

Welcome to Business Calculus!

I am excited to be your instructor this summer, and I hope that you are ready to get started. Look for italicized portions of the syllabus throughout for comments from yours truly. If you have any questions, please feel free to either email me or talk to me before class, in class, after class, or during office/MLSC hours.

Sincerely,

Nina

Instructor: Nina Williams

Office: MSCS 418

Email: nina.l.williams@okstate.edu *Please include **Math 2103.003** in the subject line of any emails that you send to me. (Ex. Math 2103.003 Grade Inquiry) Emails with this phrase are organized in a folder specific to your section in my inbox. Exclusion of the phrase will delay reply time and may result in no response at all.*

Office Hours: Office hours are shown below. *If these times conflict with your class schedule, we can arrange an appointment in MSCS 418 at a mutually acceptable time.*

Monday-Thursdays 8:30-9:00 AM in Stout Hall 040;
Tuesdays 4:00-5:00 PM in the MLSC (Library 5th floor)

Special Tutoring at the MLSC: Free tutoring is available for this course in the MLSC located on the 5th floor of the Library. Tutoring hours for the summer session are 12-5PM Monday-Friday.

Required Materials

- **Access to Wiley Plus:** You can buy codes from the bookstore or from the Wiley Plus Website. Access to Wiley Plus includes access to the electronic textbook.
- **Textbook:** Applied Calculus (Fifth Edition) by Hughes Hallett, et al.
(paper or electronic textbook)
- **Calculator:** Scientific or Graphing Calculator (See Calculator Section below)

Class Format: This class will meet Monday-Thursday during the 8 week summer session. Lecture notes will be available on the course website (D2L). It is your responsibility to print off the notes and bring them to class.

Course Website: We will use the OSU Online Classroom system - Desire2Learn (D2L) at <https://oc.okstate.edu> for our course website.

- The “*Content*” section will contain the following important documents: Syllabus, Calendar, Lecture Notes, and other course documents
- The “*Grades*” section can be used to access your grades. It will be updated weekly.

Calculators: A calculator is required for this course. A graphing calculator like a TI83 Plus (or higher) is recommended. At a minimum, you should have a calculator that will perform exponentiation and calculate logarithms. You may be able to check out a graphing calculator from the math department to use for free during the semester. Cell phones and other electronic devices with calculator apps are NOT considered calculators in this course and are illegal. Using these illegal devices on exams or quizzes is considered cheating. **Some calculators have calculus evaluation features. In this course you are not allowed to use these features. You must work problems in this course using the manual calculus techniques covered in the textbook and/or lecture.**

Classroom Decorum: You are expected to act in an attentive, respectful, non-disruptive manner in the classroom. You are also expected to actively participate in class by asking and answering questions. Cell phones, music players, and other electronic devices are to be turned on silent and put out of sight before the beginning of class. *Limit the use of cellphones to emergencies and checking the time only. You may use a laptop or tablet to take notes. Cellphone, laptop, and tablet use will be revoked if it becomes disruptive.* Activities during the lecture such as visiting with other students, talking on the phone, texting, reading the newspaper, working on material for another class, sleeping, playing video games, etc. is disrespectful and disruptive. You will be asked to leave the classroom if your actions involve the activities above and/or your actions are distracting or inattentive. In addition, should you miss class, you are responsible for completing the lecture notes on your own and finding out about any announcements or assignments you may have missed. For example, arrange to borrow a classmate's notes to review what was covered in class.

Course Grading:

Homework Percentage	100 points
Quizzes (Top 10 grades)	150 points
Exam 1	150 points
Exam 2	150 points
<u>Final exam</u>	<u>200 points</u>
Total	750 points

Semester grades will be assigned based solely on the total points as follows:

675-750 **A**,
600-674 **B**,
525-599 **C**,
450-524 **D**,
0-449 **F**

Homework: Homework will be done on Wiley Plus. You may either purchase a code bundled with a paper textbook from the Student Union Bookstore, or you may purchase the code online at www.wileyplus.com, and use the online version of the textbook. Your homework percentage will be calculated by the following formula: $(\text{total points you earned}) / (\text{total points possible}) * 100$.

Quizzes: There will be twelve (12) 15-point quizzes given during the semester. Throughout the week, 2 quiz points will be earned for attendance and participation in class. Occasionally, there will be activities worth 3 quiz points each. On a quiz day, you must be present for the entire class period in order to receive any credit on that quiz. The top 10 grades will be used in your final grade. You will be able to use your calculator, but the quizzes will be closed-book with no notes or note cards allowed. You must have your cell phone put away during quizzes, or you will automatically receive grade zero on the quiz.

Exams: There will be two mid-term examinations worth 150 points each, and one final examination worth 200 points. The midterm exams will be given on **June 23rd** and **July 14th**. The **final exam** will be given on **Thursday, July 28th**. The final exam will be given during the last class period during our normally scheduled class time in our normal classroom. The exams will be closed-book, but you will be allowed to use a 3” by 5” note card. All electronic devices (other than a calculator) should be put away during the exams and quizzes. Bring your OSU Student ID to all examinations for identification.

Partial Credit / Showing Work – Final Answer vs Total Solution: Many of the problems you will be asked to work in this course require several calculation steps to arrive at the “answer.” Just supplying that answer is usually not sufficient. You must show all your work clearly and in detail. You will be graded on your total solution, not just the final answer. Answers alone with little or no work steps shown will result in no points. Also, when an answer has units (\$, feet, \$/item, etc.) you must include the units for full credit.

Attendance/Sign in Sheet: Attendance in this class is mandatory and will be graded in the quiz portion of the course (*see above*). Each day of lecture, there will be a sign-in sheet in class. *I may call roll or have you sign in individually.* Having another student sign in for you is a violation of Academic Integrity, and will be prosecuted according to University policy.

Low Exam Replacement Policy: If you have three (3) or fewer absences for the semester, you qualify for the Low Exam Replacement. This means that the lower of your two midterm exam scores may be replaced by your percentage score on the final exam IF it improves your grade. (NOTE: ALL STUDENTS MUST TAKE THE FINAL EXAM!!) Only one exam score is eligible for this substitution. All absences count toward the limit of three absences.

Makeup Policies: There are NO make-up quizzes. Your lowest two (2) quiz grades will be dropped. A student will be offered reasonable accommodations for a makeup exam in the event that the student misses an exam for a valid and documented reason as shown below.

Valid Reason for Make-Up Exam (With Documentation)	NOT Valid Reason for Make-Up Exam
<ul style="list-style-type: none"> • Military Service • University sponsored activities that are NOT optional and cannot be rescheduled. • Illness requiring a doctor’s visit • Long-term hospitalization 	<ul style="list-style-type: none"> • Medical conditions not requiring a doctor’s visit • Conflicts with other class or work schedules • Travel plans for holidays or semester breaks • Alarm clock failure, oversleeping • Misreading the schedule, forgetfulness • Car trouble, no parking space, OSU bus problems • Social or fraternity/sorority obligations • Boyfriend / girlfriend issues • Incarceration, court for alcohol or illegal drug activity • Job interviews, job or career fairs

You must contact your instructor before or immediately following an absence for an exam and must provide a valid reason with proper documentation to be considered for a makeup exam. The documentation should include the name and phone number of a responsible person that can be contacted by your instructor for verification. The instructor will then determine if you qualify for a makeup exam. Failure to comply with these conditions will void your qualification for a makeup and result in a zero (0) grade on the exam.

University Policies / Academic Integrity: All university policies will be followed in this course including academic integrity policies. It is your responsibility to know and comply with all university policies and deadlines. The university has prepared a syllabus attachment document which contains important information and can be found on the D2L course website.

Special Accommodations for Students: If you have a need for special accommodations of any nature, I will work with you and Student Disability Services to provide reasonable accommodations to ensure that you have a fair opportunity to perform in the class. Please advise me of your situation and the desired accommodations as soon as possible during the first week of class.

Addenda to this Syllabus: Several addenda to this syllabus are posted on the website. These documents provide more details and expand on class policies. The information in each addendum is to be considered an integral part of the course. Read them. **Any changes in this syllabus or class schedule will be communicated to you in class and posted on the website.**