

# **RMIN 5100S – Commercial Property & Liability Insurance**

Spring 2021

University of Georgia

Terry College of Business

10:20 am – 11:10 am MWF, Orkin Hall D007

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Lecturer

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Virtual Office Hours:    Wednesdays 3:15pm – 4:15pm                    (<https://zoom.us/j/91054256173>)  
   Thursdays 11:15am – 12:15pm                    (<https://zoom.us/j/91287822056>)  
   Other office hours by appointment

***The course syllabus below is a general plan for the course; deviations announced to the class by the instructor may be necessary.***

## **Course Overview**

### **Course Materials**

- Commercial Property & Liability Insurance, 1<sup>st</sup> Edition (Custom Book for University of Georgia) Developed for Jennifer Atkinson, RMIN 5100S. This custom book is available at:
  - University of Georgia Bookstore
  - The Institutes - <https://www.theinstitutes.org/guide/college/shop>
- RMIN 5100S Course Guide (available at The Institutes site shown above) is recommended.
- Insurance Information Institute Website: Small Business: <http://www.iii.org/publications/insuring-your-business-small-business-owners-guide-to-insurance/small-business-insurance-basics>
- Supplemental readings and documents posted to the class eLC page.
- Subscription to Packback (<https://www.packback.co/>) for discussion of commercial insurance topics.

### **Course Description**

This course is an introduction to commercial property and liability insurance contracts. Topics include:

- Property and liability risks and the effective management of these risks with insurance.
- Application of property insurance to pure risk including direct and indirect loss exposures.
- Application of liability insurance to general business liability and catastrophic liability risks.
- Current topics in the field of commercial property and liability insurance.
- Additional topics related to commercial insurance.

**This course includes a service-learning project that employs skills and knowledge learned in the course. The service-learning project also teaches new skills and knowledge related to course objectives.**

RMIN 4000 is a prerequisite for this course.

### **Course Objectives**

- Identify the property and liability loss exposures faced by any organization.
- Recommend appropriate insurance coverages and noninsurance management techniques to handle those loss exposures.
- Explain whether a particular loss is covered under any of the insurance policies surveyed in this course.
- Apply the materials from this course to analyze the risks of a specific firm.
- Present a risk management analysis and insurance policy review of a business in a professional manner.

### **Course Delivery – Hybrid Synchronous**

Within this approach, some students attend in the classroom on a rotating basis for socially-distanced, face-to-face (f2f) instruction, with remaining students joining synchronously via Zoom during assigned class hours.

Students will be divided into Monday, Wednesday, and Friday attendance groups meeting for f2f instruction on the day of your attendance group, and attending synchronously via Zoom on other days. For example, the Monday attendance group will meet f2f on Mondays during our normal class time, but will attend class synchronously via Zoom on Wednesdays and Fridays.

Lecture recordings will only be made available in the following circumstances:

1. International students who are unable to return to the U.S. due to COVID-related travel restrictions, and are in a time zone with a substantial time difference (meaning attending class synchronously would be at night in their time zone).
2. Students who are unable to attend due to being sick with COVID-19.

**Students can enroll for an attendance group within the Groups section of eLC. So as to maintain social distancing, you may only attend class on the day of your attendance group.**

### **University Honor Code and Academic Honesty Policy**

UGA Student Honor Code: "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others." A Culture of Honesty, the University's policy and procedures for handling cases of suspected dishonesty, can be found at [www.uga.edu/ovpi](http://www.uga.edu/ovpi).

Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic honesty policy should be directed to the instructor.

**Any student determined to be guilty of academic dishonesty will fail this course.**

## Grading Procedures

### Components of Your Final Grade

Exam 1	100 points
Exam 2	100 points
Exam 3 (Final Exam)	125 points
Business Case Study Group Project	125 points
Packback	50 points
Quizzes	<u>25 points</u>
Total Points Possible	525 points

### Grade Scale

Please be aware that the plus/minus system implemented by the Board of Regents is in effect. The baseline grading scale will be as follows:

A	93-100%	C+	77-79.9%
A-	90-92.9%	C	73-76.9%
B+	87-89.9%	C-	70-72.9%
B	83-86.9%	D	60-69.9%
B-	80-82.9%	F	Below 60%

Letter grades will be assigned in strict accordance to the grading scale above. Grades will not be rounded.

### Exams

There will be two exams during the semester and a non-cumulative final exam. You are required to take all three exams. Exams will consist of multiple choice questions. For questions involving calculations, you may use the calculator at the top of the Brightspace (eLC) toolbar.

Students are required to take exams at the date and time scheduled. If you must miss an exam due to an illness (with a doctor's excuse) or a family emergency (with verification), you will be permitted to make-up the exam within 1 week of returning to class. I reserve the right to administer a different exam.

**Exams will be administered online through the *Quizzes* feature within eLC and require the use of LockDown Browser and a webcam.** The webcam can be built into your computer or can be the type that plugs in with a USB cable. To get a basic understanding of the Lockdown Browser and the webcam feature, please visit <https://web.respondus.com/lockdownbrowser-student-video/>.

Students shall not retain copies of any exam administered in this course. Students shall not use any electronic devices, including but not limited to, computers, cell phones, cameras, "smart" devices, etc., in an effort to retain copies of any exam. Students caught (1) using any such device in an effort to retain copies of any exam, (2)

stealing, copying, photographing, or transcribing an exam, or (3) cheating in any other way, will be immediately reported to all appropriate University authorities.

Any form of cheating on an exam will result in failure of the course.

### **Business Case Study Group Project**

All students are required to complete a group project. Each group must consist of four to six students. The project consists of an analysis of the pure risk exposures, risk management techniques, and insurance coverages of a business. Each group of students will work with a team of mentors to guide you through this process. You will have the opportunity to provide feedback on the quality and work ethic of your fellow groupmates. Your mentors and groupmates will also have the ability to provide feedback on you. This can be one of the most educational and rewarding projects of your academic career. Embrace it and do not procrastinate. More information will be provided on this project under separate instructions.

### **Packback**

Participation is a requirement for this course, and the Packback Questions platform will be used for online discussion about commercial insurance topics. Packback Questions is an online community where you can be curious and ask open-ended questions to build on top of what we are covering in class and relate topics to real-world applications.

Writing questions and answers on Packback will:

- Help you develop writing skills necessary for any career path.
- Reinforce the imperative skill of justifying thoughts and claims with credible evidence, and then citing the evidence.
- Enhance critical thinking sought out by employers.
- Deepen your understanding of the course content by gaining diverse insights and perspectives from your peers.

**You are required to post at least one question and two answers per week relevant to class material. Each post (question or answer) must achieve a minimum Curiosity Score of 50 in order for you to obtain credit for the post.**

In order to register for Packback, please follow the instructions below:

1. Create an account by navigating to <https://questions.packback.co> and clicking "Sign up for an Account"  
Note: If you already have an account on Packback you can log in with your credentials.
2. Enter our class Community Lookup Key (**8d3f2873-a99a-450a-a165-779ad0ecceae**) into the "Looking to join a community you don't see here?" section in Packback at the bottom of the homepage.
3. Follow the instructions on your screen to finish your registration.

Before you start posting, be sure to read the [Community Guidelines](#) found in the tutorial on Packback. If your post doesn't follow the Packback Community Guidelines, there is a chance it will be removed and you won't receive points for that post.

There is a deadline of Sunday by 11:59pm for submissions each week. **Your first submissions are due on Sunday, January 24.** Please note that it takes 24 hours for the Packback team to moderate a post and send a coaching email. If by any reason your post is moderated because it does NOT meet the Community Guidelines, you will need to edit and re-publish your post to receive credit for the week. This is why it is important that you complete your Packback questions and responses far before the deadline in case your post is moderated.

For a brief introduction to Packback Questions and why we are using it in class, watch this video: [vimeo.com/packback/Welcome-to-Packback-Questions](https://vimeo.com/packback/Welcome-to-Packback-Questions)

### **Quizzes**

There will be at least six quizzes throughout the semester. In calculating your quiz average, I will drop your lowest quiz score. Therefore, if you miss a quiz (for any reason) or if you just don't do well on a quiz, the lowest score is dropped. Do not ask for a makeup or rescheduled quiz. I follow the one dropped quiz strictly, and I don't make any decisions on why anyone might have missed a quiz.

### **Extra Credit**

At my discretion, I may offer extra-credit opportunities to the entire class. **Extra-credit opportunities will NOT be offered on an individual basis.**

## **Class Administration and Communication**

### **Attendance**

Attendance (in person or virtually) is strongly advised. Class lectures and activities are designed to help you succeed in this class and in the workplace. Students are expected to participate and attend class regularly, whether in person or virtually.

### **Virtual Office Hours and Preferred Communication**

The best way to communicate with me is during virtual office hours or through email. However, I do ask that you check the syllabus for an answer prior to emailing me.

You do not need an appointment during virtual office hours, please just use the appropriate Zoom link at any time during the specified window. If you are unable to meet with me during scheduled virtual office hours, I am willing to meet with you via Zoom at a mutually agreeable time. If there is ever an occasion in which I will be unavailable during office hours, I will post an announcement within eLC.

A discussion board for each exam will be available within eLC for you to post questions. I will check the discussion board daily and provide responses to your questions. Feel free to help classmates and provide your own responses to questions!

### **Professionalism**

This course is intended to prepare you for working in the “real world.” I expect you to act professionally in the classroom. This means that you should not use your cell phone during class. Surfing the web, emailing, texting, or any other computer or electronic device usage unrelated to class is inappropriate during class time.

Additionally, I expect professionalism to be reflected in your written communications. All emails should be appropriately titled within the Subject line. You should write in complete sentences using correct punctuation and capitalization.

### **Disabilities**

Any student who has a need for accommodations based on a documented disability should contact me privately during the first week of the semester to discuss your needs. The Disability Resource Center coordinates reasonable accommodations for students with documented disabilities.

### **Mental Health and Wellness Resources**

- If you or someone you know needs assistance, you are encouraged to contact Student Care and Outreach in the Division of Student Affairs at 706-542-7774 or visit <https://sco.uga.edu>. They will help you navigate any difficult circumstances you may be facing by connecting you with the appropriate resources or services.
- UGA has several resources for a student seeking mental health services (<https://www.uhs.uga.edu/bewelluga/bewelluga>) or crisis support (<https://www.uhs.uga.edu/info/emergencies>).
- If you need help managing stress, anxiety, relationships, etc., please visit BeWellUGA (<https://www.uhs.uga.edu/bewelluga/bewelluga>) for a list of FREE workshops, classes, mentoring, and health coaching led by licensed clinicians and health educators in the University Health Center.
- Additional resources can be accessed through the UGA App.

### **COVID-19**

If you are experiencing any symptoms associated with COVID, do not attend the f2f component of this class.

- **What do I do if I have symptoms?**  
Students showing symptoms should self-isolate and schedule an appointment with the University Health Center by calling 706-542-1162 (Monday-Friday, 8 a.m.-5 p.m.). Please DO NOT walk-in. For emergencies and after-hours care, see <https://www.uhs.uga.edu/info/emergencies>.
- **What do I do if I am notified that I have been exposed?**  
Students who learn they have been directly exposed to COVID-19 but are not showing symptoms should self-quarantine for 14 days consistent with Department of Public Health (DPH) and Centers for Disease Control and Prevention (CDC) guidelines. Please correspond with your instructor via email, with a cc: to

Student Care & Outreach at [sco@uga.edu](mailto:sco@uga.edu), to coordinate continuing your coursework while self-quarantined. If you develop symptoms, you should contact the University Health Center to make an appointment to be tested. You should continue to monitor your symptoms daily on DawgCheck.

- **How do I get a test?**

Students who are demonstrating symptoms of COVID-19 should call the University Health Center. UHC is offering testing by appointment for students; appointments may be booked by calling 706-542-1162.

UGA will also be recruiting asymptomatic students to participate in surveillance tests. Students living in residence halls, Greek housing and off-campus apartment complexes are encouraged to participate.

- **What do I do if I test positive?**

Any student with a positive COVID-19 test is **required** to report the test in DawgCheck and should self-isolate immediately. Students should not attend classes in-person until the isolation period is completed. Once you report the positive test through DawgCheck, UGA Student Care and Outreach will follow up with you.

- **Face Coverings**

Effective July 15, 2020, the University of Georgia—along with all University System of Georgia (USG) institutions—requires all faculty, staff, students and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use is in addition to and is not a substitute for social distancing. Anyone not using a face covering when required will be asked to wear one or must leave the area. Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons. Students seeking an accommodation related to face coverings should contact Disability Services at <https://drc.uga.edu/>.

- **DawgCheck**

Please perform a quick symptom check each weekday on DawgCheck—on the UGA app or website—whether you feel sick or not. It will help health providers monitor the health situation on campus: <https://dawgcheck.uga.edu/>

## **eLearning Commons (eLC)**

An eLC page has been established for the class. I will post the syllabus, announcements, articles, chapter slides, and important dates on eLC. Please make sure that you are enrolled in this course on eLC. You are responsible for accessing eLC on a daily basis.

## **Technical Support**

- eLC Help: <https://help.elc.uga.edu/contact/>
- EITS General Helpdesk: <https://eits.uga.edu/support/>
- Email: [help@terry.uga.edu](mailto:help@terry.uga.edu)

## **Schedule of Topics**

The schedule below is a general outline of topics we will discuss in this course. All reading should be completed prior to class; please come prepared. The schedule is subject to change. Actual depth of coverage will depend on available time.

<b>Topic</b>	<b>Book Chapter(s)</b>
1. Risk Management & Insurance Industry Review	N/A
2. Introduction to Commercial Property Risk Management & Insurance	1
3. Building & Personal Property Coverage Form	2 & 3
4. Commercial Liability Loss Exposures and Risk Control	4
5. Commercial General Liability Insurance	5 & 6

## **Exam & Project Due Dates**

Wednesday, February 10	Exam 1
Friday, March 19	Exam 2
Wednesday, April 28	Business Case Study Project Due (by 4:30pm)
Wednesday, May 5	Exam 3 (Final Exam – NOT Cumulative)

The final exam takes place during the final exam period scheduled by the registrar. The final exam time, date, and the official policy regarding schedule conflicts is located on the Office of the Registrar website.

## **Spring Semester 2021 – Important Dates**

- TBD – Spring Scholarship Deadline (Applications open TBD)
- TBD – Resume Book Deadline
- Monday, January 8 – Martin Luther King, Jr. Holiday
- Wednesday, January 20 – Risk Management and Insurance Careers Day (Virtual, 2:30 – 6:30pm)
- Wednesday, February 3 – UGA Spring Career Fair (Virtual, 12:00 – 5:00pm)
- Wednesday, February 17 – Instructional Break
- TBD – Spring [Insurance Society/GIS Meeting](#) - 6:30 pm, Virtual TBA
- Wednesday, September 24 - [UGA Fall Career Fair](#) (Virtual - Handshake) 12-5 pm
- Friday, March 12 – Instructional Break
- Tuesday, March 23 – Withdrawal Deadline
- Thursday, April 8 – Instructional Break
- Monday, May 3 – Spring Semester Classes End



## **Risk Management and Insurance Homepage**

The address for the Risk Management and Insurance (RMI) homepage is <http://www.terry.uga.edu/insurance/>. For those students interested in becoming RMI majors, you should familiarize yourself with this site. Important dates, events, and announcements related to the RMI program appear here, as well as information regarding the Resume Book, internships, scholarships, Careers Day, job placement, RMININFO listserv, and other important topics.