

**Department:** MATH

**Course No.:** 291W

**Title:** Technical Writing for Actuaries

**Credits:** 1

**Contact:** Jeffrey Tollefson

**WQ:** W

**Catalog Copy:** MATH 291W. Technical Writing for Actuaries. Either semester. One credit. Must be taken concurrently with MATH 290. Consent of the Director of the Actuarial Science Program.

Students will write a technical report detailing their experiences in the associated Field Study Internship (MATH 290).

**Course Information:** 1. Reasons for adding this course: This course will be offered by the Department of Mathematics as an option for Actuarial Science majors to fulfill the new W requirement in the major. It is available to Actuarial Science majors only, and only in conjunction with the successful completion of a Field Study Internship. It will include a research component involving library and web searches, and will therefore address the new Information Literacy Competency requirement as well as the W in the major requirement.

2. Academic Merit: This course will be supervised by a member of the Actuarial Science Faculty Group, all of whom are credentialed professional actuaries with considerable familiarity with the writing skills required of all actuaries. As stated above, the paper will be at least 15 pages and will be evaluated and corrected during the course of its development, leading to suitable revisions prior to submitting the finished project. The student will maintain a portfolio of background material upon which the written report is based. The student will do both library and Web site research.

**W Criteria:** 1. Math 291W is a one-credit add-on to Math 290, specifically to embody the "writing in the major" requirement. Therefore the "W" component of the course is the entire course. Therefore the grade received on the "W" component is necessarily 100% of the course grade.

2. Primarily by individual conferences. Each student will be writing on a different topic, so individual conferences will be necessary in order to address the content of the writing. The level of instruction regarding writing skills needed by each student is likely to vary widely by student, so the writing skills instruction needs to be delivered by individual conference as well.

3. Once the topic of the paper is selected and approved, the student will be given a schedule showing due dates for various phases of the writing project, such as detailed outline, first draft,

second draft, finished text, bibliography, and charts/graphs. Each phase will be evaluated by the Actuarial Science Faculty Group, with specific instructions for rewriting of each phase as appropriate.

4. Please note that since the writing component is the sole content of the course, it naturally follows that the student must pass the writing component in order to pass the course since they are one and the same. Notwithstanding this, the course instructor will certainly make clear to all students that they must pass the "W" component in order to pass the course.