

Instructor: Nicki Gaswick

Office: MSCS 501

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Office Hours: Office hours for Ms. Gaswick and your quiz session TA are posted on the course website (D2L). If these times conflict with your class schedule, we can arrange an appointment at a mutually acceptable time.

Wednesdays 3:30-4:30 PM (MLSC 5th floor of Library)

Thursdays 10:30 AM - 12:30 PM (Math Building 501)

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.

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 consists of both a lecture section and a quiz session.

Lectures: Mondays and Wednesdays at 12:30 PM in AGH 108

- 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.

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.
- You will be given a 15-point quiz during the last 20 minutes of most quiz sessions.
- You must be present during the entire quiz session to take the quiz.

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: "MATH 2103-BUSINESS CALCULUS-SEC TH"

- 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

Who You Should Contact

- All issues regarding grades or class policies should be discussed with Ms. Gaswick during office hours or via email. 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 Ms. Gaswick.
- For questions about the mathematics content, see your quiz session TA, go to the MLSC, or see Ms. Gaswick.

Email Guidelines: Please use the following guidelines when you send an email to your TA or to Ms. Gaswick:

- 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.

Student Class Number/Assigned Seating: Starting Wednesday, Jan 14th, 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.**

You will be assigned a seat for lecture. Any special seating requests must be submitted via email to Ms. Gaswick by Friday, January 16th to be considered. The seating chart will be posted to D2L by Tuesday, January 20th. The seating chart will be used in class starting on Wednesday, January 21st.

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. 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.

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.

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 13 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.

Exams: There will be three 50 minute mid-term examinations worth 100 points each, and one 110 minute final examination worth 200 points. The midterm exams will be given on **Feb. 11th , Mar. 11th and Apr. 22nd**. The **final exam** will be given on **Wednesday, May 6th at 10:00am**. 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. A schedule of exams dates is given in the attached Class Schedule. Review these exam dates now and plan your semester schedule accordingly.

Course Grading:

Homework Percentage	100 points
Quizzes (Top 10 grades)	150 points
Exam 1	100 points
Exam 2	100 points
Exam 3	100 points
<u>Final exam</u>	<u>200 points</u>
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**

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.

Grade Corrections: If you believe a homework, quiz or exam was incorrectly graded, you should bring it by Ms. Gaswick’s 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.

Attendance/Sign in Sheet: Attendance in this class is mandatory. Each day of lecture, 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.

Low Exam Replacement Policy: If you have three (3) 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 three absences. However, under rare circumstances some absences might be excused with proper documentation (i.e. long term hospitalization, military service, student athletes).

Makeup Policies:

Quizzes: Since there will be three (3) dropped quiz grades, there will be no make-ups for quizzes. If you have a documentable situation that will require you to miss multiple quizzes, please contact Ms. Gaswick. Your TA CANNOT give make-ups.

Exams: If you miss an exam, there is a built in accommodation: the low exam replacement policy. If you have 3 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, court for alcohol or illegal drug activity • 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.

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.

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.

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.