrated a desire to learn and improve at the learning objectives in the course demonstrated by <em>sufficient</em> attendance, participation, and completion of assignments, projects and exams.</td>
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<tr>
<td>U</td>
<td>The student demonstrated an <em>insufficient</em> desire to learn and improve at the learning objectives in the course demonstrated by <em>minimal to no attendance</em>, participation, and completion of assignments, projects, and exams.</td>
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</tbody>
</table>

Independent Living

Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Learning Objectives</th>
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<tbody>
<tr>
<td>1</td>
<td>1/19/16</td>
</tr>
<tr>
<td></td>
<td>Introduction, Classroom Expectations, Campus Tours</td>
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<tr>
<td>2</td>
<td>Counting Money</td>
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<tr>
<td>Date</td>
<td>Topic</td>
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<td>--------------------------------------------</td>
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<tr>
<td>1/25/16</td>
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<tr>
<td>2/3/16</td>
<td>Counting Money (Continued)</td>
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<tr>
<td>2/8/16</td>
<td>Making Change</td>
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<tr>
<td>2/15/16</td>
<td>Making Change</td>
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<tr>
<td>2/22/16</td>
<td>Making Change (Continued)</td>
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<tr>
<td>2/29/16</td>
<td>Make Responsible Expenditures</td>
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<tr>
<td>3/14/16</td>
<td>Keep Financial Records</td>
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<tr>
<td>3/21/16</td>
<td>Calculating and Paying Taxes</td>
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<tr>
<td>3/28/16</td>
<td>Using Credit Responsibly</td>
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<td></td>
<td></td>
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<tr>
<td>Date</td>
<td>Topic</td>
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<td>--------------------------------------------</td>
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<tr>
<td>4/4/16</td>
<td>Using Banking Services</td>
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<td></td>
<td>• Open a checking account</td>
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<tr>
<td></td>
<td>• Open a savings account</td>
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<tr>
<td></td>
<td>• Write checks, make deposits, and record transactions</td>
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<td></td>
<td>• Make deposits and withdrawals</td>
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<td></td>
<td>• Local vs. online banking</td>
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<tr>
<td>4/11/16</td>
<td>Using Banking Services (Continued)</td>
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<td></td>
<td>Exam</td>
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<tr>
<td>4/18/16</td>
<td>Review</td>
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<tr>
<td>4/25/16</td>
<td>Final Exam</td>
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**SYLLABUS MODIFICATION:**
The course syllabus is subject to change. Changes will be announced in class. Students absent from class when changes are announced are responsible for obtaining this information.

**Need Help?** If you have any problems with this course you should first discuss your problems with YOUR INSTRUCTOR(S).