Business Mathematics MATH 129
Section 80R
Syllabus Summer 2020

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Phone: 618-468-4844
Website: www.stlmath.com
Office hours (CM 217): none during summer but you can get me through email or phone
Tutors Available (online only, due to Corona): Online tutoring with Brandy from the Math Resource Center, email bkribs@lc.edu for more information

You are expected to skim each assigned section of the book, complete the provided Class Notes, and complete assignments and any necessary tutorials through MyMathLab (MML) the online learning resource that comes with your book. Resources such as optional worksheets and other important course documents will be placed on my Website www.stlmath.com.

Online resources (MyMathLab http://www.mymathlab.com, Website www.stlmath.com, Blackboard http://blackboard.lc.edu):

· Your course fees paid to LC include an access code for MML, which is WMCSBM-WHIFF-STORY-MANET-QUASH-DALES. You are *not* required to purchase this code separately as in past semesters. MyMathLab (MML) provides many resources including practice problems and tutorials. There will be graded homework assignments from every section we cover. You will also need the course ID to register for MyMathLab. **Our class' course ID is o'leary-johnson15055.** The spelling of my name, including punctuation, is important. You need to immediately sign in to MML (register if you are new to MML) and enroll in the course. **The deadline for registering MML is June 30. After that, you will be locked out and should drop the class if not enrolled.**

· You will do all of your homework assignments and exams through MyMathLab (MML). Homework counts for a good deal of your grade so it is crucial that you keep up with the assignments. Do the homework promptly and thoroughly. Practice will help you immensely. You can work your homework assignments and exams at any computer with internet access.

· Due to Corona, we will be taking exams online in MML as well. You will simply do them from home. Exams are described later.

· My Website www.stlmath.com has many resources for you. This Website will house course materials such as Class Notes and optional Worksheets.

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· There is a Blackboard area for the course. There you will find a copy of the syllabus, links to MyMathLab (MML) and www.stlmath.com, and various other resources. It is *not* the main area you will use this semester. You will spend most of your time in MML.

Textbook and Calculator:

· *Business Mathematics*, Stanley A. Salzman, & Gary Clendenen, 2018, fourteenth edition. (ISBN # 0-13-469332-9) We will cover chapters 5 through 10 and 12 through 14. The book is available through MyMathLab (MML, described later) in electronic form. It is possible to just have access to MyMathLab and use the electronic book instead of purchasing a paper copy.

· Again, your college fees paid for access to MyMathLab (MML). The MyMathLab Website (http://www.mymathlab.com) provides practice problems and tutorials. There will be graded homework assignments from MML. If you used MML for a previous class, you can use your previous login (username and password) information. If you do, be sure you have given them your current email address.

· **You must have a scientific calculator for this course.** Regardless of calculator type, I am willing to help you with it, but there are no guarantees. **You need to get your calculator as soon as possible.** It is *not* acceptable to attempt this class without a scientific calculator.

MyMathLab (Quick Tutorial):

· Below you will find a sample homework assignment in MML. You can select any problem in the set to work on. This is particularly useful when you are returning to a set to correct mistakes. Notice a check mark or an X indicates if you got it right or wrong. Once you click in the answer space, an appropriate palette that allows you to enter fractions, radicals, exponents, etc. exactly as you would write them will appear. You are often expected to use the palette to enter your answers in the correct form. On the upper right hand side, you will notice Question Help that includes videos, completed examples, and other resources at your disposal. There is a help button ('?') in the lower right if you have trouble with the interface as opposed to the math.

Rounding errors are possible if you do too much rounding early in a problem so do not round your answer until the very end. Be careful to follow the instructions on how to enter your answers. Specifically they will denote how to round and what form your answer should be in. The instructions may vary from problem to problem. If your answer is marked wrong but you think it is correct, let me know and I will take a look at the problem. After you complete a problem, you must click "Check Answer". Make sure you Save your work before exiting.

Use the Ask My Instructor option (under Question Help) to report problems with grading or to ask specific questions about a problem. It is easy to get frustrated with an online tool like MML. Be sure to reach out with questions when they first occur.

Evaluation/Point Breakdown:

MyMathLab (MML) Homework Assignments	30% of total
Average of Four Exam Grades (MML)	70% of total

· The grade scale is A – 90%, B – 80%, C – 70%, D – 60%. Your grade information will be available through MyMathLab (MML). Your overall grade shown in MML will be accurate only if you keep up with the assignments.

· You will see worksheets mentioned in the Class Notes. They are available on www.stlmath.com and are there for optional use only. They are carefully designed to help you tackle hard concepts but are *not* mandatory and will *not* be collected.

· We will have four exams. The exam component of your grade will be the average of these scores. You are required to take all exams. The exams will be in MML and available for a whole calendar week. Usually this will be Sunday through Saturday but notice the difference in the available dates for Exam 4 below.

· The breakdown of book material on each exam and tentative dates are below. This may change slightly. **You are allowed to use your notes on exams.**

Exam	Sections covered	Dates of Availability
1	Chapters 5 & 6	Sunday, June 21 – Saturday, June 27
2	Chapters 7 & 8	Sunday, July 5 – Saturday, July 11
3	Chapters 9 & 10	Sunday, July 19 – Saturday, July 25
4	Chapters 12-14	Saturday, July 26 – Friday, July 31**

** Exam 4 falls out of pattern because July 31 is the last day of class. However, I wanted to give a full week to do it.

· The homework due dates are set for the Monday after the week you should be working on each section. You can work the homework as much as you want up through the final due date (technically, they are due at midnight of the due date). All assignments (including exams) are available after the "due date". However, for homework, a 50% deduction will apply for all problems done after the due date. You only want to take advantage of this occasionally to maintain a good grade but that leeway is there is case you fall behind. There are no opening dates for homework, so you can try any homework as early as you want. **The last day you will be allowed to complete MML assignments is Friday, July 31. This is the last day of class.**

· For each chapter covered, you will see a Review Homework Assignment. Those will be due on the last day the related exam is available. That will allow you to practice those review assignments up through when you take the exam.

· Homework will take some time to complete, so make sure you give yourself plenty of time. Plan on doing homework every day. Keep in mind you do *not* need to do an assignment in one shot. You can start it one day and finish it another. In fact, you can go back and redo problems you missed to get full credit. The MyMathLab (MML) Website offers tons of help on the problems including the Ask My Instructor button, which lets you email me a short message along with the exact problem you are working on. Use this to ask specific questions about a problem.

· Each homework assignment (except review assignments) will contain a book-provided video for that section. You will receive a point for watching it. You will find they fill in holes left by my Class Notes. The Class Notes focus on the material in the homework. You definitely want to complete the Class Notes provided on www.stlmath.com before you complete the MML homework including watching the video. Be sure to email me questions.

· **The final date of submission for MML homework is Friday, July 31.** You will *not* be able to change your MML grade after that date. The MML site can be bogged down at the end of the semester which makes doing homework the last week of class very frustrating. Do *not* wait 'til the last minute to do it.

· **Keep in mind that the "Overall grade" in the MML Gradebook does *not* include assignments that you have *not* started. The grade will look considerably higher than what you are actually earning if you have zeros on assignments.** At the end of the semester, when I figure your course grade, your grade may drop significantly when it figures those zeros into your score. Do *not* let a high overall score (or worse, a low C) in MML fool you into not working hard to the end.

Attendance and makeup policies:

· There are *no* in-person class sessions. All of your work will be done online. Due to Corona and the difficulties you may be facing, I have eliminated hard due dates. Please contact me if you need further accommodations.

Miscellaneous details:

· I want you to feel comfortable with me and the class. If there is anything I can do to help you, please tell me. If I use the wrong pronoun (her versus him) in addressing you, please forgive me and tell me what you want to be called. If you are ever made to feel uncomfortable in the class or at school in general, please bring the issue to my attention.

· The handouts on the Website are in PDF format; you will need the Adobe Acrobat Reader to read these. The Reader is available online at www.adobe.com -- just follow the links to download the latest Acrobat Reader. It is free of charge. There are optional worksheets listed at the bottom of the "Assorted Handouts and Tutorials" portion of the Website. Use them for extra practice.

· If you need to contact me, phone or email me. I may send emails to either your LC email account or the email account you give to MML. If you do *not* use your LC email account frequently, please get in the habit or set it up to forward your mail to an account you do use. Email is inherently insecure; meaning if someone wanted to, they could read our emails. Be aware of that when we correspond.

· The **Math Resource Center (MRC located in CM 233)** is unavailable for in-person tutoring due to the pandemic. However, there is online tutoring. Contact bkribs@lc.edu to set that up for yourself. Their Website is www.lc.edu/ssc where you can find other information.

· The last day for a full refund is June 19. The last day to withdraw with a grade of W is July 20 (to avoid a D or F).

· **Accommodations:** If you need an accommodation based on the impact of a disability, inform me as soon as possible, giving us time to discuss the course format, anticipate your needs and explore potential accommodations. I rely on the staff of Student Development and Counseling for assistance in verifying the need for accommodation and accommodation strategies. Contact Student Development and Counseling in Caldwell Hall 2320 (618-468-4211).

· **Counseling:** Counseling is by appointment and on an emergency walk-in basis. Visits are confidential, free of charge, and include counseling for crisis intervention, brief therapy, academic issues, test anxiety, community resources, and referrals. Contact Student Development and Counseling in Caldwell Hall 2320 (618-468-4211).

· **Veteran Services:** We support our veteran and service member students and their families by providing a Veteran Services Department and a Veterans Resource Center. This department supplements the assistance provided by Enrollment, Advising and Financial Aid. You can confidentially discuss academic or personal issues. Referrals will be made as needed to campus and/or community assistance. Contact Veteran Services in Baldwin Hall 2418 (618-468-5500).

· **Campus Emergencies:** In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to change when necessitated by revised course delivery, semester calendar or other circumstances. Information about changes in this course can be obtained by contacting my email address soleary@lc.edu or office phone 618-468-4844. Students are also encouraged to continue the readings and other assignments as outlined on this syllabus or subsequent syllabi.

· **LCCC Plagiarism statement:** Assignments that have been copied from another student or another source will not be scored. "Academic dishonesty including, but not limited to, cheating, plagiarism, and forgery, violates the STUDENT CONDUCT CODE and will lead to disciplinary action up to and including expulsion". The following website will give you in-depth information on the definition of plagiarism and more:
http://www.plagiarism.org/article/what-is-plagiarism Please visit this site if you need clarification.

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