Teacher Appointment Criteria
Personal Finance   BUS F260

Statement of Intent
This document is intended to be a planning resource for the prospective teacher and IPFW Department Representative who mentors and supervises the IPFW School-Based Concurrent Enrollment Program (SBP).
This course is an introductory course in Personal Finance, offered through the Doermer School of Business at Indiana – Purdue University at Ft. Wayne. The course is designed to provide the following student outcomes: the understanding of the financial implications of credit, exposure to different kinds of investments and insurance, the ability to analyze basic real-life financial situations and critically think through consequences of choices, practice personal budgeting skills and encourage development of life-long learning skills of researching financial information.

Requirements
1. The instructor who teaches this course must meet the minimum teaching requirements of all faculty in the Doermer School of Business. The instructor must have a minimum of a Master level degree in Business or a Masters degree in another area with 18 graduate level credit hours completed in Business. The instructor must also have a demonstrated commitment to continuing education in business pedagogy including continuing academic work, attendance at workshops which have a business focus or research (not written or published) in the area of finance.
2. If an applicant’s credentials are acceptable, the Department of Accounting and Finance’s department representative will meet with the applicant to discuss instruction, pedagogy, course content and review class materials, including syllabus and assessment tools. The Doermer representative may make a site visit to the classroom to observe instruction and student interaction before making a final approval decision. If the instructor has already been approved in another business teaching area, the instructor will be tentatively approved for another class in the business area. The tentative approval will then depend on a meeting regarding the new class, similar to that mentioned above.
3. Teachers will be expected to submit their updated syllabus after this session.
4. Approved teachers will also be expected to participate in the annual SBP Summer Seminar, which includes administrative updates from the SBP office. This seminar will also include a discipline-specific session which typically includes course content updates, course delivery ideas, online resources, student assessment methods, grading standards and/or research in the development of the field.
5. The IPFW Department of Accounting and Finance of the Doermer School of Business, through its department representative, reserves the right of approval for the primary textbook to be used in this course and it is possible that a course will not be approved if the text is not deemed appropriate. A textbook’s content may be supplemented, however, by additional material required by the IPFW representative.
6. Specifically, the Department requires all instructors of BUS F 260 to cover the following: basic personal financial terms, types of insurance, types of investments, credit card usage, credit scores, personal budgeting, time value of money, banking concepts.

7. At least once in any semester the Department of Accounting and Finance of the Doermer School of Business department representative will visit the high school class to observe the class session.

8. It is understood that the high school class will follow the IPFW Student Handbook regarding student policies.