

# FIN 340 Introduction to Investments

## Syllabus

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*Please read the syllabus carefully. Although the syllabus is not a contract, it can be binding in student appeal proceedings and may even be used in the legal process. By enrolling in the course, students automatically agree to comply with the terms outlined in the syllabus. Changes to the syllabus may occur during the semester, and students are responsible for attending lectures, staying updated on course progress, and noting any modifications. The instructor reserves the right to interpret, amend, and adjust the syllabus and grading structure as needed.*

## 1 Administrative Information<sup>1</sup>

Meeting Time and Location		
Class	Days & Time	Room
FIN 340-05 (20137)	TuTh 2:30PM-3:45PM	SGMH 2308A
FIN 340-08 (20138)	TuTh 4:00PM-5:15PM	SGMH 2308A

University Final Exam Schedule		
Class	Date & Time	Room
FIN 340-05 (20137)	12/16/2025, Tuesday 5:00PM-6:50PM	SGMH 2308A
FIN 340-08 (20138)	12/18/2025, Thursday 1:00PM-2:50PM	SGMH 2308A

Walk-in Office Hours	
Days & Time	Room
TuTh 5:30PM - 6:30PM	SGMH 5158

## 2 Etiquette/Netiquette

Each student is expected to conduct themselves in a professional manner during the class - taking full advantage of the learning opportunities available. This includes completing all online assignments and communicating with the instructor, adhering to proper professional etiquette/netiquette. Netiquette refers to a set of behaviors that are appropriate for online activity - especially with email and threaded discussions. The core rules of netiquette can be found at the [netiquette website](#). Please read through these netiquette rules to ensure that you are familiar with what will be the expected online behavior for this course.

<sup>1</sup>This is a fully in-person class. If there is a need to temporarily move the course online for one (or a couple of) class(es), a notification will be provided. Students must sit in their own section, as classroom capacity is limited in the lab. If a student takes any exam in the wrong section, the score for that exam will be zero. The university final exam schedule is here for reference. We will not have an exam in the final exam week for this semester. Due to the instructor's work travel, Exam III is on Thursday 12/11/2025.

### 3 Communication with the Instructor

1. The best way to contact the instructor is by email or by attending office hours — not via Canvas message.
2. Communication by email:
  - The instructor usually replies within two business days.
  - Situations of no response:
    - Use your CSUF student email account when contacting the instructor. Emails sent from external/off-campus accounts may not receive a reply.
    - The instructor may not respond to emails sent the day before an exam.
    - The instructor will not respond to requests that conflict with syllabus policies or typical full-time student expectations (for example, requests to excuse missed work because of a vacation during the semester).

### 4 Course Description and Regulations

FIN 340, Introduction to Investments, is a 3-credit in-person course that provides a foundation in the theory and practice of investments. Topics include asset classes and securities markets, risk and return, modern portfolio theory, asset pricing, stock valuation, and portfolio performance evaluation. This course is quantitatively intensive and challenging. Students are expected to have mastered basic calculus, statistics, and elementary financial concepts before the course. You are expected to read assigned materials before class, attend and participate in discussions, and complete homework. Stay informed about current market events.[^note\_ws]

#### 4.1 What Does a 3-credit Course Mean?

The U.S. Department of Education defines a credit hour in federal regulations (see 34 CFR 600.2). A credit hour represents an amount of work that reasonably approximates:

1. One hour of classroom or direct faculty instruction plus a minimum of two hours of out-of-class student work per week for approximately fifteen weeks for one semester hour of credit; or
2. An equivalent amount of work for other academic activities (laboratories, internships, practica, studio work, etc.) as established by the institution.

For a 3-credit course, students should expect about 3 hours in class and about 6 hours of out-of-class work per week, totaling roughly 135 hours of work across a 15-week semester.<sup>2</sup> Please plan your time accordingly.

#### 4.2 Full-time Student Status

A full-time student status is defined as 12 or more credit hours per semester. Therefore, a full-time student is expected to spend approximately 36 hours per week on their studies. This includes *attending classes, completing assignments, and studying for exams*.

#### 4.3 Maximum Units Per Semester

The maximum units a student can enroll per the university regulation per semester is 18 units.

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<sup>2</sup>We use “units”, “units of credits”, “credits”, and “credit hours” interchangeably to refer to regulated study time. See [CSUF catalog](#) for details.

## 5 Pre/Co-requisites

- Prerequisite: FIN 320
- Co-requisite: FIN 321<sup>3</sup>

## 6 Required Materials/Tools

1. **CSUF Email:** Course emails will be delivered to CSUF student accounts. You must check your CSUF email regularly (e.g., daily) for course announcements. [Any loss of points due to not checking email or failing to keep up with the course plan will not be retroactively accommodated unless a valid, documented excuse is provided.]
  2. **Canvas:** All course materials and announcements will be posted in Canvas. As a registered student, you can access Canvas via the CSUF student portal. If you encounter problems, contact the Student IT Help Desk at (657) 278-8888 or email [StudentITHelpDesk@fullerton.edu](mailto:StudentITHelpDesk@fullerton.edu).
  3. **Textbook:** Essentials of Investments, 2024 Release (Evergreen Edition) with McGraw Hill Connect Access by Bodie, Kane, and Marcus.
- ISBNs:
    - 9781265268800 (loose leaf + Connect)
    - 9781265996567 (Connect access card)
  - McGraw Hill Connect: All homework assignments are on Connect.



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<sup>3</sup>Specifically, students are assumed to have mastered basic calculus so that we can discuss present value and optimization, and statistics so that we can discuss asset risks and asset pricing. Quick tests: 1. How do we find extrema with calculus? 2. How do we calculate standard deviation and interpret a regression output?

4. **Trial During Add-drop Period:** Connect offers a two-week trial. If you choose the trial when you register, you may wait for a physical book and later convert to full access.
5. **Computation:** A TI BAI Plus (financial calculator) and access to Microsoft Excel with Data Analysis ToolPak (or equivalent) are required. The university provides Microsoft software to students. Most computational work will use Excel.
6. **Information:** Activate your WSJ account via the provided registration link: [WSJ registration page](#).



## 7 Schedule<sup>4</sup>

Week	Date	Activity	Deadline/Exam	Chapter
1	2025-08-26 2025-08-28	Syllabus/Review and Intro	Group Deadline/Trial Game Begins	
2	2025-09-02 2025-09-04	Equity Valuation	Syllabus Quiz/HW1	13
2	2025-09-09 2025-09-11	Asset Classes	HW2 Trial Game Ends/Real Game Starts	2
3	2025-09-16 2025-09-18	Exchange Trading	HW3	3
5	2025-09-23 2025-09-25	<b>Review for Exam I</b>	HW4 <b>Exam I</b>	2, 3, 13
6	2025-09-30 2025-10-02	Risk and Return		5
7	2025-10-07 2025-10-09	Portfolio Allocation	HW5/Investment Report I	6
8	2025-10-14 2025-10-16	Investment Performance	HW6	18
9	2025-10-21 2025-10-23	<b>Review for Exam II (Online)</b>	HW7	5, 6, 18
10	2025-10-28 2025-10-30	Asset Pricing	<b>Exam II</b>	5, 6, 18 7
11	2025-11-04 2025-11-06	Asset Pricing	Investment Report II	7
12	2025-11-11 2025-11-13	Efficient Market Hypothesis	←———— Veterans Day No Class —————→ HW8	8
13	2025-11-18 2025-11-20	Efficient Market Hypothesis Behavioral Finance	SOQ HW9	8 9
14	2025-11-25 2025-11-27	←———— Fall Recess No Class —————→ ←———— Fall Recess No Class —————→		
15	2025-12-02 2025-12-04	Fund Investment Game Presentation	HW10	4
16	2025-12-09 2025-12-11	<b>Review for Exam III</b>	HW11/Investment Report III <b>Exam III</b>	7, 8, 9, 4 7, 8, 9, 4
17	2025-12-16 2025-12-18	←———— No Exam in the Final Exam Week —————→ ←———— No Exam in the Final Exam Week —————→		

### 7.1 Important Dates

- 9/9 (mini-census) Drop without “W”
- 9/22 (Census) Last Day to Late Add
- 11/14 Last Day for Non-Medical withdraw with “W”<sup>5</sup>
- 12/5 Last Day for Medical withdraw

<sup>4</sup>This schedule is tentative and can be modified. Any changes to the schedule will be communicated to students in advance. The instructor has scheduled work travel during Week 9, and the classes will be moved online. The instructor is also scheduled to travel for work in Week 17, the final exam week. For the successful operation of Exam III, we plan to hold it in Week 16.

<sup>5</sup>No non-medical withdraw will be considered after this date. Medical withdraw requires solid evidence conditional on the instructor’s discretion.

## 8 Evaluation

### 8.1 Grading Structure<sup>6</sup>

Course Item	% of Letter Grade
Syllabus Acknowledgement	1%
Attendance	10%
Weekly Homework	20%
Exam I	18%
Exam II	18%
Exam III	18%
Investment Game Performance	5%
Investment Game Group Work	10%
<b>Subtotal</b>	<b>100%</b>
<i>Extra Credits: Investment Game</i>	<i>2%</i>
<i>iDay</i>	<i>1%</i>
<b>Total</b>	<b>103%</b>

### 8.2 Syllabus Quiz

Syllabus quiz will take place during the first week. Students have to be familiar with the course plan and the policies.

### 8.3 Attendance

The attendance is designed to help students make progress by attending classes. Students need to sign in every class starting from week 2. Each student is granted **four** times of unexcused absence without penalty, regardless of the circumstance. Additional absence requires solid evidence conditional on the instructor's discretion. Signing in on behalf of another person is considered academic dishonesty. The minimum penalty is receiving a letter grade "F" for the course. One extra credit is given for the attendance of iDay events organized by the Department of Finance/School of Risk Management and Insurance (SRMI). To receive the extra credit, students need to submit their stamped iDay passport to the instructor.

### 8.4 Assignments

**Assignments are due on Tuesdays or Thursdays at midnight.** Late submissions are not accepted. Excused late submissions can only be arranged with doctor's notes, funeral home appointments, police case receipts, job interview invitations, or family emergencies, at the instructor's discretion.

### 8.5 Exams

The exams are in-person. Example questions are provided for the exams. The exam questions will come from lecture discussions, homework assignments, and example questions. Every single exam question will have an explicit source, either something we closely discuss in class or something very similar to homework questions and in-class example questions. No make-up exam will be given. An excused exam will be substituted with the average of the other in-person exams. Only valid excuses, including doctor's notes, funeral home appointments, police case receipts, job interview invitations, and family emergencies, will be considered for the substitution rule at the instructor's discretion.

<sup>6</sup>This is tentative and can be modified.

## 8.6 Investment Game

Students form groups to participate in the paper trading investment game. To earn the points, students need to operate the trading account, conduct the analysis, and perform active portfolio management. The account cannot have more than 5% cash or the *benchmark asset* for more than 7 consecutive days. Students in groups need to discuss briefly and report to the class every month their trading strategy and transactions. Each group will need to submit a monthly trading report. The report must satisfy the Canvas investment report requirements and is expected to be around at least 4 pages, single-spaced, 12-point font, with 1-inch margins. It should include the following items related to the past month activities.

1. Brief introduction to your investment strategy. Discuss the execution of your strategy, including your organized approach to research and analysis, as well as how you monitor and adjust your portfolio systematically. Talk about risk control and rare event management. Below are some example investment strategy themes.
  - “Our investment strategy focuses on identifying undervalued stocks with strong growth potential. We employ a combination of fundamental and technical analysis to make informed investment decisions.”
  - “Our investment strategy is based on a long-term value investing approach, where we seek to invest in companies with strong fundamentals and attractive valuations.”
  - “Our investment strategy aims to capitalize on market inefficiencies by using a systematic approach to identify and exploit mispriced assets.”
  - “Our investment strategy focuses on risk management and capital preservation, ensuring that we protect our investors’ capital while seeking opportunities for growth.”
  - “Our investment strategy is centered around sustainable investing, where we prioritize companies with strong environmental, social, and governance (ESG) practices.”
  - “Our investment strategy is based on a quantitative approach, where we leverage data analysis and statistical models to identify investment opportunities.”
  - “Our investment strategy emphasizes the importance of diversification, aiming to reduce risk by spreading investments across various asset classes and sectors.”
2. Past performance in % of portfolio returns and whether the performance beats the market. Analyze the performance from both risk and return perspectives. You can use the Capital Asset Pricing Model (CAPM) to calculate the portfolio’s alpha and beta. Discuss what the alpha and beta imply about your portfolio’s performance relative to the market. Additionally, you can use other performance metrics such as the Sharpe ratio, Treynor ratio, and Jensen’s alpha to provide a comprehensive analysis of your portfolio’s risk-adjusted returns. Discuss any significant events or market conditions that may have influenced your portfolio’s performance during the month.
  - You can also include visualizations such as graphs or charts to illustrate your portfolio’s performance over time compared to the benchmark index.
  - Discuss any adjustments or changes made to your investment strategy based on the performance analysis.
3. A table describing holding positions in % and dollar value of the portfolio.
  - The table should include the following columns: Asset Name, Ticker Symbol, Quantity Held, Current Price, Market Value, Percentage of Portfolio, and any other relevant information.
  - You can also include a pie chart or bar graph to visually represent the allocation of your portfolio across different assets or sectors.
4. The analysis that leads to the current selection of *each asset* in the portfolio. In other words, document the analysis that justifies holding an asset. The analysis must be formal and adopt a rational investor’s perspective. Please avoid vague justifications such as “We think the stock will go up because the company is doing well” or “The price trend is moving up.” Instead, provide solid analysis supported by quantitative measures.

- You can analyze the stock's financial reports and apply a comparable-valuation approach using financial ratios (e.g., P/E) from FIN 320 and other courses. This approach is a common entry point for equity research. Alternatively, you may build a discounted cash flow (DCF) model in a pro forma analysis.
  - You can also use measures from quantitative models (e.g., alpha) or construct quantitative pricing models to assess whether a stock has been outperforming or is expected to outperform.
  - Your analysis should be reasonably comprehensive. For example, with a comparable-valuation approach, compare the stock with several peers in the same industry and with the overall market. With quantitative models, consider both risk and return. Do not rely on a single metric or a single comparable firm.
5. A bookkeeping table of the transactions performed in the past month with prices and volumes. Provide the reason for each transaction.
- The table should include the following columns: Date and time of transaction, Asset Name, Ticker Symbol, Transaction Type (Buy/Sell), Quantity, Price per Share, Total Value of Transaction, and a brief reason for the transaction.
  - You can also include a brief summary of the overall trading activity during the month, highlighting any significant trades or changes in your portfolio.

**The students need to write the monthly report as if they are the portfolio managers addressing their investors.** Because analysis and documentation require substantial effort, each group should divide tasks and adjust work allocation as needed. It is also helpful to focus on a limited set of target assets and to limit the number of holdings and transactions executed while maintaining a good risk management.

#### 8.6.1 Investment Game Performance Evaluation and Extra Credits

The Investment Game Group Work is evaluated based on the following grading rubric.

Item	% of Letter Grade
Group Formation	1%
Peer Contribution Evaluation	3%
Reports	4%
Presentation	2%
<b>Total</b>	<b>10%</b>

Note that the game strictly enforces zero-free-riding policy. If a group collectively reports to the instructor that one group member does not contribute to the game, the student may receive 0% for the entire investment game. Peer Contribution Evaluation will be collected towards the end of the semester. Students will evaluate the contribution of each other from the following four aspects with a score of 0 or 1, indicating unsatisfied and satisfied.

1. Administration: Coordination, communication, discussion, and decision making
2. Analysis: Information gathering and formal analysis
3. Action: Monitoring, bookkeeping, transaction execution, and risk control
4. Reporting: Report writing and presentation

Each student's peer evaluation score is the average of peer review scores submitted by group members.

The group investment performance is evaluated by benchmarking against the market portfolio, proxied by the S&P 500 index ETF (ticker: SPY). Group performance is worth a total of 5% and is evaluated based on the following grading rubric with potential extra credits.



Performance	% of Letter Grade
Beat the market by 20% +	7%
Beat the market by 10% - 20%	6%
Beat the market by 0% - 10%	5%
Underperform the market by 0% - 10%	5%
Underperform the market by 10% - 20%	4%
Underperform the market by 20% - 30%	3%
Underperform the market by 30% - 50%	2%
Underperform the market by 50% +	1%
Fail to participate	0%
<b>Total</b>	<b>5% with 2% extra credits</b>

## 8.7 Curving

Grades can be curved up **or down (in rare and justified situations)** at the instructor's discretion. The instructor reserves the right to define the curving method (if there is one).

## 8.8 Grading Scale

Percentiles	Letter Grade
$\geq 98\%$	A+
93–97.99%	A
90–92.99%	A–
87–89.99%	B+
83–86.99%	B
80–82.99%	B–
77–79.99%	C+
73–76.99%	C
70–72.99%	C–
67–69.99%	D+
63–66.99%	D
60–62.99%	D–
$< 60\%$	F

## 8.9 Student Opinion Questionnaire (SOQ)

We will allocate some in-class time to complete the SOQ for the class. The instructor will leave the class early to allow students to complete the SOQ.

- It is important to note that the instructors would not have access to the SOQ before the semester deadline for grades.
- The SOQ is operated by a third party independent entity. Student responses are completely confidential and anonymous.

## 8.10 Benchmark Your Expectations

### 8.10.1 Last Semester Performance

The following table summarizes the average, minimum, and maximum scores of the class in the last semester. The table also shows the percentage of students receiving each letter grade. Note that the distribution of the letter grades changes slightly every semester.

	Average	Min	Max
Score	85.37	68.13	99.78
Grade	Percentage		
A	38%		
B	44%		
C and C+	16%		
C- and below	3%		

### 8.10.2 Form Your Own Expectations

Overall, it is highly likely that you are performing/will perform well in the class if you

1. read the textbook/prepare for classes,
2. attend classes/stop by office hours/ask questions,
3. complete the assignments on time,
4. review and practice for the exams before the review sessions, and
5. actively engage in the investment game.

If you miss any of the five course items, you are likely to drop by a whole letter grade, i.e., from A to B. If you miss two of the five course items, you are likely to drop by two letter grades, i.e., from A to C. If you miss three or more than three of the five course items, you are likely to receive a letter grade below C for the course.

## 9 Student Resources and Support

### 9.1 Business Advising

Since the instructor is not specialized in student advising for degree programs, students having questions related to degree programs and/or the influence of course performance should consult with Business Advising located at SGMH 1201. Business Advising can help with both general education credits and business credits. It is always suggested that students with business coursework visit Business Advising instead of the university student advising.

Email: [businessadvising@fullerton.edu](mailto:businessadvising@fullerton.edu)

Website: [Business Advising](#)

- Services and Analysis on Degree Programs
- Walk-in hours
- 30-minute sessions by appointments

## 9.2 Accommodations

Cal State Fullerton is committed to being a fully accessible campus. We strive to provide a safe and barrier-free learning environment for everyone, including those with any kind of disability, whether apparent or non-apparent, learning, emotional, physical, or cognitive. This commitment includes our facilities, technology, and instructional materials.

If you need accommodations, if you have emergency medical information to share (with the instructor/university), or if you need special arrangements in case the building must be evacuated, please inform the instructor immediately. Please see the instructor privately after class, or at the instructor's office. Disclosure of private information is not required and will remain confidential if provided for performance evaluation (such as doctor's notes).

To request academic accommodations (for example, a notetaker), students must also register with the Disability Support Services (DSS), ([DSS website](#)), Gordon Hall, Room 101, (657) 278-3112. It is the campus office responsible for reviewing documentation provided by students requesting academic accommodations, and for accommodations planning in cooperation with students and instructors, as needed and consistent with course requirements. For other/more CSUF resources for students with disabilities, please also check out the DSS website.

## 9.3 IT Support

Student Technical Support: (657) 278-8888

Email: [StudentITHelpDesk@fullerton.edu](mailto:StudentITHelpDesk@fullerton.edu)

Website: [Student IT Helpdesk](#)

Chat with IT: Log into the [student portal](#) and click Online IT Help → Live Chat.

### 9.3.1 Software for Students

Did you know you can get FREE and low-cost software for being an active CSUF student? Software downloads and request forms can be found on the [CSUF Student Software](#) website.

## 9.4 Career Support

If you haven't, you should start thinking about your career ASAP and take action on career development. Efforts in early life have nonlinear/exponential impact on your long-term career success. To support your career development, both the College of Business and Economics and CSU Fullerton provide career services to help you navigate through your transition from a college student to a young professional. They provide many resources that you should be aware of and eventually make a good use of.

### 9.4.1 Business Career Services

College of Business and Economics is the only college on campus to offer career services for its students. Specific services include:

- Career advising,
- Resume and cover letter review, and
- Mock interview.

The college also hosts important career events, such as business career fair and accounting career expo. Please make sure to stay updated with the important events. If you have not visited the business career services, please make sure to check out their website and visit them in person. You can find more information here: [Business Career Services](#).

CSU Fullerton offers many resources to support your job searching efforts. For more information, please visit [University Career Services](#).

Please see the [career events page](#) for details.

## 9.5 Basic Needs Services

Food, clothing, and shelter: Learn more with the following contact information.

Phone: 657-278-3583

Website: [Basic Needs Services](#)

Email: [basicneeds@fullerton.edu](mailto:basicneeds@fullerton.edu)

Location: 143 McCarthy Hall

## 9.6 University Learning Center

The goal of the University Learning Center is to provide all CSUF students with academic support in an inviting and contemporary environment. The staff of the University Learning Center will assist students with their academic assignments, general study skills, and computer user needs. The ULC staff work with all students from diverse backgrounds in most undergraduate general education courses including those in science and math; humanities and social sciences; as well as other subjects. They offer one-to-one peer tutoring, online writing review, and many more services. More information can be found on the University Learning Center website.

## 9.7 Mental Wellness Campus Services

CAPS 24/7 crisis phone services for students: (657)278-3040

**YOU@Fullerton:** A free and confidential wellness portal that connects students to academic, physical and mental health resources. Visit the **YOU@Fullerton** portal: [YOU@Fullerton](#).

CAPS appointments for students: (657) 278-3040 or visit [CAPS appointments](#).

Please call 911 for any and all emergencies.

# 10 College Assessment

The main purpose of the degree program at College of Business and Economics (CBE) at CSU Fullerton is to provide you with the knowledge and skills that prepare you for a successful career in business. To assist us in achieving this goal, we will use a number of assessment tools to track your progress throughout the CBE curriculum. Please expect to participate in CBE assessment activities in several of your courses while at CBE. As you do so, you will assist us in identifying our program's strengths and weaknesses as well as areas for potential improvement. In other words, you are making an important investment in the value of your degree.

# 11 Policies

## 11.1 Academic Dishonesty

Academic dishonesty, as defined by University policy in the 2022-2023 CSUF Catalog, will result in appropriate University level disciplinary and academic action. The Department of Finance requires that students engaging in

academic dishonesty receive a grade of F. In addition, Department policy requires that all individuals engaging in academic dishonesty be reported to the Vice President, Student Affairs.

Academic dishonesty takes place whenever a student attempts to take credit for work that is not his/her own or violates test-taking rules. Examples of academic dishonesty during test taking include looking at other student's work, passing answers among students or using unauthorized notes. When students sitting next to each other have identical answers, especially the same mistakes, this may indicate academic dishonesty.

Please review the academic integrity website for more details: [Academic Integrity website](#).

## 11.2 Policy on Retention of Student Work

Student work submitted for this course shall be retained by the University or its academic employees for a reasonable time after the semester is completed.

## 11.3 Course Topics Related to Diversity, Inclusion, and Title IX

Some of the discussions in business courses may touch on challenging topics such as economic inequality, racial disparity, and gender pay gap. To truly learn, it's essential that we remain open to perspectives that differ from our own. Throughout the semester, let's recognize and celebrate the diversity of our classmates and value the unique insights each person brings. Please treat everyone's opinions with respect and avoid any personal attacks or derogatory remarks. Lastly, let's keep all personal or professional matters discussed in class strictly confidential.

### 11.3.1 Diversity, Inclusion, and Title IX Policies

CSUF is committed to creating an inclusive and diverse community where everyone is welcome. CSUF prohibits discrimination and/or harassment due to race, color, national origin, ancestry, religion, sexual orientation, gender identity, gender expression, age, disability, veteran status, and sex, including sexual misconduct, pregnancy, sexual harassment, stalking, dating/intimate partner violence, sexual exploitation.

Retaliation for making or supporting a report of discrimination or harassment is also prohibited. If you file a report with the authorities on campus, your report will stay confidential. The matter will then be investigated. The investigation will lead to materialized consequences if the misconduct is evidenced.

You can find more information regarding the policies and the reporting procedure in the following links.

- [Reporting Discrimination and Harassment](#)
- [Office for Civil Rights and Equity](#)
- [Gender Equity Resources](#)

## 11.4 Land Acknowledgement

We collectively acknowledge that Cal State Fullerton is located on traditional, ancestral, and contemporary lands of Indigenous people. Before this land was colonized, it was cared for and called home by the Tongva and Acjachemen Peoples. We recognize that this land holds great historical, spiritual, and personal significance for its original inhabitants. To ensure that we are truly catalyzing change rooted in this social justice principle, Cal State Fullerton recognizes and continually supports and advocates for the sovereignty of the Native nations in this territory and beyond. By offering this land acknowledgment, we affirm tribal sovereignty and our commitment to the tribes that historically called this land home.

## 12 Classroom Emergency Preparedness Guideline

### 12.1 Information Provided by the University Police Emergency Management Coordinator

EMERGENCY PREPAREDNESS FOR: FIN 340 Investments

ON THE FIRST DAY OF EVERY SEMESTER:

- Know the emergency exits and evacuation areas for every classroom.
- Devise “buddy systems” so that everyone is accounted for in an evacuation.
- Evaluate the challenges that you might face during an evacuation and speak with your instructor.
- Add the CSUF Emergency Information number – 877-278-1712 – to your cell phone to hear recorded information regarding campus conditions or closure.

### 12.2 Emergency Communication

Campus emergency communication is done via a voice message, text and/or an email. Go to your Portal to review your contact information. A guide to update your personal information

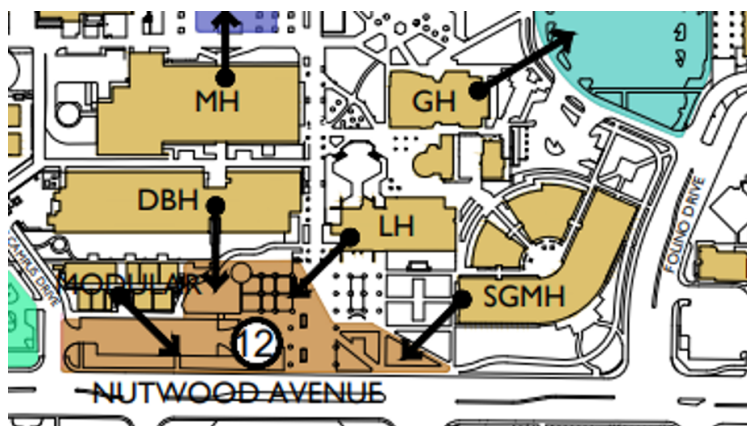
EVACUATIONS – DRILLS OR REAL

- You may not know if this is a drill or not, so take every call to evacuate seriously.
- Take your personal belongings and immediately leave the building.
- Know where the evacuation area is for every building.
- Re-enter buildings only when directed by Building Marshals or other campus authority.
- Leave the campus only if instructed.

For this class, the closest 2 exits are:

1. the second-floor entrance close to the lab, and
2. the stairs connecting to the main entrance of SGMH.

In the event of an evacuation, we will meet at the evacuation zone (12).<sup>7</sup>



<sup>7</sup>See the [CSUF Evacuation Areas PDF](#) for details.

## 12.3 Earthquake

As soon as you feel shaking, DROP, COVER and HOLD ON: Immediately seek shelter (under a desk or table) cover your head and hold on. Evacuate if directed, or you feel it is safe to do so.

## 12.4 Fire

- When you see smoke or fire, immediately evacuate the building.
- If not already activated, pull the fire alarm switch to alert others of the situation.
- Use a fire extinguisher only if you know how to use it and the fire is small. Shelter in Place or Dangerous Situation
- If directed, or you feel it is best to do so, seek shelter in a room with a lock.
- Turn off the lights and silence all cell phones.
- Hide as best as possible until the all clear signal has been given by authorities.
- If possible, move away from the dangerous situation as fast as you can.
- If you cannot safely hide or escape, be prepared to take action to protect yourself.

## 12.5 When you need IMMEDIATE help or to report a dangerous situation, call 911.

- University Police non-emergency line: (657) 278-2515

### 12.5.1 More Information

Go to [Campus Preparedness website](#).