MATH 2103 Business Calculus   **Oklahoma State University**
9:30 Lecture   **Fall 2014**

Instructor: Dr. Melissa Mills
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Office Hours: Posted on D2L

Required Materials:
- Textbook: Business Calculus, Dr. Mike May. Available on D2L.
- Computer: Laptop with Excel (You can check one out from the library if you don't have one)

Class Format
> Lectures: Monday-Thursdays at 9:30am in MSCS 445
- You will have assigned seats.
- Lecture notes will be available on the course website (D2L). It is your responsibility to print off the notes and bring them to class.
- You will have a combination of paper homework and spreadsheet homework. We will have quizzes every Friday.

Email Guidelines
Please use the following guidelines when you send an email to your TA or to Dr. Mills:
- Use your OSU e-mail account (…@okstate.edu).
- The e-mail must have a Subject Line.
- The e-mail must include your Student Class Number.

If you do not follow these guidelines, you will be asked to re-send the email.

Office Hours
> Office hours for Dr. Mills will be given to you during the first week of classes and posted on the course website (D2L). Your instructor will also have tutoring hours at the MLSC. If these times conflict with your class schedule, we can arrange an appointment at a mutually acceptable time.

Class Participation/Sign in Sheet
> There will be a sign-in sheet in class. Having another student sign in for you is a violation of Academic Integrity, and will be prosecuted according to University policy.

Examinations
> There will be three 50 minute mid-term examinations worth 100 points each, and one 110 minute final examination worth 200 points. The exams will be closed-book, but you will be allowed to use a 3" by 5" note card. There will be a computer portion of each exam, and a non-computer portion of each exam. Bring your OSU Student ID to all examinations for identification. A schedule of exams dates is given in the attached Class Schedule. Review these exam dates now and plan your semester schedule accordingly.

Your final exam is scheduled for Monday, Dec 8th at 8:00am.

Quizzes

There will be 14 15-point quizzes that are given in the quiz sessions. The top 10 grades will be used in your final grade. You will be able to use your calculator or computer, but the quizzes will be closed-book with no notes or note cards allowed. In general, the material tested on each quiz will be the same as the material covered in that week's homework. However, since much of mathematics is cumulative, there is always the possibility that some questions will rely on earlier concepts. Quiz and exam questions will not just be restated homework problems. **You must have your cell phone put away during quizzes, or you will automatically receive grade zero on the quiz.**

Homework

You will have a combination of paper homework and spreadsheet homework.

Course Grading

Homework	100 points
Quizzes (Top 10 grades)	150 points
Exam 1	100 points
Exam 2	100 points
Exam 3	100 points
Final exam	200 points
Total	750 points

Semester grades will be assigned based solely on the total points as following:
675-750 A, 600-674 B, 525-599 C, 450-524 D,   0-449 F

Low Exam Replacement Policy

If you have four (4) or fewer absences for the semester, you qualify for the Low Exam Replacement. This means that your lowest hourly exam score 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. Generally, all absences count toward the limit of four absences. However, under rare circumstances some absences might be excused with proper documentation (i.e. long term hospitalization, military service, student athletes).

Calculator

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. You can only use dedicated calculators.

Grade Corrections

If you believe a homework, quiz or exam was incorrectly graded, you should bring it by Dr. Mills' office as soon as possible for re-grading. However, be aware of a couple of things. 1) The entire paper will be re-graded, so there is always the possibility that you might lose points on other problems instead of gaining points on the problem in question. 2) If you are comparing your paper to that of a classmate, you should also bring in their paper. Their paper will be subject to the same re-grading. All grade corrections should be made within two (2) weeks of the papers being returned to the 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 of the website will contain the following important documents: Syllabus, Calendar, Lecture Notes, Homework Problems, and other course documents
- The "Grades" section of the website can be used to access your grades. It will be updated approximately every two weeks

Special Tutoring at the MLSC

Free tutoring is available for this course in the MLSC West Tutoring Room on the 5th floor of the Library.

Makeup Policies

Quizzes: Since there will be four (4) dropped quiz grades, there will be no make-ups for quizzes except under very rare circumstances and with proper documentation (i.e. long term hospitalization or chronic illness, military service, certain student athletes who have frequent travel throughout the semester)

Exams: If you miss an exam, there is a built in accommodation: the low exam replacement policy. If you have 4 or fewer absences from lecture, your final exam grade can replace your lowest hourly exam grade. However, it is the policy of the Mathematics Department to offer each student reasonable accommodations in the event that the student misses a major assessment activity for a valid and documented reason.

Valid Reason for Make-Up Exam (With Documentation)	NOT Valid Reason for Make-Up Exam
- Military Service - University sponsored activities that are NOT optional and cannot be rescheduled. - Illness requiring a doctor's visit - Long-term hospitalization	- 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 or court for alcohol or illegal drug activities - job interviews, job or career fairs

To be considered for a makeup assignment, you will need to complete a **Request for Makeup Form** (available on the course website) and submit it to your instructor with official documentation. This documentation should be written specifically for you. Generic or form letters are not acceptable. The documentation should include the name and phone number of a responsible person that can be contacted by your instructor for verification. All paperwork should be completed and an in-office discussion held with your instructor in advance or immediately after the occurrence. Failure to comply with these conditions will void your qualification for a makeup and result in a zero (0) grade on the exam.

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**.

University Policies / Academic Integrity
All university policies will be followed in this course. 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. A link to this document can be found on the course website. An addendum to this syllabus entitled **Academic Integrity for this Course** can be found on the course website.

Classroom Decorum
Because of the size of this class, any activity that is noisy or disruptive affects a large number of students. You are expected to act in an attentive, respectful, non-disruptive manner in the classroom. Cell phones, pagers, iPods, and other electronic devices are to be turned off and put out of sight before the beginning of class. 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. You should always come to lecture with a copy of the printed lecture notes**.** During the semester if another student is creating a disturbing or distracting environment for you, please let me know and I will correct the situation quickly.

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 polices. 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.