

Math 299A Fall 2022
Actuarial Science Major Orientation

Co-Instructor: Dr. Dominic Klyve

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Co-Instructor: Dr. Kathy Temple

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Office Hours: MW 10 – 10:50 AM, TTh 1 – 1:50 PM, and by appointment. Office hours are available either in-person (wear a mask!) or over Zoom.

Meeting times: 11 - 11:50AM; most M in SAMU 138 (computer lab) and most W in SAMU 102.

Course Goals: This is an introductory seminar for the actuarial science major. We'll explore career options, get you ready to apply for internships, discuss actuarial credentialing, and talk about actuarial professionalism. You'll also come out of this class with some valuable and useful Excel skills. This class will help set you up for success in the actuarial science major and in your careers.

Prerequisite: Math 173 with a grade of C or better; we're also assuming that you are taking at least one of the actuarial junior sequences (411 or 418) concurrently.

Required Materials: You'll either need access to a computer with the full version of Excel (*not* the iPad app) or be willing to spend some time in the computer lab.

Evaluation:

- Excel labs and assignments (50%)
- Homework and in-class assignments on the major and profession (50%)

Grades will be assigned according to the following scale:

	A	93-100%	A-	90-92.99%	
B+	87-89.99%	B	83-86.99%	B-	80-82.99%
C+	77-79.99%	C	73-76.99%	C-	70-72.99%
D+	67-69.99%	D	63-66.99%	D-	60-62.99%
	F	59.99%	and below		

Course Conduct:

- **Excel labs:** Excel labs will be assigned generally weekly, with due dates announced at the time of the assignment. You can expect to be creating and editing Excel worksheets and documenting your work - the latter is very important, since you'll spend a lot of time as an actuary working with spreadsheets created by other people! Expect to be working on challenging and open-ended projects by the end of the quarter.
- **Homework and other assignments:** We will be completing some activities in-class, and most weeks you will have activities to complete outside of class based on the Wednesday

class sessions. These might be something like drafting a resume, researching a practice area and preparing a presentation for the class, or coming up with a personal exam timeline. Due dates for these will be announced at the time of the assignment.

General Course Policies: Come to class. Do your own work. Work really hard; parts of this class are likely to be quite difficult, but you will leave it with a useful set of skills, and a better understanding of what you are getting yourself into professionally!

Masks: Masks are welcome and encouraged at all course activities, and at least one of your instructors will likely be masking throughout the quarter. Please note that Dr. Temple is *requiring* masks for in-person meetings in her office, since it's a small space. If you would prefer not to wear a mask, she would be happy to set up a Zoom appointment with you.

COVID Vaccinations: In accordance with Proclamation 21.14.1, CWU requires COVID vaccination for all current employees and students. Medical and/or religious accommodation requests will be considered. All employees and students are strongly encouraged to receive whatever boosters they are eligible for. There will be vaccination and booster clinics on Friday, Sept. 23 from 9AM - 1PM and Friday, Oct. 21 from 11AM - 3PM, both in SURC 137 A/B.

Documentation: Most assignments will require some form of documentation or "showing work;" this will be specified with the assignment. Any handwritten work must be written neatly, legibly, clearly, with correct mathematical notation, and with sufficient explanation. For all assignments, keep in mind that you want to write for someone who isn't necessarily familiar with the project but may need to use or modify your work.

Late Work: Assignments can be submitted late with a 20% penalty per 24-hour period, up until the time that graded assignments are returned to the rest of the class. Assignments submitted after graded work is returned to the rest of the class will not receive credit, however, one Excel lab and one homework assignment (corresponding to about a week's worth of work) will be dropped. Some larger homework assignments/projects will not be able to be dropped; these will be specified at the time the assignment is given. Please note that I tend to grade assignments shortly after they are submitted and almost always within a few days.

Submitting Work Electronically: All work for this course will be submitted electronically through Canvas.

- The required file type or types will be specified with the assignment.
- Handwritten work will generally be required to be submitted as a PDF. To create a PDF, you have a few options:
 - You can scan it to a PDF document using a cell phone camera. Some apps that do this (there are many others if you don't like these): Adobe (free) or CamScanner (free version) for Android phones; the Notes App (built-in) or CamScanner (free version) for iPhone.
 - You can take a well-lit, easy-to-read photograph, insert it into a Microsoft Word or OpenOffice Writer document, make sure that the photo is oriented correctly and easy to read, and then save the document as a .pdf file for upload to Canvas.
 - If your work is multiple pages, please upload it as a SINGLE file.

Whichever method you choose, please double-check that your image is oriented correctly. Images not oriented correctly or images that are not easy to read will lead to the assignment being returned without being graded.

Contingency Planning: In the event that we are unable to meet in person (this could be due to the university shifting entirely to remote coursework, inclement weather or wildfire smoke closures, or because one of us needs to isolate), this course will convert for the necessary time period to a *synchronous* online course using Zoom. This means that you will be expected to continue attending class at the scheduled times, but we will meet using Zoom rather than in-person. In the event that a period of remote learning includes a course assessment, we may change the format of the assessment if necessary.

Illness: If you are feeling unwell for any reason, *please, please, please stay home*. Being vigilant about this will help prevent the spread of COVID-19 (and other bugs!) and allow us to continue in-person classes.

Academic Honesty: Consult university policies (CWUP 5-90-040(22), CWUR 2-90-040(22), and WAC 106-125-020) for student conduct, cheating, plagiarism, and other academic expectations. CWU's policies and recommendations for academic misconduct will be followed, leading to disciplinary action up to and including failing the course.

Inclusivity Statement: As a member of a peer learning community, a high degree of professionalism is necessary. **CWU expects every member of the university community to contribute to an inclusive and respectful classroom culture.**

Classroom Conduct: Students in this class are expected to interact with students and the professor professionally. Instances of disruptive conduct, obstructive conduct, or harassment (see definitions below from the Washington Administrative Code: WAC 106-125-020) will be referred to the Dean of Student Success.

Disability Support Services: Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. Students with disabilities should contact Disability Services to discuss a range of options to removing barriers, including accommodations: Hogue Hall 126, 509.963.2214, DS@cwu.edu

Is my absence excused? Excused absences will not lower your overall grade in this class and are determined on a case-by-case basis. Excused absences include illness, bereavement, and school-related activities. With the exception of illness, documentation is required. Excused absences do not include travel for holiday breaks, work, or non-emergency travel delays. In compliance with RCW 28B.137.010, Central Washington University makes every effort to deal reasonably and fairly with students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. Students must present written notice to their instructor within the first two weeks of class listing the specific dates on which accommodations are required. Contact the Dean of Student Success at (509) 963-1515 for further information or questions.

Communication: While we all hope for a smooth quarter, we know that best-laid plans can go awry! Some of us may need to quarantine or isolate in the middle of the quarter. We all may need to shift entirely remote on short notice (and it may be worth thinking in advance about how you would make that work, both in terms of technology and in terms of being able to attend class and complete work remotely). In all things, communication is going to be key. If you have something going on, please let me know (no details you don't feel comfortable sharing, of course, just a general heads-up). As things need to change during the quarter, we will do our best to let you know as soon as we can. In all things, please extend grace to us and your classmates, and we will do our best to do the same.

We reserve the right to change the policies contained in this syllabus as dictated by developments during the quarter.