Business Mathematics MATH 129
Section 01
Syllabus Spring 2020

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Office hours (CM 217): 10:00 – 11:00 am Monday and Wednesday; 12:50 – 2:00 pm Monday and Wednesday; 10:40 am – 1:30 pm Tuesday and Thursday

We will cover the material in class with a mix of lecture and worksheets. Please feel free to ask questions and pose comments in class. My lessons contain lots of examples similar to the homework problems. You will save yourself much stress by studying the notes before you start your homework. Do the homework promptly and thoroughly. Practice will help you immensely.

You will need a three-ring binder notebook to take notes daily in class. I will hand out Class Notes and we will complete them together each class. You should keep a dedicated spiral notebook for your organized, labeled (online) homework. Do *not* just use scraps of paper as you need it. Keep all work in one place to make it easier to study and ask questions.

Website (www.stlmath.com):

· My Website has many resources for you. You will use it when you miss class or when you need clarification of an announcement or policy. If I refer to "the Website", I am referring to www.stlmath.com. You can access everything you need from here including the following.

-- Class Notes as provided in class
-- Daily Log, a day-by-day account of class activities and announcements
-- Tentative exam schedule, a list of the exams, the sections they cover, and tentative dates
-- Syllabus
-- Handouts and worksheets
-- Solutions to some of the worksheets
-- Archived worksheets that may help you review or extend certain topics
-- Link to the publisher-provided MyMathLab Website

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.

· 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.

· Previously, each student purchased an access code to MML. Now, the access code for the entire class (as well as other Math 129 students this semester) is WMCSBM-FRILL-LEACH-COMTE-COLZA-JUTES (all are capital letters).
You need to immediately sign in to MML (register if you are new to MML) and enroll in the course. **You must be enrolled by February 1 or you will be locked out and should drop the course.**

· You will need the course ID to enroll. **You are in section 01 (1:40 TTh class) and so your course ID is o'leary-johnson38598. You must enroll in the correct section. It is a real pain to correct it if you enroll in the wrong section.** The spelling of my name, including punctuation, is important. You may also need the zip code of the school, 62035.

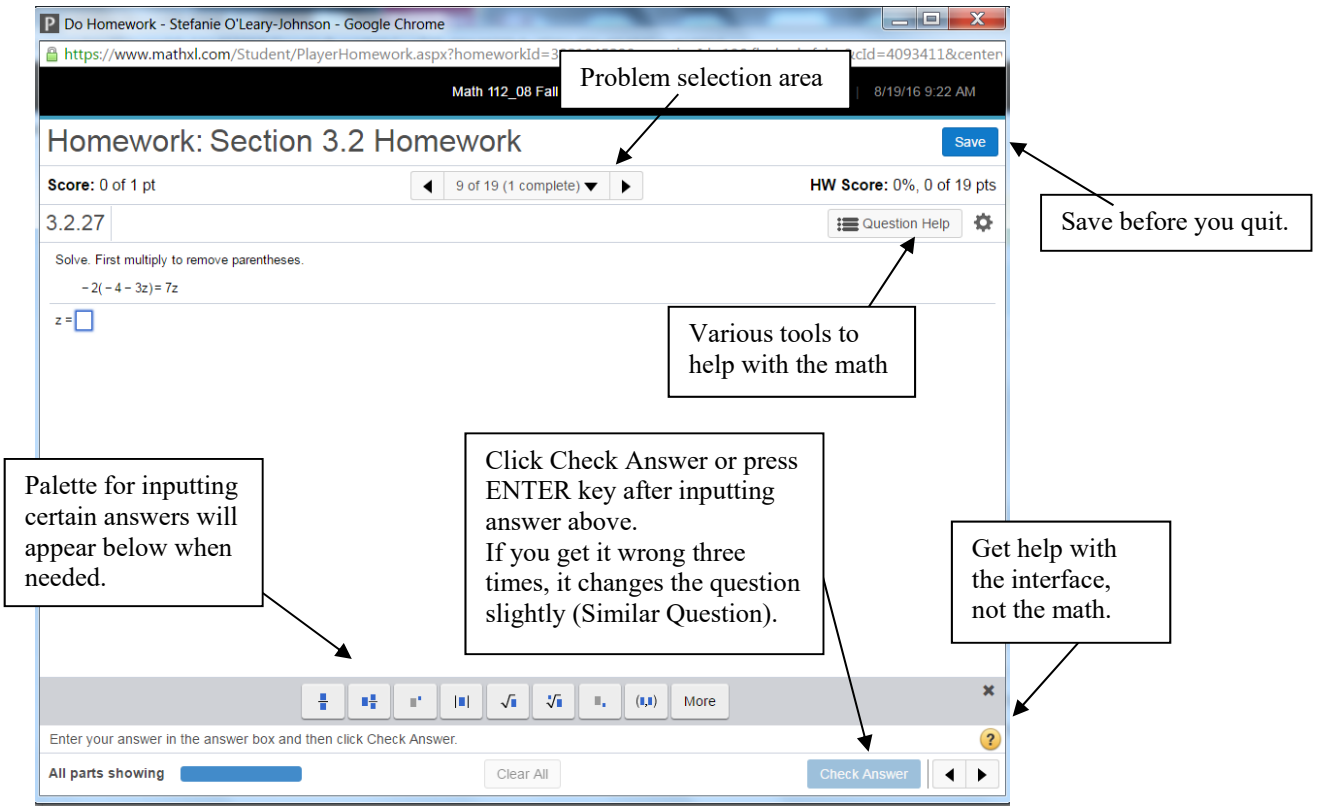
· **You must have a scientific calculator for this course.** Regardless of calculator type, I am willing to help you with it, but there are no guarantees. **You need to get your calculator as soon as possible.** It is *not* acceptable to attempt this class without a scientific calculator. You may also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

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:

Attendance	10% of total
Paper Worksheets Collected in Class	20% of total
MyMathLab (MML) Homework Assignments	20% of total
Average of Four Exam Grades (MML but taken with class)	50% 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 if you keep up with the assignments.

· We will complete both graded and ungraded paper worksheets. These graded worksheets will comprise a good portion of your grade. You should work hard on all (graded and ungraded) worksheets and assignments. They are carefully designed to help you tackle hard concepts.

· 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 makeup policy is described below. The exams will be in MML but taken during class time. We will meet in a computer classroom on exam days.

· The breakdown of book material on each exam and tentative dates are below. This may change slightly. **You are allowed to bring a single sheet of paper (using both sides) with any information you want to each exam.**

Exam	**Sections covered**	**Tentative date**
1	Chapters 5 & 6	week of Feb. 10
2	Chapters 7 & 8	week of March 2
3	Chapters 9 & 10	week of April 6
4	Chapters 12, 13, & 14	Tuesday, May 12 (last day we meet unless exam is postponed due to school closure)

· The MML homework due dates will be set for the first class day (midnight) *after* the week we finish the section in class (with exceptions listed below). One major exception to this is when we have an exam coming up. All homework for sections on an upcoming exam will be due no later than the day **before** the exam (midnight). 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). Assignments are available after the due date; there is a caveat that is discussed later. However, a 50% deduction will apply for all problems done after the due date. That makes it very important to do the homework on time. There are no opening dates for homework, so you can try any homework as early as you want.

· 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. My office hours are also available to you.

· **The final date of submission for MML homework is Tuesday, May 12.** 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. To correct for this inaccuracy, there is a strict deadline in week 9. **After March 24, you will *not* be able to complete any late homework assignments (MML and paper worksheets) from the first eight weeks.**

Attendance and makeup policies:

· Attendance is mandatory. You are expected to come to class prepared. Poor attendance is a sure way to flunk. Attendance will be taken daily and used for a portion of your grade.

· **When you miss class or come late, it is your responsibility to find out what you missed by going to the Daily Log on the Website www.stlmath.com.** Of course, make sure you understand the material covered that day. Get the Class Notes and work the problems that we did in class. Bring the notes and other handouts with you to the next class. It is your responsibility to print out the assignment or notes from the Website. When this is possible, the item will be underlined. Click on it to open it, and then print it. Printers are available in select computer labs around campus. Use the extensive videos and other resources available on MyMathLab (MML) to catch up.

· **For paper worksheets or assignments I collect in class, you will have one class period from the original due date to turn in a make-up assignment for full credit (except exams; A makeup exam must be completed within three school days.)** Simply turn in late assignments the next day we hold class. Because of this strict deadline for make-ups, you should always check the Daily Log on www.stlmath.com *before* you return to class. You must obtain prior permission from me to extend this deadline. If you are going to miss class for several days, check the Website regularly so you can keep up. You are *not* required to give me an excuse for the absence. Assignments turned in after this one-class period will be given half-credit. Again, in order to reconcile your grade halfway through the semester, I will *not* accept any late assignments from weeks 1 – 8 after March 24.

· You are allowed to make up only one exam. You will receive a 0 for any other missed exams. When you miss an exam, I will automatically send a make-up exam to the Haskell Testing Center by the end of the day. You will have **three school days** (not including day of exam) to take the exam. If you need an extension, talk to me. If you have *not* taken it or talked to me within the three day period, you will receive a 0. If you miss the last exam, you *must* email me if you intend to take it. Otherwise, I will assume that you do *not* intend to finish the class.

· I am willing to send your exams to Haskell Testing Center if you want. Some students find it helpful to go there so that they can get double time to complete the exam. If you are interested, talk to me a week or so before the exam. I do *not* need an Accommodations card from Student Support Services to do this for you.

· You will make up exams in the **Haskell Testing Center** which is located in **Haskell Hall HK B-25**. (It is located in the basement of Haskell Hall.) The **Haskell Testing Center's hours of operation** are 8:00 am – 4:30 pm Monday, Thursday & Friday and 8:00 am – 7:30 pm Tuesday & Wednesday. Simply stop by with enough time (75 minutes) to finish your exam during their hours. Their phone number is 468-5220 in case you want to call. You must show a **photo ID** to take your exam. Make sure you take your calculator. If you would prefer to make up your exam in Edwardsville, Jerseyville, or Carlinville, find the handout called Exam Locations for Make-up Students on www.stlmath.com. You do *not* need my permission to use one of these alternative testing centers.

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, email me, stop by my office, or talk to me before or after class. 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. For that reason, college policy does *not* allow us to discuss grades over email. I am happy to discuss anything with you in my office.

· Unless it is a test day, do *not* email me just to tell me you are not coming to class; I do *not* need to know. Do *not* email me to ask what you missed in class; get that information from the Daily Log on the www.stlmath.com. Remember, as I said earlier, if you miss the last exam, you *must* email me if you intend to take it.

· The **Math Resource Center (MRC located in CM 233)** is available for individual or group tutoring. Their Website is www.lc.edu/ssc where you can find contact information and their hours of operation. You can also borrow a calculator here for daily use.

· The last day for a full refund is January 31. The last day to withdraw with a grade of W is April 27 (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.