Business Calculus	MATH 2103	Fall 2018
	CRN 66076	

Instructor: Cynthia Francisco
Office: MSCS 531
Office Hours: Monday 10:00-11:00, Wednesday 9:00-10:00, Thursday 9:15-10:15, and by appointment, in MSCS 531
Virtual Office Hours by appointment via Skype or Google Hangouts.

E-mail: cynthia.francisco@okstate.edu
Expected Response Time: You can expect a response from me typically within 24 hours on weekdays and within 48 hours on weekends. For content questions, consider posting on the Facebook group.

Course Web Page: online.okstate.edu
Our course's homepage is on Brightspace (D2L). Here you will find announcements, content videos, description of weekly homework, and more. You must check this page regularly.

General Technical Support: OSU IT Help Desk: 405-744-4357 (or Toll-free 1-877-951-4836) or help@okstate.edu

Online Homework: WebAssign: www.webassign.net
Most of your homework will be within the online homework system WebAssign. To register for WebAssign, go to www.webassign.net, and self-enroll. (For more detailed instructions, see the WebAssign Registration handout.) You will need the class key **okstate 7180 8587**. Within 14 days, you'll need to purchase WebAssign access, either directly from the WebAssign website or by purchasing an access code through the OSU Bookstore.
WebAssign Technical Support: 800-354-9706

Facebook Group (recommended): There is an optional Facebook group for this course; go to https://www.facebook.com/groups/Math2103OnlineFall2018/ or search for Math 2103 Online Section, Fall 2018. This group is a closed group (searchable, but posts are only seen within the group), but I may change it to a secret group once everyone has had a chance to join (not searchable). Check regularly for help on various questions. I will post help and hints as questions come up. If you can give any input to help your fellow students, please do, but please do not post full solutions. You will often find that you can help each other faster than waiting for me to respond, especially because you will often be working on homework at the same time. **Although there will be a lot of useful course information in the Facebook group, you are still responsible for checking our course webpage on D2L.**

Course Prerequisites: Grade of C or better in Math 1483 or Math 1513 or Math 1715; or an acceptable placement score (see placement.okstate.edu).

Course Goals: This course is an introduction to calculus with emphasis on applications to business. Calculus is a study of how things change, and we will be applying these ideas directly to realistic business contexts.

Required Textbook Package and Supplies.
- ***Textbook Package***. WebAssign access to Applied Calculus (Fifth Edition) by Hughes-Hallett, et al. You can buy a WebAssign code at the OSU bookstore or at www.webassign.net/. WebAssign access includes access to an ebook; you may choose to buy a physical book if you wish.
- ***Calculator***. You are required to have a scientific or graphing calculator (TI-83/84 or similar) for this course. You may NOT use a calculator with a QWERTY keyboard, an internet connection, or symbolic manipulation capability. You may check out a TI-83/TI-84 graphing calculator from the Mathematics Department (401 MSCS) for free to use during the semester, while supplies last, if you can come to Stillwater to pick it up.

What I expect of my students: As students in an online course, you will need to be self-directed enough to keep yourself on schedule with your coursework each week. You should log in several times per week to check for announcements about your weekly assignments. **Weekly assignments will typically be due Thursday night at 11:59 p.m. (Other deadlines will be posted on the webpage.)** I expect that you will use the videos to familiarize yourself with the content for the week before you attempt the relevant WebAssign or written homework assignments. When you have questions, post in the Facebook group, get tutoring through the MLSC, attend in-person office hours, or make a virtual appointment. **Interacting with others (tutors, instructors, classmates in the Facebook group or elsewhere) will be a critical tool for learning material in an online course. Start your weekly work early to allow time for such interaction.**

What you can expect of me: I will be an active presence on the online course. I will post weekly updates with announcements and an overview of what you will need to do that week. **Weekly updates will typically be posted by Friday afternoon for the upcoming week.** I will regularly monitor the Facebook group; as with email, you can expect responses from me within 24-48 hours, but you can help each other there at any time.

Computer Requirements: To complete the requirements for this course you will need access to a desktop or laptop computer that is equipped with a modern internet browser such as Internet Explorer, Chrome, Firefox, or Safari. You will also need access to a scanner or a camera (cell phone or tablet cameras typically work fine) to create images of your completed written assignments to submit via Dropbox on the D2L site. Please make sure that the images are clear enough to read all of your work easily. (If I can't read your work, you will lose some or all of the assignment's points). You will need to register immediately for WebAssign to complete homework assignments; see Content: General Course Information on the D2L page.

Course Structure: This course is set up in weekly segments that you will find in the **Content** section of D2L. Under each week, you will see video lectures, links to the WebAssign homework, and descriptions of any written or other assignments. You will submit your written homework in the **Dropbox** section of D2L.

Grading: I will calculate your course grade using the two different schemes below and give you the higher of the two resulting grades.

Scheme 1	
3 hour exams	15% each
Final exam	25%
Homework/other assignments	30%

Scheme 2	
3 hour exams	10% each
Final exam	40%
Homework/other assignments	30%

Earning 90% guarantees an A for the semester, 80% a B, 70% a C, and 60% a D. I reserve the right to use discretion if you are close to the borderline between two grades, considering performance on the final exam, improvement or decline during the semester, and my subjective judgment of your effort. I will not drop any exam scores. I will drop your lowest three homework scores.

Homework: Most weeks you will have homework assignments in WebAssign, an online homework system, and a written homework assignment that you will submit on Brightspace (D2L). The WebAssign homework will allow you to submit most problems up to 5 times (with fewer submissions allowed for most multiple-choice problems) for full credit, up until the due date/time. Written homework is your chance to show me *how* you are doing each problem. **When I grade written homework, I will focus on your process. Be sure to show your work completely and explain your reasoning as clearly as possible.** A correct answer without ample work or explanations may be worth only a small fraction of the points for that problem. To submit your homework, you can scan your work or take a picture of it. Make sure that I can clearly read all of your writing, or you will lose some or all of the assignment's points. Double check the files you submit before the deadline. If you are not sure about readability or any other issues related to your submission, email me immediately to check.

All homework deadlines are 11:59 p.m. on the dates listed on Brightspace/D2L. You may notice a due date/time a few hours later on WebAssign; I set it a little later (early the next morning) to offer a grace period in case of last-minute issues. I will honor the same grace period for written assignments submitted on D2L. Computer problems or internet issues are not valid reasons for late homework. Start your homework early. If you have a question about a homework problem, you can post it on the Facebook group, visit the MLSC, or attend office hours. **Please keep a copy of your written work for every homework assignment so that you can review it later.**

Most homework assignments, both written and WebAssign, will be worth 20 points. I will **drop the lowest three** of these 20-point assignments at the end of the semester. To calculate your homework grade, I will add up all the remaining points and calculate a percentage.

Exams: There will be three 55-minute exams and a 1-hour and 50-minute cumulative final exam. **Bring your student ID to each exam.** You may use a calculator (see calculator requirements above) on all exams. On the hourly exams, you may use one 3x5 card with anything written, in your own handwriting, on both sides of the card. On the final exam, you may use four 3x5 cards or one 8.5x11 piece of paper with anything written on both sides, in your own handwriting. All exams must be proctored, and a Proctor Agreement must be on file with the Arts & Sciences Outreach office at least a week prior to the first exam. On D2L, see Content: General Course Information for a Proctor Agreement form.

Conflicts: Make-up exams or homework extensions will be given only for **serious, unavoidable, documented** conflicts, and only if I approve your request **in advance unless absolutely impossible**. You must provide documentation as soon as possible, or you forfeit your right to a make-up exam. If a make-up exam is approved, you will need to make arrangements with me, the Arts & Sciences Outreach Office, and your proctor to accommodate the make-up exam in a timely fashion.

Exam Dates: Our exams will be held on the following dates; mark your calendar. Rooms will be announced later.

	OSU Campus (free)	**Other Proctoring**
Exam 1	Thursday, 9/20, 5:30-6:30pm, room TBA	Wed. 9/19 or Thurs. 9/20
Exam 2	Wednesday, 10/17, 5:30-6:30pm, room TBA	Wed. 10/17 or Thurs. 10/18
Exam 3	Thursday, 11/15, 5:30-6:30pm, room TBA	Wed. 11/14 or Thurs. 11/15
Final Exam	Thursday, 12/13, 12:00-1:50pm, room TBA	Tues. 12/11, Wed. 12/12, or Thurs. 12/13

MLSC: Mathematics Learning Success Center – Free tutoring! If you are on the Stillwater campus, you can get free walk-in tutoring at the MLSC on the 5th floor of the Edmon Low Library. The hours of operation are Sunday 1pm-9pm, Monday-Thursday 9am-9pm and Friday 9am-5pm. Computers (desktop and laptops) are available there. I highly recommend spending some time each week working on your homework in the MLSC so that you have tutors available as you go. For more information, visit the MLSC website at math.okstate.edu/mlsc, or call 405-744-5818.

Academic Honesty: Don't cheat. Don't copy off of other students, allow other students to copy your work, have someone else do your online work, or present work you find in printed or electronic sources as your own. **You may get help on homework from other people or sources but should write your solutions independently, without looking at anything someone else has produced.** See the OSU Fall 2018 Syllabus Attachment for more information. For questions, contact the Office of Academic Affairs, 101 Whitehurst, (405) 744-5627, http://academicintegrity.okstate.edu. I deal with cheating very harshly; don't take any chances.

Special Accommodations for Students: If you have a qualifying disability, you must notify me privately during the first week of classes or as soon as possible. See the Syllabus Attachment for more information.