

MATH 2103 Business Calculus
1:30 Lecture

Oklahoma State University
Fall 2014

Instructor: Dr. Melissa Mills

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Office Hours: Posted on D2L

Required Materials:

- Textbook: Applied Calculus (Fourth Edition) by Hughes Hallett, et al. (paper or electronic textbook)
- 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.
- Calculator: Scientific or Graphing Calculator (See Calculator Section below)
- Clicker: Turning Technologies Response Card NXT (Register your clicker on our D2L Site)

Class Format

1. Lectures: Mondays and Wednesdays at 1:30am in ES 317
 - You will have assigned seats in lecture.
 - 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 must bring your clicker to class each meeting.
2. Quiz Sessions: Thursdays (75 minutes)
 - You must attend the quiz session in which you are enrolled.
 - You will have time to work in groups and ask questions about the material presented in class or on the homework.
 - In most quiz sessions, you will be given a 10-point quiz during the last 20 minutes of class.
 - You must be present during the entire quiz session to take the quiz.

Who You Should Contact

- All issues regarding grades or class policies should be discussed with Dr. Mills during office hours. NOT with your quiz session TA, and NOT before or after class.
- Your quiz session TAs are NOT authorized to accept late papers, give make-ups, change homework/quiz grades, answer questions about grades, or answer questions about class policies. All of these issues should be directed to Dr. Mills.
- For questions about the mathematics content, see your quiz session TA, go to the MLSC, or see Dr. Mills.

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 and your quiz session TA will be given to you during the first week of classes and posted on the course website (D2L). All of your instructors 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

You will be required to purchase a clicker. Each clicker is linked to an individual student ID number, so the same clicker may be used by an individual in different courses. You will not be able to share a clicker with another individual who is also taking Business Calculus this semester.

Each day of lecture, there will be an opportunity to earn 2.5 points by answering clicker questions. For each question, you can receive 0.5 point for a correct response and 0.3 points for an incorrect response. You may earn a maximum of 50 points throughout the semester.

There will also be a sign-in sheet in class. In order to earn your clicker points for a particular day, you must also sign in to class. Having another student sign in for you or use your clicker in class is a violation of Academic Integrity, and will be prosecuted according to University policy.

Student Class Number/Assigned Seating

On Wednesday, August 27th, you will be assigned a seat for lecture. Any special seating requests must be submitted via email to Dr. Mills by Monday, August 25th to be considered.

Starting Wednesday, Jan 22nd, your student class number will be on the sign-in sheet to the left of your name. Student class numbers will be your section number followed by a dash, followed by a sequential number indicating your alphabetical order in the section. **Quiz or Exam papers that do not have both your printed name and correct student number will be docked 5 points.**

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. All cell phones, ipods, ipads, PDAs and other 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. 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 Wednesday, December 10th at 2:00pm.

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, 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.**

One quiz grade (Quiz 14) will be related to an educational study that is being done by the instructor. All students must fill out the questionnaire to receive a grade for Quiz 14, however, you may choose not to allow the data from your questionnaire to be used in the study.

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.

Course Grading

Homework	100 points
Class Participation (Clicker Questions)	50 points
Quizzes (Top 10 grades)	150 points
Exam 1	100 points
Exam 2	100 points
Exam 3	100 points
Final exam	200 points
Total	800 points

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

720-800 A, 640-719 B, 560-639 C, 480-559 D, 0-479 F

Low Exam Replacement Policy

If you have four (4) or fewer lecture 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

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. Details are posted on the website.

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.

Calculators are allowed for all homework, quizzes and exams. However, it is your responsibility to learn how to operate the calculator properly. Dead batteries, calculator failure or user errors are your responsibility. If you forget your calculator or it malfunctions, you CANNOT borrow one from a classmate or share one during an exam or quiz. Please notify your TA immediately.

Some calculators have calculus evaluation features. In this course you are not allowed to use these features. You should learn to work the problems in this course using the manual calculus techniques covered in the textbook and/or lecture.

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. When you access your courses in D2L, choose the one that is entitled: “Business Calculus 1:30 Lecture”

- 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. TAs from our class will be available at the MLSC on Wednesday and Thursday afternoons and evenings.

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
<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 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, laptops 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. **Viewing the lecture notes using a laptop during the lecture is NOT permitted.** 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 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.