MATH 3670W: Technical Writing for Actuaries
Spring 2026

Teaching Modality
This course will be taught in-person.

Catalog Description
Students will write a technical report on an advanced topic in actuarial science.

Prerequisites
ENGL 1010 or 1011 or 3800

Goal
The goal of Math 3670W is to learn to communicate effectively as a professional actuary. The student will improve ability to speak and write clearly about actuarial topics that can be understood by actuaries and non-actuaries. Students will also gain a better understanding of the actuarial profession and hot topics in the field.

Learning objectives
1. Develop organized documents and presentations that effectively communicate ideas
2. Use examples, data, and visuals to explain ideas and illustrate points
3. Enhance professional presentation skills
4. Improve job search and interviewing skills to prepare for role as an actuary or related position
5. Write an extended paper about a current topic with actuarial ramifications, advocating for specific action

Instructor
Jennifer Healy, FSA, MAAA
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Office Hours/Availability
- Location: MONT 130
- Office hours (subject to change) are Tuesday & Thursday 9-930 and 11–12:00. If possible, let me know ahead of time if you are coming.
- Virtual office hours available at other times by appointment.
- I will generally reply to e-mails within 48 hours. Should you need a faster reply, please note in the subject line

Cell Phone Usage
To minimize distractions and facilitate a productive and engaging classroom environment, please turn off or put your phone on “airplane” or “do not disturb” mode unless needed for emergencies or classroom use.

Classroom Expectations
As an upper-level course, this is designed to help prepare you for the workplace and a professional career. It is expected that all communications, including e-mail, discussion forums and in the classroom will be professional and courteous.

Grading Plan

Homework	**25%**	• Short writing assignments intended to practice or reinforce class learnings • Typically due before the next class • There will be 10-15 assignments during the semester
Assignments	**30%**	• May be written or verbal assignments that require more effort than Homeworks • Generally due in a week • There will be 3-5 Assignments during the semester
Research Paper	**30%**	• 4500 word research paper on a current actuarial topic • Will require peer review and instructor review of first draft • Requires review with Writing Center
Class Participation	**15%**	• Active participation and engagement in class activities, discussions and discussion forums • Note- absences make it difficult to contribute and will likely affect your participation grade

According to university policies for W courses, you cannot pass this course unless you receive a passing grade for its writing components.

Late Assignments or Late Projects

Assignments submitted after the deadline will have a 10% penalty. You will have a maximum of one week to turn in a late assignment. After that, you will receive zero points.

Rewrite Policy

You may rewrite up to three assignments for an improved grade over the course of the semester. Every rewrite must be accompanied by a cover letter detailing the changes you made and what you learned from the rewrite process. The cover letter is required in order to have your rewrite graded.

Grading Scale

Grade	Letter Grade	GPA
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
<60	F	0.0

Code of Conduct for candidates

This course is designed for students seeking to obtain a credential from the Society of Actuaries (SOA) or the Casualty Actuarial Society (CAS). Actuarial Candidates, as defined by these organizations, must adhere to the Code of Conduct for Candidates (SOA) and Code of Professional Ethics for Candidates (CAS).

Use of AI

You may use AI writing tools such as ChatGPT on most assignments (I'll alert you when you can't) but whenever you use them, you must include an acknowledgement statement that briefly shares that and how you used them, as well as appropriate citation.
When you use AI in your work, you are responsible for the information. AI is not perfect and there is a risk of it producing inaccurate information. It's critical that you check the output and verify any sources it cites.

Responsibility for Work

Note that you are responsible for the content and understanding of your work, and I reserve the right to invite a student to a meeting and ask questions regarding any written assignment. Should a conversation reveal that the student does not understand their work or they are unable to answer appropriate questions regarding their submission, I reserve the right to adjust their grade accordingly. If you engage in intentional academic dishonesty–whether plagiarizing or submitting the work of others or copying from others on a test or failing to acknowledge use of AI or other tools–you will fail not only that assignment but the overall course.

Technical Help

Technical and Academic Help provides a guide to technical and academic assistance. This course uses the learning management platform, HuskyCT. If you have difficulty accessing HuskyCT, you can access the in person/live person support options available during regular business hours through the Help Center. You also have 24x7 Course Support including access to live chat, phone, and support documents.

Husky Study Groups

In the past, some students have gained a lot from study groups. Should you be interested in forming one, you can go here for more information:
https://nexus.uconn.edu/secure_per/studygroups/index.php

University Writing Center

Personalized support is available for all your writing projects. Bring your questions, plans, or drafts to the center and talk them through with a fellow UConn student. You can make an appointment or drop in (see link for hours and policies). We offer synchronous online sessions and asynchronous written feedback too. All services are free, and all are welcome. https://writingcenter.uconn.edu

Policy Against Discrimination, Harassment and Related Interpersonal Violence

The University is committed to maintaining an environment free of discrimination or discriminatory harassment directed toward any person or group within its community – students, employees, or visitors. Academic and professional excellence can flourish only when each member of our community is assured an atmosphere of mutual respect. All members of the University community are responsible for the maintenance of an academic and work environment in which people are free to learn and work without fear of discrimination or discriminatory harassment. In addition, inappropriate amorous relationships can undermine the University's mission when those in positions of authority abuse or appear to abuse their authority. To that end, and in accordance with federal and state law, the

University prohibits discrimination and discriminatory harassment, as well as inappropriate amorous relationships, and such behavior will be met with appropriate disciplinary action, up to and including dismissal from the University. Additionally, to protect the campus community, all non-confidential University employees (including faculty) are required to report sexual assaults, intimate partner violence, and/or stalking involving a student that they witness or are told about to the Office of Institutional Equity. The University takes all reports with the utmost seriousness. Please be aware that while the information you provide will remain private, it will not be confidential and will be shared with University officials who can help.

Sexual Assault Reporting Policy

To protect the campus community, all non-confidential University employees (including faculty) are required to report assaults they witness or are told about to the Office of Diversity and Equity under the Sexual Assault Response Policy. The University takes all reports with the utmost seriousness. Please be aware that while the information you provide will remain private, it will not be confidential and will be shared with University officials who can help. More information is available at sexualviolence.uconn.edu.

Statement on Absences from Class Due to Religious Observances and Extra-Curricular Activities

Faculty and instructors are strongly encouraged to make reasonable accommodations in response to student requests to complete work missed by absence resulting from religious observances or participation in extra- curricular activities that enrich their experience, support their scholarly development, and benefit the university community. Examples include participation in scholarly presentations, performing arts, and intercollegiate sports, when the participation is at the request of, or coordinated by, a University official. Such accommodations should be made in ways that do not dilute or preclude the requirements or learning outcomes for the course. Students anticipating such a conflict should inform their instructor in writing within the first three weeks of the semester, and prior to the anticipated absence, and should take the initiative to work out with the instructor a schedule for making up missed work. For conflicts with final examinations, students should contact the Office of the Dean of Students. Faculty and instructors are also encouraged to respond when the Counseling Program for Intercollegiate Athletes (CPIA) requests student progress reports. This will enable the counselors to give our students appropriate advice.

Academic integrity

A fundamental tenet of all educational institutions is academic honesty; academic work depends upon respect for and acknowledgement of the research and ideas of others. Misrepresenting someone else's work as one's own is a serious offense in any academic setting and it will not be condoned. Academic misconduct includes, but is not limited to, providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation (e.g. papers, projects, and examinations); any attempt to influence improperly (e.g. bribery, threats) any member of the faculty, staff, or administration of the University in any matter pertaining to academics or research; presenting, as one's own, the ideas or words of another for academic evaluation; doing unauthorized academic work for which another person will receive credit or be evaluated; and presenting the same or substantially the same papers or projects in two or more courses without the explicit permission of the instructors involved. A student who knowingly assists another student in committing an act of academic misconduct shall be equally accountable for the violation, and shall be subject to the sanctions and other remedies described in *The Student Code*. Please see link to latest academic code here: https://policy.uconn.edu/2023/07/11/academic-scholarly-and-professional-integrity-and-misconduct-aspim-policy-on/