Course Description

This course provides a unique, structured leadership learning experience for officers of the Actuarial Science Club and Risk Management Insurance Society. Officers will have the opportunity to improve their own leadership skills and better fulfill their duties as club officers. Club goals can be set and measured to determine success. The course allows officers to have a regular place for weekly meetings and allows for better coordination across both clubs. Both faculty advisors co-teach this course to facilitate improved communication between the clubs and the advisors. This course is required for all officers of the Actuarial Science Club and Risk Management Insurance Society. The course syllabus provides a general plan for the course; deviations announced to the class by the professors may be necessary.

Course Objectives

For each student, the main goal of this course is to develop leadership skills necessary to better fulfill the officer position of your student organization. The following specific objectives will guide us to this achievement.

- Learn to work together as an officer group.
- Learn how to efficiently plan and administer meetings.
- Learn how to communicate effectively.
- Develop methods for attaining and measuring goal achievement.
- Learn from both the successes and failures of fellow officers.
- Encourage students to present their own analysis in a confident, organized and coherent manner.

Course Materials

- On occasion, there may be supplemental readings available from the course web page (see below).

Academic Integrity

You are responsible for maintaining the highest standards of honesty and integrity in every phase of your academic career. The penalties for academic dishonesty are severe and ignorance is not an acceptable defense. All students must abide by the code of academic honesty of the University of Wisconsin – Madison which is available from the Office of the Dean of Students or the following website: [http://www.wisc.edu/students/saja/misconduct/academic_misconduct.html](http://www.wisc.edu/students/saja/misconduct/academic_misconduct.html). You are responsible for informing yourself about these standards before performing any academic work. It is our responsibility to uphold the University’s academic honest policy and report any suspicions of dishonesty to the Office of the Dean of Students.
**Attendance**

Class attendance is **mandatory**. Failure to attend any class session will result in a discretionary reduction of your course grade. If you should miss class because of a University approved excuse (e.g. written medical excuse), you should inform us as soon as possible.

**Projects**

There may be several projects assigned to officers throughout the semester. Details of each project will be communicated in class.

**Grade Composition**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>80%</td>
</tr>
<tr>
<td>Projects</td>
<td>20%</td>
</tr>
</tbody>
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**Grade Scale**

Lower bounds for A, B, C, and D final grades will be no higher than 90, 80, 70, and 60 percent of the total available points, respectively. All other grades (A, B and F) will be determined at the end of the semester based upon the performance of the class. Grades will be curved if necessary.

**WEB Resources**

A course page has been established as a means for us to efficiently administer this class. The web page allows you to obtain a copy of the syllabus, supplemental readings, links to other important web pages, etc. You are responsible for accessing the course web page on a regular basis. You may log on to the web page through the following address: [http://courses.bus.wisc.edu](http://courses.bus.wisc.edu).

**Email**

Announcements regarding the class may be sent from us to you via email. Any announcement sent via email is assumed to be communicated to the entire class. Thus, it is imperative you check your email regularly.

We will answer simple, factual questions via email; however, more thoughtful questions need to be asked during class or office hours. Email is useful for simple communication. Should you need to email us, please type RMI 365 in the subject line. Otherwise, your email may be filtered into junk mail. We will respond to individual emails in a reasonable amount of time.

**Special Needs**

Any student who feels that he or she may need an accommodation for a disability of any sort should consult with me as soon as possible so that appropriate arrangements may be made.