# Course Syllabus

## Preliminary-Subject to Change

FIN 4634-U01 (11262) International (Global) Banking

Department of Finance/ Undergraduate College of Business Finance Major

Term: Spring 2015 Semester: Dates January 12 – April 27, 2015

Days: Mondays 7:50 PM – 10:30 PM

Campus Location: Modesto Maidique Campus, 11200 SW 8th Street, Miami, FL 33199

Classroom Location: SIPA-School of International & Public Affairs

Classroom SIPA 220

## GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Professor: Marcos A. Kerbel, MBA, CPA/PFS, CFP, CPAML</th>
<th>Phone: (305) 348-2680</th>
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</thead>
<tbody>
<tr>
<td>Office: Ryder Business RB 208B, Modesto A. Maidique Campus</td>
<td>Mobile: (305) 632-7997</td>
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<tr>
<td><strong>Office Hours:</strong></td>
<td>Fax: 305-348-4245</td>
</tr>
<tr>
<td>Days: Mondays and Wednesdays from 6:30PM to 7:30PM; and by appointment at a mutually convenient time. Please do not hesitate to make an appointment if hours are inconvenient.</td>
<td>E-mail: <a href="mailto:kerbelm@fiu.edu">kerbelm@fiu.edu</a></td>
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## MANDATORY CLASS ATTENDANCE

**Class attendance is essential.** Students who miss more than two classes may be dropped administratively, but irregular attendance will affect your grade by a letter grade. Please see me if you have any conflicts with regard to attendance.
COURSE DESCRIPTION AND PURPOSE

The study of International Banking (FIN 4634) provides students with an understanding of the nature of international banking and the major cultural, economic, social and legal environments in which international banks operate. The course begins with an overview of the historical framework of international banking, followed by the structure and functions of global commercial banks, international investment banking, international retail and private banking, offshore financial centers and the role of banks in the foreign exchange markets. It also covers risk management techniques, supervision and regulation, international financial fraud, and country risk analysis. This is a global learning course that counts towards your global learning graduation requirement.

The purpose of this course is to introduce class members to the principles and practices of global bank management, as well as the services provided by other non-bank international financial firms, such as security brokers and dealers, finance and insurance companies, savings & loan institutions, development banks and financial conglomerates.

The course covers the management of international bank assets and liabilities; specialized banking functions; and the role for the commercial bank in financing international business and trade. The banking and financial system of certain countries will also be presented and discussed. The course also focuses on the development of banking in the world including the United States and Florida.

This course is very timely because of Miami’s importance as a full service specialized Latin American banking center, the shift of the former communist bloc countries into market economies, the continued implementation of economic reforms in Latin America and the expansion of China into world markets. Also, there are employment opportunities in this field locally, within the United States and abroad.

Since sound judgment is not a product of education alone, but also of experience, this course is presented in a format that requires a good balance between theory and practice. The theory aspect is covered through chapter lectures and formal assignment of specific topics from magazines and newspaper articles on a weekly basis or other textbook material.

The practical aspects are emphasized through the experiences of the professor who has been in international (global) banking for over three decades; actual case studies, the experiences of other class members, possible presentations by bankers or regulators; oral reports on historical and current banking developments and a student analyses of a designated country research topic and ethical violation. More specifically, all students are expected to make at least one oral presentation on: 1) a textbook chapter, 2) current developments, 3) the country research paper or 4) ethical analysis and evaluation.

COURSE STUDENT LEARNING OUTCOMES

At the end of this course students should be able to:

1. Articulate the role of international banking in light of global integration of finance and economics.
2. Assess the needs and justify the advantages accruing from expanding into international markets and develop strategies for the challenges of operating in a global economy.
3. Compare and contrast regulatory and supervisory processes among central bankers in industrialized nations.
4. Define the key elements of country risk and understand the methodologies of country risk analysis.
5. Describe the structure of the overseas operations of commercial and investment banks.
6. Discuss the basis for foreign exchange rates and the mechanics of foreign exchange trading.

7. Identify legal issues related to international banking and grasp the importance of prudent bank supervision and regulation.

8. Recognize the risks involved in international banking, and risk management as an essential function in international banks.

9. Understand how banks use offshore financial centers to increase the pool of available funds, lower the cost of raising capital and expand their investor-base.

10. Understand services offered by global commercial banks (including credit and noncredit services, syndicated loans and trade finance) and the underwriting and advisory services of investment banks.

Using role play, prepare and present a strategic plan to bring a simulated emerging country out of financial ruin.

MAJOR & CURRICULUM STUDENT LEARNING OUTCOMES TARGETED

Upon completion of the course, the student will be able to:

- Analyze financial institutions in terms of risk identification, risk measurement and control and the impact of country, currency and reputational risks’ on profitability and growth.

- Become familiar with the banking and financial system of certain countries and explain how religion and military governments have had a profound effect on the development of the banking systems of many countries.

- Become familiar with current issues in global financial services as well as reasons for and consequences of worldwide financial crises and industry scandals during the last several decades.

- Compare and contrast regulatory and supervisory processes among central bankers in industrialized nations.

- Describe the functions of commercial banks doing business around the globe, as well as the role of other international financial service providers such as: investment banking firms, security brokers and dealers, insurance companies, forfaiting and other financial non- depository organizations.

- Describe the importance of risk management in their daily operations, including how they compete in the market place with other financial service providers.

- Evaluate the banking and financial system of a selected country. Analyze and compare performance to United States banks, make investment decisions, and provide a rationale for your decisions.

- Explain the evolution of banking and finance since its earliest days, the organizational structure of banks, and how banking and other financial related legislation and regulation have impacted the operation of today's financial companies.

- Explain how commercial banks operate in the United States and abroad.

- Explain the operation of investment, commercial, offshore, and retail banking outside the United States.

- Explain secrecy and confidentiality laws that are the common denominator for offshore banking.

- Explain why and how to adapt a bank’s operations to the culture and ideology of the host country.
Identify and sequence the steps that lead to a bank crash.

Recognize types of crimes, such as fraud, identify theft, money laundering, and terrorist financing can affect a financial institution; and how external and internal crime can negatively impact a financial institution’s net income and reputation. Understand the positive and negative effects of the USA Patriot Act of 2001 on international financial institutions.

Understand why a balance must be achieved between liquidity, risk assumption, and profitability.

Using role play, prepare and present a strategic plan to bring a simulated emerging country out of financial ruin.

GLOBAL LEARNING, FINANCE & INTERNATIONAL BUSINESS MAJOR & GENERAL CURRICULUM OUTCOMES TARGETED

Students will be able to:

- Apply critical thinking skills in identifying international financial issues and evaluating information
- Assess the needs of and justify the advantages accruing from expanding into international markets*
- Demonstrate appropriate responses to global conditions and cultural diversity*
- Develop strategies for the challenges of doing business in a global environment*
- Exhibit knowledge of the major cultural, economic, social and legal environments faced by organizations in global markets*
- Explore the international integration of financial markets and analyze implications for financial managers*
- Individually and collaboratively research and present solutions to problems related to international banking.
- Use information technology as a tool to do essential business tasks
- Use quantitative tools to evaluate business problems

* Global Learning Outcomes

This course also follows the Curriculum Learning Objectives of the Landon Undergraduate School of Business. Each graduating student is expected to be successful with regard to the following outcomes:

1. Communication

Individually and collaboratively formulate, structure, support, deliver, receive, evaluate, and adapt written and oral messages. This includes:

- Writing effective business reports using various types of media and technology.
- Researching, organizing, supporting, and orally delivering business presentations adapted to diverse audiences.
- Using pronunciation, grammar, nonverbal communication, and articulation appropriate to the designated audience.
2. Technology
Use information technology as a tool to do essential business tasks. This includes: Creating documents, presentations, databases, and spreadsheets using the web to find information.

3. Global
- Global Awareness: Demonstrate appropriate responses to global conditions and cultural diversity.
- Global Perspective: Identify and develop multiple strategies for the challenges of doing business in a global environment.
- Global Engagement: Exhibit knowledge of the major cultural, economic, social and legal environments faced by organizations in global markets.

Apply knowledge on political, legal, economic, and cultural country differences to develop competitive strategies in foreign, regional, and global markets.

4. Critical Thinking
Apply critical thinking skills to complex business problems. This includes:
- Analyzing complex business problems, particularly ill-structured ones (i.e., business problems with no "right answer."
- Identifying and evaluating relevant issues and information;
- Generating and evaluating possible solutions to problems;
- Recommending solutions based on a well-reasoned rationale; and
- Communicating your thought processes to others.

5. Analytical Thinking
Use quantitative analytical skills to: identify and analyze material factors that are involved in business' problems. Determine and apply relevant frameworks from Accounting, Finance, Decision Sciences, Marketing, and Management to address business problems. Determine and apply appropriate problem-solving techniques to business problems, integrate knowledge across business disciplines to formulate decisions.

6. Ethics
Demonstrate ethical understanding and reasoning abilities, including an understanding of the ethical responsibilities of organizations, by: Recognizing ethical dilemmas. Evaluating how stakeholders will be affected by various possible solutions to ethical dilemmas. Making ethical decisions. Providing a rationale for your decisions using ethical schools of thought.

In addition, we follow Bloom's Taxonomy which deals with levels of learning, such as: Knowledge, Comprehension, Application, Analysis, Synthesis, and Evaluation. (Refer to Blackboard Learn 9 course shell under Content for details)

As a college, we care about the quality of the business education we are providing you. More on the College’s commitment to Assurance of Learning can be found at the following link:

http://businessonline.fiu.edu/course_addons/Learning_Commitment.pdf
**DISABILITY NOTICE**

If you have a disability and need assistance, please contact the Disability Resource Center (University Park: GC190; 305-348-3532) (North Campus: WUC139, 305-919-5345). Upon contact, the Disability Resource Center will review your request and contact your professors or other personnel to make arrangements for appropriate modification and/or assistance.

**RELIGIOUS HOLIDAYS**

The University's policy on religious holidays as stated in the University Catalog and Student Handbook will be followed in this class. Any student may request to be excused from class to observe a religious holy day of his or her faith.

**TEXTBOOK**

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<th>Supplemental Reading</th>
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<th>Secondary Textbook: Purchase Not Required.</th>
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<th>Supplemental Reading (Purchase Not Required)</th>
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<tr>
<td>Reference Material: (Available on Course Content or in the Green Library Reserve Section)</td>
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TEACHING METHODOLOGY

Course delivery will focus on ensuring that students are able to:

- Learn how to use the web to perform research on financial and economic aspects of international banking activities in a global environment.
- Present the data and analysis of a case study in a logical and concise manner.
- Interact with other students and the professor to demonstrate functional skills, knowledge, and application of the banking operation.
- Share ideas and opinions and their findings on the web in the following topics: Knights Templar, The Fuggers, The Rothschilds, The Medicis of the Florence, J.P. Morgan, and Bank of Credit and Commerce International (BCCI), and other banking ethical/legal violations, and scandals. The discussion topics are subject to change and are updated as press releases are made public.

COMMUNICATING WITH THE INSTRUCTOR

Students should contact the professor by e-mail or phone. The students should expect a response to this communication within 48 hours. For a faster response, it is important that these guidelines are followed:

By E-mail: Class members may communicate with professor by sending an e-mail message to kerbelm@fiu.edu or by calling (305) 632-7997. It is imperative that when you send an e-mail that you always insert your full name, panther ID number, and a phone number, preferably a mobile device, if you have one. Many times it is faster and more convenient to return a message from anywhere in the United States by phone rather than by e-mail. Kindly do not send messages to the course shell or text messages to the stated phone, both of which may be ignored.

If you have sent a message, and you have not received a reply by the next day, please call. The professor strives to return the messages not later than the next evening. In your messages, please state until what time you can be called at night.

When sending a message, and to avoid deleting it, please insert on the subject line:

FIN 4634-Last Name, First Name, (as officially registered in the course) and a short description of the inquiry.

By Phone:

In all phone calls, please always identify yourself with your full name, course number, and section, and always leave your phone number, saying it slowly and repeating it a second time, if the call is forwarded to voice mail. Please call preferably from the phone that you can receive the return call after working hours, weekends and holidays, so that the number is recorded in the caller-id, in the event your message cannot be heard clearly. The message duration should not exceed one minute.

Supplemental Reading (Purchase not Required)
Reference Material: (Available in the Green Library Reserve Section)

*International Banking: Text & Cases*

Jane Hughes and Scott MacDonald Pearson (2002)
ISBN: 0-201-63535-6
Forwarding completed assignments to Professor only by regular FIU E-mail to: kerbelm@fiu.edu

Likewise to avoid message deletion, when sending the required assignments, each of the three (3) individual messages including: 1) the research paper, 2) ethical analysis and 3) power-points of class presentation, should show the following format on the subject line of each transmission: There will be three (3) separate mailings.

For Research Paper: FIN 4634-Last name, First name-RP-Name of Country analyzed- 2014-mo.-day- (date completed)

For Ethical Analysis: FIN 4634-Last name, First name-EA-Title of Ethical Analysis- 2014-mo-day- (date completed)

For Class PowerPoint Presentation: FIN 4634-Last Name, First Name-PP-Title of Presentation-2014-mo-day- (date of class presentation).

The attached file of each assignment should be labeled as follows.
Title of Assignment- FIN 4634 Last Name, First Name – Date completed

Please note that if each separate transmission is not received in the above described format, the message with its content will be deleted. Therefore, you will receive zero points for the assignment which could result in course failure.

ASSURANCE OF LEARNING

As a college, we care about the quality of the business education we are providing you. More on the College's commitment to Assurance of Learning can be found at the following link:

http://businessonline.fiu.edu/course_addons/Learning_Commitment.pdf

RULES, POLICIES, AND ACADEMIC MISCONDUCT

Assignments from the text and other resources are listed below for each class session. Students are expected to pace their learning according to the posted course assignments.

It is expected that interactive learning and teaching will enrich the learning experience of all students, and that each student will work in partnership with the professor to create a positive learning experience for all. Student engagement is a necessary condition for an effective learning experience, and includes contributions to debate and discussion (if any), positive interactive learning with others, and an enthusiastic attitude towards inquiry. Everyone is expected to be a positive contributor to the class learning community, and students are expected to share the responsibility of teaching each other.

Statement of Understanding between Professor and Student

Every student must respect the right of all to have an equitable opportunity to learn and honestly demonstrate the quality of their learning. Therefore, all students must adhere to a standard of academic conduct, demonstrating respect for themselves, their fellow students, and the educational mission of the University. As a student in the College of Business taking this class:

- I will not represent someone else’s work as my own
- I will not cheat, nor will I aid in another's cheating
- I will be honest in my academic endeavors
- I understand that if I am found responsible for academic misconduct, I will be subject to the academic misconduct procedures and sanctions as outlined in the Student Handbook

This Syllabus cannot be copied without the express consent of the Instructor
Failure to adhere to the guidelines stated above may result in one of the following:

**Expulsion:** Permanent separation of the student from the University, preventing readmission to the institution. This sanction shall be recorded on the student's transcript.

**Suspension:** Temporary separation of the student from the University for a specific period of time.

By taking this course I promise to adhere to FIU's Student Code of Academic Integrity. For details on the policy and procedure [click here](#).

**NOTE:** Intensive Auditing of the course will be conducted to prevent academic misconduct.

**CLASSROOM CONDUCT:** **Students must be in class on time**, ready to discuss the day’s material. Please remain in the classroom for the duration of the class. Occasionally someone has to come late or leave early because of an unexpected event; however, class disruption will not be tolerated, so please make it a practice to be on time and remain in the class until the end. All cell phones, computers, pagers, PDAs, etc. must be turned off before class begins. Food and drinks, other than bottled water, are not permitted in the classroom. If you do any of the following, I will eject you from the class if you: fall asleep in class; treat a fellow student with disrespect; use a cell phone or send or read text messages while in class, or eat in class. If you are ejected more than twice in the semester, you will receive a failing grade.

**EXAMINATION CONDUCT:** No computers, cell phones, PDA’s, iPods, or other electronic devices will be permitted to be out or accessible during exams. Be sure that such items are either not brought to class on exam days or are properly secured in a purse or backpack where you will not have access.

**EXAMINATION POLICY:** You must take each and every exam at the date and time announced in class. Failure to do so will result in zero credit for that exam. This includes the final exam. Any deviation from this policy because of illness or emergency must be cleared in advance and properly documented.

**EXPECTATIONS OF THIS COURSE**

This is an on-site, "Blackboard Learn 9 Web Assisted" Course, meaning that all the classes will be conducted on campus and certain course assignments will take place over the Internet. Blackboard Learn 9 is the current Learning Management System that FIU has chosen for these courses.

During the course you will be expected to interact on-site and online with the professor and your fellow students; to do assignments; to meet deadlines; and in some cases, to work in virtual and in person groups. Read the entire syllabus for more details.

**COURSE REQUIREMENTS**

1. Class attendance and participation at every class
2. Reading of assigned textbook chapters prior to class meetings.
3. Completing the required four (4) chapter quizzes, due as chapters are covered.
4. Daily reading of articles in current issues of newspapers, weekly and monthly magazines dealing with current events in international banking or financial services
5. Posting on a weekly basis two current articles from your daily readings that no other class member has previously posted. One of the two articles is to be summarized.- The subject line of the posting should read as follows:

   2014-mo.day-Title of the Article-Name of Periodical Where Published-Journalist’s full name
6. **Mid-Term exam** - to be given on Week 08 - Monday. March 01, 2015.

7. **Written Ethical/Legal Analysis and Evaluation of a Financial Scandal**
   Due on Week 13 – Friday, April 10, 2015 or twenty-one days (three weeks) prior to final examination.

8. **Written Research Paper** – Due on Week 14 - Friday. April 17, 2015 or fourteen (14) days (two weeks) prior to the final examination


10. **Final Examination** - to be given in class on Week 16 Monday, April 27, 2015 in same classroom from 7:15PM-9:15PM (If there will a change of classroom or time of exam you will be notified).

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**QUIZZES**

There are at least 4 online quizzes, as detailed on the Course Calendar, where students will be assessed on the required chapters and learning materials for that module.

- Quizzes take approximately 45 minutes.
- They are available to take as specified in the Assessments Section of Blackboard Learn 9.
- Class members will be able to view scores upon completion of quiz. Your right and wrong answers will be available for review after the quiz availability period has expired.
- Upon completion Quiz grade will automatically post to your section of the grade book. You have two attempts per Quiz which covers several chapters.
- Availability periods will normally close on **Sundays at 11:55 PM** except on the weekend before the Mid-Term and Final Examinations when they will close on **Monday at 7:30PM** to allow students to study and review.

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**EXAMINATIONS**

There are **two on-site examinations during this semester, a mid-term and a final**, as detailed on the Course Calendar, which will be comprehensive in scope and they will cover all the assigned chapters, class lectures, article readings, presentations and any other material learned during the course.

- The Exam will take approximately 120 minutes. It will contain true/false and multiple choice as well as essay questions.
- Students will not be able to view any submission details; only total score for the objective part of the exam.
- The two examinations will be proctored and held in the same classroom at the same class time, unless notified differently before the final exam date. At the discretion of the Professor, the exams may be given on-line while in the classroom. Therefore, please bring your laptop fully charged to class and ascertain that you have the latest internet connection through FIU’s secured system and not “guest,” as you may be disconnected during the exam taking process. Refer to course schedule for exam date, which may be changed to a later week at the discretion of the Professor. Exams will be “closed book and notes” and it is strictly prohibited to import any material from any source into the exam. Students violating this standard will fail the course and will be referred to the academic discipline committee.
The date of final examination WILL NOT be changed or otherwise extended, however, the time and room location may change; and in which case you will be notified accordingly.

Make up exams will not be given unless there are verifiable extenuating circumstances beyond the control of the class member, such as hospitalization or death of an immediate family member.

COURSE REQUIREMENTS

Each class member will select, analyze and evaluate the financial and banking system of a selected country which will be approved by the Professor.

Likewise, each class member is to select a financial ethical scandal and prepare a written analysis and evaluation of how this case could have been avoided.

There are discussion forum assignments posed over the course of the semester where student groups will discuss cases related to banking topics selected by the Professor. You must select among yourselves a team leader who will coordinate the effort, review the individual participations and submit a consolidated posting on behalf of the entire team.

You should not use this forum for any personal reasons. Review the closing dates of these deliverables closely as these will not be accepted for credit beyond the dates posted on the discussion forum. Other important material is communicated on the Discussion forums. It is advisable that you read ALL postings from the Professor.

GRADING POLICY

COURSE REQUIREMENTS AND ASSESSMENT WEIGHTS

<table>
<thead>
<tr>
<th>ASSIGNMENTS</th>
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<tr>
<td>Class Attendance and Participation</td>
<td>05%</td>
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<tr>
<td>Chapter Quizzes (at least 04)</td>
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<tr>
<td>Written Analysis and Evaluation of a Financial Scandal to be Chosen by You and Approved by the Professor or Assigned by Him.</td>
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<tr>
<td>Weekly postings of 2 relevant current articles on global banking or other financial service providers published within the last two weeks of the current week. Please refer to Course Content for Icon showing article posting guidelines. One of the two articles must be summarized.</td>
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<tr>
<td>Oral Presentation of a Textbook Chapter, Financial Ethical/Legal issue, Research Paper or other Topic Approved by Professor</td>
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<td>Midterm Examination</td>
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<td>Research Paper</td>
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<td>Final Examination</td>
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<td><strong>Total</strong></td>
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**LETTER GRADE POLICY**

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<td>80 - 83</td>
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<td>84 - 86</td>
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<td>70 - 73</td>
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COURSE CALENDAR

- Contact your classmates ASAP when the course begins to form a group to participate in the forums. Teams will be made up of no more than 7 students per group.
- Each Textbook Chapter, Reading Assignment, and Power Point slides must be read at the beginning of each week.
- Participate in Forums as scheduled. “Discussion tabs will NOT be reopened once closed so if you do not participate you (and perhaps your group) will lose the assigned points.

Take Quizzes and Final Exam as scheduled. Be aware that NO assessments for this course will be changed, reopened once closed, or otherwise extended, so if you do not take any quiz or the final exam as scheduled on the calendar and this syllabus, you will lose the points assigned to that assessment.

Please note that your class presentation should be ready for delivery on the date designated on this syllabus calendar below; however, the actual delivery date of the topic could change up to two weeks later than originally scheduled.

<table>
<thead>
<tr>
<th>2015</th>
<th>COURSE CALENDAR</th>
<th>TEXT</th>
<th>HOMEWORK</th>
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<tbody>
<tr>
<td>MONDAY CLASSES 7:40PM TO 10:30PM</td>
<td>TOPIC</td>
<td>BEFORE NEXT CLASS READ:</td>
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<td></td>
<td>Introduction of Course Syllabus &amp; Requirements</td>
<td>MODULES 1, 2, 3 &amp; 4</td>
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<td>Self-Introduction of class members</td>
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<td>Selection of study groups</td>
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<td>Overview of Geography – Nations of the World</td>
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<td>Types of Governments – Mini Video</td>
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<td>One Hundred (100) Year History – Mini Video</td>
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<td>Current Events</td>
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<td>Economics, Finance, and Universal Banking,</td>
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<td>READ Leading the Way – The Comprehensive History of International Banking in Florida</td>
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<td>Read International Banking Text and Cases Ch. 02 pages 1-28</td>
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<td>Read Bible- Genesis Chapters 38-41</td>
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<td><strong>REQUIRED READING FOR EVERY CLASS</strong></td>
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<td>Search, read, copy, and post in Blackboard Learn 9 Discussion Board, two (2) articles published within the last two weeks relevant to global banking and other financial services providers and which have not been previously posted by another class member.</td>
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<td>Read all prior posted articles before posting yours. Refer to icon in the Course Content section for article posting guidelines.</td>
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<td>Date</td>
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<td>January 19</td>
<td>Decide name of Ethical Analysis and Evaluation case that you will prepare</td>
<td>Read (IBTC) - International Banking Text and Cases Ch. 02 pages 1-28 Read GB SWD Chs. 01-06</td>
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<td>Search, read, copy, and post in BLACKBOARD Discussion section, two (2) articles published within the last two weeks relevant to global banking.</td>
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<tr>
<td>Week 3</td>
<td>Due Today-Country Selection for Research Paper</td>
<td>BEFORE NEXT CLASS READ MODULES 3, 4, 5, 6, &amp; 7</td>
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<tr>
<td>Monday</td>
<td>Current Events</td>
<td>READ IBTC CHAPTERS 4 and 5</td>
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<tr>
<td>January 26</td>
<td>Due Today-Post Name of Ethical Analysis and Evaluation case that you will prepare</td>
<td>Read GB SWD Global Banking Chapters 2, 4, &amp; 5</td>
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<td>Search, read, copy, and post in Blackboard Learn 9 Discussion Board, two (2) articles published within the last two weeks relevant to global banking.</td>
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<td>Read all prior posted articles before posting yours. Refer to icon in the Course Content section for article posting guidelines.</td>
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<tr>
<td>Week 4</td>
<td>Current Events</td>
<td>BEFORE NEXT CLASS READ MODULES 6, 7, &amp; 8</td>
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</tr>
<tr>
<td>Monday</td>
<td>Part II: Structure and Functions of the International Bank</td>
<td>READ GB SWD Global Banking Chapters 06, 09, 10, &amp; 11</td>
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</tr>
<tr>
<td>February 02</td>
<td>Module 4 - International Commercial Banking</td>
<td>Search, read, copy, and post in Blackboard Learn 9 Discussion Board, two (2) articles published within the last two weeks relevant to global banking.</td>
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<td></td>
<td>Bretton Woods – J.P. Morgan</td>
<td>Read all prior posted articles before posting yours. Refer to icon in the Course Content section for article posting guidelines.</td>
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<td>GB SWD Ch. 2 – International Bank Lending</td>
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<td>IBTC Ch. 04 – Credit Analysis in International Lending</td>
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<td>IBTC Ch. 04 – Royal Bank of Canada in Thailand and Current Bank Condition</td>
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<td>Module 5 - Investment Banking</td>
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<td>GB SWD Ch. 4 – Global Bond Markets</td>
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<td>GB SWD Ch. 5 – Global Equity Markets</td>
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<td>Week 5</td>
<td>Current Events</td>
<td>BEFORE NEXT CLASS READ MODULES: 08, 09 &amp; 10</td>
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<tr>
<td>Monday</td>
<td>Module 6 - Retail and Private Banking</td>
<td>READ GB SWD CHAPTERS 01 &amp; 07</td>
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<tr>
<td>February 09</td>
<td>Technology and Banking</td>
<td>READ IBTC CHAPTERS 08 &amp; 09</td>
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<td>GB SWD Ch. 11 – Global Private Banking</td>
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<td>GB SWD Ch. 09 – Institutional Asset Mgt.: Mutual and Pension Funds</td>
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<td>GB SWD Ch. 06 – Derivative and Swaps Markets</td>
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<tr>
<td>Week 6</td>
<td>Monday</td>
<td>February 16</td>
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<tr>
<td><strong>Week 6</strong></td>
<td><strong>Monday</strong></td>
<td><strong>February 16</strong></td>
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<tr>
<td><strong>Module 7 - Offshore Centers</strong></td>
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<tr>
<td><strong>GB SWD Ch. 10 – Hedge Funds, Private Equity, and Alternative Investment Vehicles</strong></td>
<td></td>
<td>Submit topic for written analysis of bank failure or scandal, or money laundering case.</td>
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<td></td>
<td></td>
<td>Search, read, copy, and post in Discussion Forum section, two (2) articles published within the last two weeks relevant to global banking.</td>
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<tr>
<th>Week 7</th>
<th>Monday</th>
<th>February 23</th>
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<tbody>
<tr>
<td><strong>Week 7</strong></td>
<td><strong>Monday</strong></td>
<td><strong>February 23</strong></td>
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<tr>
<td><strong>Module 8 - The Foreign Exchange Market</strong></td>
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<tr>
<td><strong>IBTC Ch. 08 – Banking on the Foreign Exchange Market</strong></td>
<td></td>
<td>Prepare for Mid-term Exam and Supp. Text readings (refer to discussion forum)</td>
</tr>
<tr>
<td><strong>GB SWD Ch.01-Foreign Exchange and Money Markets</strong></td>
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<tr>
<td><strong>GB SWD Ch. 07 – Mergers, Acquisitions and Corporate Advisory Services</strong></td>
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<tr>
<td><strong>Module 9 – Crashes</strong></td>
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<td><strong>IBTC Ch. 09 – Bank Crashes</strong></td>
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<tr>
<th>Week 8</th>
<th>Monday</th>
<th>March 02</th>
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<tbody>
<tr>
<td><strong>Week 8</strong></td>
<td><strong>Monday</strong></td>
<td><strong>March 02</strong></td>
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<tr>
<td><strong>Mid-Term Exam in classroom</strong></td>
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<tr>
<td><strong>(Covering modules 1 – 10; GB SWD and IBTC Chapters Covered in class; Geography of Central America, South America and the Caribbean; class lectures; current event articles, and class presentations)</strong></td>
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<td></td>
<td>BEFORE NEXT CLASS READ MODULES 11, 12, 13 &amp; 14</td>
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<td>READ GB SWD CHAPTERS 13 &amp; 14</td>
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<tr>
<th>Week 9</th>
<th>Monday</th>
<th>March 09</th>
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<tr>
<td><strong>Week 9</strong></td>
<td><strong>Monday</strong></td>
<td><strong>March 09</strong></td>
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<tr>
<td><strong>Current Events</strong></td>
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<tr>
<td><strong>Part III: Risk Management</strong></td>
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<tr>
<td><strong>Review of Mid-Term Examination</strong></td>
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<tr>
<td><strong>Module 11 - Risk Management</strong></td>
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<tr>
<td><strong>GB SWD Ch. 13 – Assessing and Managing Risk in Global Banking</strong></td>
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<tr>
<td><strong>GB SWD Ch. 14 – Systemic Risk in Global Banking</strong></td>
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<td></td>
<td>BEFORE NEXT CLASS READ MODULES: 12, 13, 14</td>
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<td></td>
<td></td>
<td>READ GB SWD CHAPTERS 03 &amp;12</td>
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<td>Search, ready, copy, and post in Forum section, two (2) articles published within the last two weeks relevant to global banking.</td>
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<tr>
<th>Week 10</th>
<th>Monday</th>
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<tbody>
<tr>
<td><strong>Week 10</strong></td>
<td><strong>Monday</strong></td>
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<tr>
<td><strong>Current Events</strong></td>
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<tr>
<td><strong>Module 12 - Money Laundering</strong></td>
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<tr>
<td><strong>BCCI – Bank of Credit and Commerce International Failure and Global Scandal</strong></td>
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<td><strong>Allen Stanford – Financial Group</strong></td>
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<tr>
<td>Week 11</td>
<td>Current Events</td>
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</table>
| March 16 | **Module 13 - Global Debt and Country Risk**  
|         | **Module 14 - Emerging Trends**  
|         | **GB SWD Ch. 03 – Asset-Related and Project Financing**  
|         | **GB SWD Ch. 12 – Strategic Drivers of Structural Change in Global Banking**  
|         | Continue working on Country Research Paper, Ethical Analysis Paper and PowerPoint presentation.  
|         | Search, read, copy, and post in Forum section, two (2) articles published within the last two weeks relevant to global banking.  
|         | Good opportunity to finalize pending readings, quizzes, and commence or finish Ethical Scandal or any other presentations  
|         | **BEFORE NEXT CLASS**  
|         | **READ GB PO GLOBAL BANKING PETER OPPENHEIM CHAPTERS 07, 08, 09 & 12**  
|         | **BEGIN STUDYING FOR THE FINAL EXAM**  
|         | (Covering Modules 9 – 14 plus supplemental chapters from global textbooks, class lectures and article readings, videos watched, and presentations of ethical and country projects)  
|         | **CONTINUE STUDYING FOR THE FINAL EXAM**  
|         | Search, read, copy, and post in Blackboard Learn 9 Discussion Board, two (2) articles published within the last two weeks relevant to global banking.  
|         | **Complete Ethical Analysis Paper**  
|         | **BEFORE NEXT CLASS**  
|         | **READ GB SWD CHAPTERS 07, 16 &17**  
|         | **CONTINUE STUDYING FOR THE FINAL EXAM**  
|         | Search, read, copy, and post in Blackboard Learn 9 Discussion Board, two (2) articles published within the last two weeks relevant to global banking.  

<table>
<thead>
<tr>
<th>Week 12</th>
<th>Current Events</th>
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</table>
| March 16 | **GB PO Ch. 07 – The Basic Commercial Letter of Credit**  
|         | **GB PO Ch. 08 – Letter of Credit Variations and Incoterms**  
|         | **GB PO Ch. 09 - Bankers Acceptances**  
|         | **GB PO Ch. 12 - Government Agencies**  
|         | **Class Presentations**  
|         | **CONTINUE STUDYING FOR THE FINAL EXAM**  
|         | **SEARCH, read, copy, and post in Blackboard Learn 9 Discussion Board, two (2) articles published within the last two weeks relevant to global banking.**  

<table>
<thead>
<tr>
<th>Week 11</th>
<th>Current Events</th>
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</table>
| Monday  | **GB SWD Ch. 08 - Privatizations**  
|         | **Trade Financing**  
|         | **GB PO Ch. 01- The World of Global Banking**  
|         | **GB PO Ch. 03 – Money Transfers and Current Regulations Sec 1073, Dodd-Frank**  
|         | **GB PO Ch. 06 - The Business of Foreign Trade - Collections**  
|         | **CONTINUE STUDYING FOR THE FINAL EXAM**  
|         | **SEARCH, read, copy, and post in Blackboard Learn 9 Discussion Board, two (2) articles published within the last two weeks relevant to global banking.**  

<table>
<thead>
<tr>
<th>Week 12</th>
<th>Current Events</th>
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</table>
| Monday  | **GB PO Ch. 07 – The Basic Commercial Letter of Credit**  
|         | **GB PO Ch. 08 – Letter of Credit Variations and Incoterms**  
|         | **GB PO Ch. 09 - Bankers Acceptances**  
|         | **GB PO Ch. 12 - Government Agencies**  
|         | **Class Presentations**  
|         | **CONTINUE STUDYING FOR THE FINAL EXAM**  
|         | **SEARCH, read, copy, and post in Blackboard Learn 9 Discussion Board, two (2) articles published within the last two weeks relevant to global banking.**  

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<table>
<thead>
<tr>
<th>Week 13</th>
<th>Monday</th>
<th>April 06</th>
<th>Ethical Analysis and Evaluation Due this Friday at Midnight- Submit by e-mail only following required format of message subject line and assignment file title. Refer to page 7 of this syllabus</th>
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<tr>
<td></td>
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<td></td>
<td>Complete Country Research Paper</td>
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<td>CONTINUE STUDYING FOR THE FINAL EXAM</td>
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<td>Search, read, copy, and post in Blackboard Learn 9 Discussion Board, two (2) articles published within the last two weeks relevant to global banking.</td>
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<td>GB SWD Ch. 03-Asset-Related and Project Financing and Current Events</td>
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<td>GB SWD Ch. 16 – Strategy and Strategic Positioning</td>
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<td>GB SWD Ch. 17 – Managing Competitive Global Banking Firms</td>
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<td>Oral presentations of Ethical Analysis or Country Research Paper with PowerPoint slides</td>
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<td>CONTINUE STUDYING FOR THE FINAL EXAM</td>
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<td></td>
<td>Search, read, copy, and post in Blackboard Learn 9 Discussion Board, two (2) articles published within the last two weeks relevant to global banking.</td>
</tr>
<tr>
<td>Week 14</td>
<td>Monday</td>
<td>April 13</td>
<td>Selected Country Research Paper Due Friday at Midnight- Submit by e-mail only following required format of message subject line and assignment file title. Refer to page 7 of this syllabus</td>
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<td>Current Events</td>
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<td>Oral presentations of Ethical Analysis or Country Research Paper with PowerPoint slides</td>
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<td>CONTINUE STUDYING FOR THE FINAL EXAM</td>
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<td>Search, read, copy, and post in Blackboard Learn 9 Discussion Board, two (2) articles published within the last two weeks relevant to global banking.</td>
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<td>Presentation by a Bank Regulator</td>
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<td>Current Events</td>
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<td>Oral presentations of Country Research Paper with PowerPoint slides</td>
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<td>Review for Final Exam covering all materials assigned and/or discussed in class since Mid-Term Exam including Current Events</td>
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<td>CONTINUE STUDYING FOR THE FINAL EXAM</td>
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<td>Search, read, copy, and post in Blackboard Learn 9 Discussion Board, two (2) articles published within the last two weeks relevant to global banking.</td>
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<tr>
<td>Week 15</td>
<td>Monday</td>
<td>April 20</td>
<td>FINAL EXAM (Covering Modules 9 – 14 plus supplemental chapters from global textbooks, class lectures and article readings, videos watched, and presentations of ethical and country projects)</td>
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<td>COURSE ENDS</td>
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<td>CONGRATULATIONS</td>
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</table>

NOTICE TO STUDENTS WHO DO NOT ATTEND THE FIRST SCHEDULED CLASS

Due to the high demand for this course, and the limitation of the Professor to grant overrides, any student who has registered and does not attend the first scheduled class may be dropped. Only students that have notified the professor prior to the first class meeting that they are unable to arrive in Miami on the scheduled time on the first class will be allowed to remain on the class roster for one more week.

RESTRICTED USE OF ELECTRONIC EQUIPMENT IN CLASS

Laptops and other computer equipment are encouraged to be used in class, provided they are used exclusively to take class notes and make presentations. Use of voice or data communication lines, PDAs and other computer hardware or software, such as e-mail, voicemail, text messages, Facebook, Twitter, Plaxo, LinkedIn, etc. are strictly prohibited when used for personal activities during class time or to cheat during examinations. Class members will be warned the first time the professor notices the violation, and will be expelled from the classroom for that class, or subsequent classes, those who commit repeated violations. Laptop users must seat in the first classroom row.
It is strongly recommended that class notes be taken in the traditional manner with paper and pen or pencil or electronic stylus which can “improve idea composition and expression and may aid fine motor skill development.” Refer to article posted in Forum by Bounds, Gwendolyn. “How Handwriting Trains the Brain,” The Wall Street Journal dated Oct. 10, 2010

WEEKLY PERIODICAL READINGS

Article Postings: Search and post in "Discussions: for the appropriate class two article per class, in separate postings, which must have been published within the last two prior weeks. These articles must be relevant to domestic or international banking or other financial service provider (universal banking) and which have not been previously posted by any other class member. Read all prior posted articles before posting yours, otherwise, yours will be rejected and will have to replace it with two additional ones for each one rejected. One of the two articles is to be summarized.

In posting articles, the following format should be used in writing the subject line of the message:

2015-mo-day-Title of Article-Name of Periodical Where it Was Published-Full Name of Journalist.

Class attendance and participation. During each class several of the class members will be asked to discuss in class their particular article selection. For additional information refer to icon in the Course Content section for article posting guidelines.

In order to satisfy the weekly article posting requirement, it is strongly recommended that you select the electronic version of the article for the particular publication, if available. In this manner, you will save time scanning time and will be easier to compose the required article summary of one of the articles copied and pasted.

Please note that a particular article can only be posted once, and the class member who posts it first has the exclusive right. Any other posting of the same article may be rejected and you will have to replace it with two others instead as penalty.

You may find articles in any of the following publications.

Daily:

Weekly:
South Florida Business Journal, Miami Today, Business Week, and any other periodical approved by Professor.

Monthly:
Money Laundering Alert, Latin Finance, Euromoney, American Banker Magazine or any other relevant publication selected by student and approved by professor.
1. Federal Reserve Bulletin and publications from 12 Federal Reserve Districts. The more research oriented districts are St. Louis, San Francisco, Cleveland, Richmond, Atlanta, Kansas City and New York.
2. FDIC (Federal Deposit Insurance Corporation) publications.

Our library is a public documents, government repository so these publications should be there. Some other publications which are appropriate are the following:
1. ABA Banking Journal
2. Bank Archive
3. Bank Systems and Equipment
4. The Bankers Magazine
5. Bell Journal of Economics and Management Science
6. Business Review
7. Canadian Banker
8. Consumer News
9. CRS Review
10. Economic Inquiry
11. FDIC Banking Review
12. Financial Practice and Education
13. The Financial Review
14. Financial Services Research
15. International Journal of Management
16. Issues in Bank Regulation
17. Journal of Bank Research
18. Journal of Banking and Finance
19. Journal of Banking Research
20. Journal of Commercial Bank Lending
21. Journal of Consumer Research
22. Journal of Derivatives
23. Journal of Economics and Business
24. Journal of Finance
27. Journal of Lending and Credit Risk Management
28. Journal of Monetary Economics
29. Journal of Money, Credit and Banking
30. Journal of Retail Banking
31. Journal of Risk and Insurance
32. Magazine of Bank Administration
33. Mergers and Acquisitions
34. The National Banking Review
35. Quarterly Journal of Business and Economics
36. Quarterly Review of Economics and Finance

**Additionally Recommended Sources:**

Websites: Federal Deposit Insurance Corporation FDIC
         Federal Reserve Bank (FED)
         FINCEN (Financial Crimes Network)
         IMF (International Monetary Fund)
         OFAC (Office of Foreign Asset Control)

**IMF Videos** - A series of award winning documentaries and public service announcements on economic and social development. Programs that capture the essence of the development challenge and the issues that affect the quality of life for hundreds of millions of people.

**Finance & Development** - A quarterly magazine of the IMF

**IMF Survey** - Topical coverage of the IMF's activities, policies, and research

**Finance & Development** - A quarterly magazine of the IMF

**IMF Survey** - Topical coverage of the IMF's activities, policies, and research
FIU Library
The FIU library provides a number of services to distance learning students as follows:

✔ Students are capable of conducting a chat session in Blackboard Learn 9 explaining how to access library resources.
✔ It provides detailed instructions on accessing library materials from home which can be posted in the course.
✔ Will assist students one on one by personal contact.
✔ Direct linking to articles.

For further information, students may contact Sarah Hammill, Distance Learning Librarian, via email at mhammills@fiu.edu.

STUDENT HOMEPAGE
Every student is encouraged to create his/her own student homepage using the course's Discussion Forum, which can be found on course's left navigation menu. For help on how to use the HTML Creator to develop a Student Homepage, click here.

CLASS AGENDA
The class agenda is as follows:

• Read the Power point slides as notes that supplement your required textbook reading. They will help you to focus on what is important or what you should ensure that you understand.

• Use the quizzes to help you prepare in a timely manner for the comprehensive final exam.

• Sign into your course on a weekly basis. Not doing this is similar to missing class and can lead to you missing important course activities.

• Start working on your research paper/report early in the semester and manage your timeline appropriately so that you can complete it in time to meet deadlines.

• Each class member is required to read at least to two current articles related to the course which has been published within the last two weeks. One of the articles is to be summarized. Certain articles will be selected for discussion at each class session in order for you to practice oral presentation skills.

COUNTRY RESEARCH PAPER
All class members are required to submit a minimum of a 15 page research paper of a banking system of a selected country which will be due on Week 14 –by Friday, April 17, 2015, or two weeks before the Final Exam. This term paper should demonstrate the ability by the class member to identify and research a country's geographical, history, government, the banking system, its laws and regulations, and the performance of the commercial banks operating in the country selected. Through this research, the student will be able to survey relevant literature, analyze, evaluate, develop and defend a personal position on the current stability of the selected country and its banking system. The name of the country and its banking system to be researched must be submitted by Week 3, or Monday, January 26 to the professor for approval prior to beginning research.

It is important that prior to choosing the country, you research to determine the availability of current information (as of June 30 or Dec. 31, 2014) on the country's banking and financial system: (a) the names of banks operating in the country. Each bank's financial information such as (b) asset size, (c) deposits, (d) total liabilities, (e) capital structure, (f) revenues, (g) expenses, (h) net income, (i) provision for loan losses and its relation to the (j) allowance for loan losses, (k) return on assets, (l) return on equity,
etc must be obtained. Sources are the Central Bank or the Superintendence of Banks, or the principal banking association of the country. What are the current laws and regulations in force to prevent, deter and sanction those individuals and institutions involved in criminal fraudulent and money laundering activities.

Please refer to the Guidelines for writing the Research Paper in the Content Section for explanation as to how the final report should be written and research sources cited.

All Research Papers must contain footnotes/body-notes or end-notes to determine the exact source of your statements. Also required is an additional page(s) of bibliography, detailing all the sources consulted or used in the preparation of the Research Paper.

Please ascertain that all report pages are numbered to be shown at the center or right bottom of the page.

In addition to forwarding the assignments by e-mail to the Professor as shown on page 8 of this syllabus, each Class Members will "drop" on the due date their Research Paper into the Turnitin assignment box tab located on Blackboard's Course Content.

Papers will not be accepted after the Turnitin drop box has been closed.

RESEARCH PAPER & ETHICAL ANALYSIS GUIDELINES

The two written reports must:

1. Be typed in double space format.

2. Show in the cover page:
   a. The title of the research paper
   b. The course number and name
   c. Professor's name
   d. Your full name as it appears on the class roster
   e. Your Panther ID
   f. Your telephone number and e-mail address
   g. Show the date you finished the report

3. Show footnotes/endnotes/body notes and bibliography, in accordance with an accepted manual of style. Credit must be given to any authors work consulted, whether it is quoted or paraphrased. Failure to follow this requirement is a violation of ethical standards for which sanctions can be imposed by the University. Refer to section on Academic Honesty. The professor, at his discretion, may use "Turnitin" software to detect ethical violations.

4. Internet address (URLs) by themselves will not be accepted as footnotes and bibliography. Sources consulted must contain author's name, title of article or publication, and applicable dates. You can insert the" URL" address afterwards.

5. All report pages should be numbered.

Follow the above listed requirements. Deviations will cause your term paper or ethical analysis grade to be at least one letter grade lower.

The Country Research Paper Report is due two (2) weeks prior to the Final Exam or week 14, not later than Friday, April 17, 2014 at 11:55 PM.
ETHICAL ANALYSIS AND EVALUATION REQUIREMENT

In addition to the Research Paper requirement, each class member is to select, analyze, evaluate, synthesize and report on a 5-7 page Word document an ethical violation case (scandal); and if presented to the class, Power Point slides are to be prepared and submitted with the presentation. Your Analysis and Evaluation report must cover the following eight (8) points which are to be clearly shown as sub-headings to facilitate its grading.

1. What was the case about (Summary of Case)?
2. Who was (were) the individual(s) and company (ies) involved?
3. When and where did it happen?
4. Why did it happen?
5. How did it come to the attention of the media?
6. What was the outcome of the case?
7. How could this case been avoided?
8. What can we learn from the case?

In addition to forwarding the assignments by e-mail to the Professor as shown on page 8 of this syllabus, each Class Members will "drop" on the due date their Ethical Analysis and Evaluation into the Turnitin assignment box tab located on Blackboard's Course Content.

Reports will not be accepted after the Turnitin drop box has been closed.

The Ethical Analysis and Evaluation Report is due three (3) weeks prior to the Final Exam or week 13, not later than Friday, April 10, 2015 at 11:55 PM

ADOBE CONNECT VIRTUAL CLASSROOM

The Professor prefers to meet with students in person, whether it is before, or after class or at a mutually convenient scheduled time. However, the Professor may hold office hours as required using Adobe Connect. Details on how to use this software will be posted within the course.

ADDITIONAL INFORMATION

Occasionally circumstances may force moderate changes in the information presented on the syllabus. Consequently it is VITAL that you keep yourself aware of changes by reading ALL postings from the Professor. Not reading a Professor's postings is akin to not attending class for which the appropriate penalty in class participation will affect your final grade.

FIU and The College of Business take the issue of Academic Misconduct very seriously. University policy suggests professors require students to come on Campus to be proctored.

Therefore the Professor reserves the right to require proctored assessment on an individual basis even if it is not described in the syllabus. In these cases if a student lives in the tri-county area of Broward, Dade or Monroe counties they will be required to physically come on Campus.

Class members need to "drop" their research papers into the Turnitin assignment box located on Blackboard's course content page on the due date. Report will not be accepted after the Turnitin drop box has been closed.
REQUIRED CLASS ATTENDANCE

Attendance to each class is required. In case you have to be absent from a class, please contact any member of your study group for class updates, materials and information as Professor will not provide them again.

Any unexcused absence for the Mid-term or Final exams will result in an "F" grade for that assignment. The same principle also covers the non-submitting of the research paper. Make-ups will not be allowed except in emergency situations. Late submissions may reduce the grade for each assignment.

REVIEW OF EXAMINATION AND PROJECT DOCUMENTS AND GRADES

Class members have the option to request that the professor review course documents submitted and reconsider grades granted on assignments, examinations and class projects during the course, or within 30 days after the availability of the final course grade, at which time this option will expire. After this period, Professor is hereby authorized to destroy by shredding any documents that he has received from class members in order to evaluate course performance and grant individual assignments and final course grades.

SEXUAL HARASSMENT

Florida International University recognizes the basic right and freedoms of students. The following rights and freedoms are recognized as basic to the educational process: Sexual Harassment: Students are entitled to work and study in an atmosphere free from unsolicited and unwelcome sexual overtures or innuendos.” Class members are expected to behave in an ethical manner and adhere to the University Policy as contained in the "Rights and Responsibilities" section of the Student Handbook. This policy outlines acts of misconduct which are expressly prohibited and violate University rules and regulations. These include such actions as disruptive conduct, academic dishonesty (cheating, plagiarism, misuse of computer services, etc.). Disciplinary penalties for academic misconduct range from counseling to expulsion from the University. 2013--2014 FIU Student Handbook

UNIVERSITY ADMINISTRATIVE PROCEDURES FOR ADMISSION / WITHDRAWAL FROM CLASS ADMISSIONS OR WITHDRAWAL PROCEDURES

Please note that you must follow all university procedures regarding admissions or withdrawal from class over which I have no control. If you are considering dropping the class, please speak with me before making your final decision.

However, if you decide, please be advised that if you withdraw from class without going through the proper administrative procedures on a timely manner, the computer will not accept a drop “DR” or withdrawal “W” grade. Instead you will receive an automatic “F” grade for the course. Do not delay or procrastinate in following this required procedure, as you will suffer the consequences.

Please contact me for any questions before or after class or during break time. If additional time is required, we will meet at another mutually convenient time.

No advance notification is needed that you will not be attending class that evening.

IN CASE OF A DECLARED EMERGENCY

In case that an emergency is declared, FIU may need to accommodate regularly scheduled classes, should access be lost to one or more buildings. In this event, please be aware that for courses, on-campus meetings may be suspended and your class may be moved to 100% on-line for the duration of the event. Thank you for your understanding in this matter.