Math 1324.01E
COURSE SYLLABUS: Fall 2021

INSTRUCTOR INFORMATION

Instructor: Eric Offei
Office Location: BIN 324
Office Hours : TR 10am-1pm
Office Phone: 903-886-5959
University Email Address: eric.offei@tamuc.edu
Preferred Form of Communication**: email**
Communication Response Time: within 24 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Software Required: Students must purchase a copy of **MyMathLab/MyLab & Mastering student access code** from either of the campus bookstores or directly from Pearson at http://www.coursecompass.com. The specific course code needed for class registration in MyMathLab is **offei64233** and will also be posted on D2L.

Textbook(s) **Optional**: College Mathematics for Business, Economics, Life Sciences, and Social Sciences 13th Edition by Barnett, Ziegler, Byleen, ISBN # **978-0-321-94551-8**. ***** The MyMathLab access code includes access to an e-book, so the book is optional but the MyMathLab access code is required.** Portions of Chapters 1-5 and 8 in the textbook will be discussed.

Optional Texts and/or Materials: Please get a **Binder** to keep and organize all notes and course materials. A Texas Instruments (TI-83 or TI-83 Plus) **graphing calculator** for this course is highly recommended.

Please use the MyMathLab 14 day free trial to start working on homework if students cannot purchase it right away. The MyMathLab student access code must be purchased by the end of 2nd week of class to prevent a loss in points.

Technology Requirements: The graphing calculator of TI 83/TI 84 or equivalent is highly recommended. Calculators other than Texas Instruments calculators may be used but classroom instruction on calculators will be given for TI equipment only. **Note: Calculators that solve problems for students, including but not limited to TI-Nspire, TI 89 or higher, Casio Prizm, Casio Touch or higher are **NOT** allowed to be used for this class. ** Students are also required to clear the memory of graphing calculators before and after each proctored exam.

Calculator Loan Program: The Mathematics Department has set up a calculator loan program to support students. Students can borrow a calculator for a semester with a fee ($10 to $15 for TI-83/84). It is on a first come, first served basis.

Course Description

We will cover chapters 2, 3, 4, 5 and parts of chapters 6 and 8. Topics include functions (linear, quadratic, polynomial, rational, exponential and logarithmic), mathematics of finance (simple and compound interest, future and present value of an annuity, etc.), probability and statistics, linear programming, and systems of linear equations and matrices.

Student Learning Outcomes: **Upon successful completion of this course a student will:**

- Demonstrate knowledge and understand various compound interest formulas.

- Utilize statistical methods to interpret and predict data.

- Use matrices and other methods to solve systems of equations.

- Understand different types of functions and their graphs, including to but not limited to linear, quadratic, exponential and logarithmic.

- Demonstrate using logarithms to solve problems.

- Demonstrate using inequalities and systems of inequalities to solve business application problems.

Core Objectives:

- **Students will be able to analyze, evaluate, or solve problems when given a set of circumstances, data, texts, or art.** This common core objective will be assessed in the exams and final exam for all sections of Math 1324.
- **In written, oral, and/or visual communication, A&M-Commerce students will communicate in a manner appropriate to audience and occasion, with an evident message and organizational structure.** This common core objective

will be assessed using common class activities/projects with class discussion over functions, finance, systems of equations and linear inequalities and how these topics relate to business for all sections of Math 1324.

- **Students will be able to interpret, test and demonstrate principles revealed in empirical data and/or observable facts.** This common core objective will be assessed using class activities, homework problems, exams and final exam for all sections of Math 1324.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Students need to check their MyLeo e-mail regularly. Access to MyMathLab, a computer, a scanner or scanning app, and the internet will be needed for online homework assignments. Access to a printer is also strongly recommended.

Instructional Methods

Instruction will be delivered in class and on D2L through lectures, videos, demonstration and models, and some group work, based on time available. When written work is required, you will need the ability to scan a document and save it as a .pdf file and upload to the appropriate submission folder on D2L. There are a number of free scanner apps, like CamScanner, that can be used for this purpose.

Attendance

Attendance : Attendance will be taken at the beginning of each class. Students need to actively participate in class to receive credit. **Attendance and participation are a must to be able to do well in this class**. It is expected that students follow the guidelines set forth by the Class Attendance Policy in the current Undergraduate Catalogue.

If students represent an athletic team for this university, departmental team, scholastic team, choir, or other group and must miss class, notify me in writing with the appropriate documentation within one week of the absence in order not to be counted absent. Arrangements for make-up work will be made at that time.

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

Students should NOT attend class when ill or after exposure to anyone with a communicable illness. Please make contact with your teacher in such circumstances to make arrangements for missing any content for that day.

*** All students should be aware that they are NOT allowed to drop this math course, and that they must be continually enrolled in a college math course until they have successfully completed it. (University Policy).***

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% or Below

GRADES: Tests: 60%
               Homework/Quizzes/Projects: 20%
               Final: 20%

Each student's average for the course will be posted in your MyLeo account. To access the course, you will go into MyLeo and the "Apps" and look for the app for "MyLeo Online (D2L Brightspace)". You should see directions to choose your course from the course grid that looks like:

Once you have chosen the correct course, you will be able to see your "grades" option.

HOMEWORK/QUIZZES: Homework will be completed online through MyMathLab and immediate feedback will be given. You can use various help features within MyMathLab and try problems you miss again until you get them right and fully understand the topic. **It is my expectation that you should have a 100 on each homework assignment because of this.** Online due dates should be observed, and in general, late submissions will not be accepted.

If a student experiences any technical difficulties with MyMathLab, be sure to use the online help and technical support from the software company. If a student continues to have trouble accessing or navigating the software, please contact instructor through email or come by his/her office during office hours for some individual help.

Quizzes will occasionally be given in class or on D2L over the material presented in the lectures and homework. In general, NO makeup quizzes will be given. All uploaded work should be done in pencil.

PROJECTS: You will have 3 application projects due (3 parts to one bigger global project), in which you will be asked to demonstrate the skills and concepts learned in class in a practical way. Due dates for these projects can be found in the schedule at the end of this syllabus and are subject to change. Accuracy and creativity in these projects will be expected.

TESTS: There are three scheduled exams and a comprehensive final. **Students will take exams in class with instructors or at a testing center (with instructor approval).**

Partial credit <u>may</u> be given on exams IF all work is neatly shown for determination of the student's mistakes. While taking exams, **CELL PHONES AND OTHER ELECTRONIC DEVICES MUST BE TURNED OFF AND STORED OUT OF THE STUDENT'S REACH. The only electronic device allowed during tests and quizzes is a stand-alone calculator (such as a TI-34, TI-83, TI-84, etc.), and only with the instructor's permission. All exams must be completed in pencil.**

No make-up exams will be given without prior notice of a university excused absence*. We realize that at times throughout the semester, emergency situations may arise that affect a student's performance on an exam or even prevent a student from attending on an exam day. **I can replace the lowest exam grade with the student's grade on the corresponding portion of the final exam, provided the final exam score is higher.** This provision will only be applied to **ONE** exam, so students should make every effort to be present and well-prepared for all exams.

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**A Practice exam and answer key will be available prior to each exam.
Be sure to take advantage of this valuable resource!!**

See class schedule on the last page for testing dates. These dates are tentative and are subject to change.

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* University Authorized Excuses: 1) Participation in a required/authorized university activity; 2) Verified illness; 3) Death in a student's immediate family; 4) Obligation of a student at legal proceedings in fulfilling responsibility as a citizen; and others determined by individual faculty to be excusable (e.g., elective University activities, etc.)

<u>Final Exam</u>: The final exam will be an OPTIONAL, comprehensive exam. **For this Fall, given the special circumstances, students have the option to choose to *not* take the final exam *IF* he/she fulfills these requirements:**
- **The student has a passing average grade after Exam 3 and is happy with the final average, *AND***
- **The student has completed the assignments on MyMathLab and has completed the Global Course Project *AND***
- **The student has informed the teacher clearly that he/she wants to opt out of the final exam before final exam week.**

In this case, the average of all the exams taken before final exam will be counted as 80% and together with the daily grades of 20% to make up for the 100% of the final grade. If

students opt to or need to take the final exam, the corresponding material from that final can replace the one lowest exam grade. Students will then follow the grading policy outlined below to calculate for the final grade for the course.

The optional final exam will be given on Wednesay, December 15th 8:00am to 10:00am, See University Final Exam Schedule**. See the university final exam schedule for more info.

GLOBAL COURSE: This course has been selected as a Global Course – tied to the Quality Enhancement Plan (QEP). Texas A&M University-Commerce QEP seeks to prepare students for an interconnected world. In relation to the QEP, students completing this course will be able to demonstrate knowledge of the interconnectedness of global dynamics (issues, trends, processes, and systems), apply knowledge of the interconnectedness of global dynamics, and view themselves as engaged citizens within an interconnected and diverse world. This course will provide activities, experiences, and opportunities to reach all of the QEP learning outcomes. One of the class projects in this course will be utilized to assess the QEP student learning outcomes for each student. **Students are responsible to upload a copy of the project to their ePortfolio in ManeSync.**

<u>**Tutoring:**</u> Students can choose to attend tutoring in the Math Skills Center, TRIO, Supplemental Instruction tutoring sessions, and other on campus tutoring sessions that are approval by the Mathematics Department. Students can also access online tutoring by signing in using their university credentials at www.tutor.com/TAMUC

The **<u>Math Skills Center</u>**, located in Binnion 328, is open *Monday-Thursday from 10am – 6pm and Friday from 10am – 2pm.* Free tutoring is available for students who need help with their math courses. In addition, the **Academic Success Center also offers supplemental instruction/tutoring for students and their hours can be found at the university web site.**

The **Mach III/TRIO Program** is available for students who qualify for additional resources, such as private tutoring. In order to qualify, students must meet certain conditions, such as being a first-generation college student. For more information, contact TRIO at 903-886-5833 or in the Halladay Student Services building, Room 300.

GRADE REPORTING FOR FIRST YEAR STUDENTS: Grades for students in freshmen level classes will be reported to the Registrar's Office at the end of the fifth week of class during the fall and spring semesters. The Registrar's Office will report grades to students, Advising Services, Academic Departments (faculty advisors) and mentors. This procedure will allow students to be knowledgeable about their academic progress early in the semester. The university, through Advising Services, faculty advisors and mentors, will take steps to assist students who may be experiencing difficulty to focus on improvement and course completion. Early intervention for freshman students is designed to communicate to students the University's interest in their success and willingness to participate fully to help students accomplish their objectives.

TECHNOLOGY REQUIREMENTS

Students need to **check their MyLeo e-mail regularly** for class announcements.

Access to a computer, the internet, **MyLeo, D2L, and MyMathLab** will be needed for online homework assignments.

A computer or tablet with stable internet access is essential for the success of students.

A scanner or a cell phone with a free scan app (CamScanner or Adobe Scan is recommended) that allows you to scan worked out steps to a single .pdf files is required.

Access to a printer will be helpful if you would like to print out class handouts or an online exam.

The **TI 83/TI 84 graphing calculator** or equivalent will be highly recommended. Calculators other than Texas Instruments calculators may be used but classroom instruction on calculators will be given for TI equipment only. **Note: Calculators that solve problems for students, including but not limited to TI-Nspire, TI 89 or higher, Casio Prizm, Casio Touch or higher are **NOT** allowed to be used for this class. ** Students are also required to clear the memory of graphing calculators before and after each exam.

A web camera or **cell phone with camera** will be needed during online exam proctoring (if applicable).

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:
https://community.brightspace.com/s/article/Brightspace-Platform-Requirements

LMS Browser Support:
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:
https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903-468-6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

https://community.brightspace.com/support/s/contactsupport

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.
http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:
https://www.britannica.com/topic/netiquette

Academic Integrity

Academic Integrity: In order to ensure fairness and high academic standards, any actions which violate the principles of academic integrity through dishonesty or cheating are given serious consideration. In order to understand what constitutes a violation of academic integrity and the consequences of such behavior, the university's policies may be reviewed at:

In particular, awareness of the following definitions is essential in order to know what represents academic dishonesty (pages 6 – 7):

"**Cheating**: Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise. Unauthorized materials may include anything or anyone that gives a student assistance and has not been specifically approved in advance by the instructor."

"**Complicity**: Intentionally or knowingly helping, or an attempting to help, another to commit an act of academic dishonesty."

"**Plagiarism**: The appropriation of another person's ideas, processes, results, or words without giving appropriate credit."

Furthermore, cheating in this course is defined as the following:

- Giving or receiving answers during an exam or quiz.
- Viewing the exam or quiz answers of classmates.
- Having notes/practice work available during tests.
- Possession or access to test items before the test is given.
- Deception in getting an excused absence to obtain the undeserved opportunity to make-up work.
- Use of cell phones (other than if the camera is needed for proctoring) or text messaging technology during exams or quizzes **(such as iPods, Apple Watch, etc.). IF ONE OF THESE DEVICES IS AVAILABLE, <u>IN ANY WAY</u>, DURING AN EXAM, THE STUDENT WILL NOT BE ALLOWED TO PROCEED WITH THE EXAM OR QUIZ AND MAY BE SUBJECT TO PENALTIES ON THEIR GRADE.**
- Improper citations in written works or using another person's ideas and words as students own without giving proper credit.
- **Any** method, no matter how well rationalized or accepted, which improves a person's grade by any means other than study and skillful performances on exams and/or other assignments.

While majority of students are honest in doing their schoolwork, due to recent cheating events, action must be taken to protect the academic integrity of online classrooms. **There is a NO TOLERANCE policy for academic dishonesty, and if a student is caught cheating, the event is subject to reporting and placement on the student's academic record. No grade will be received for any assignments for which cheating occurs.**

In summary, students found guilty of an act of academic dishonesty in this course will be subject to the disciplinary actions listed in the university policies. This includes several possible penalties depending on the severity and number of the incidents, which will be taken into account when specifying disciplinary actions.

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library- Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu

Website: Office of Student Disability Resources and Services

http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1

Counseling Services

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

University COVID-19 Policy

The COVID-19 situation is constantly evolving, and the university policies in response to this are subject to change based on the recommendations and requirements given by the CDC, state and local leaders, and the Texas A&M University System. See the university website for more and up to date information.

1324 Face to Face Tentative Schedule (Fall 2021) For Students

Week	Dates	Topics
1	Aug. 30 – Sept. 3	Syllabus, Review of Basic Skills, Intro of MyMathLab & D2L, 1.2 & 2.1
2	Sept. 6 – 10	Labor Day (Monday), 2.2 & 2.3
3	Sept. 13 – 17	2.4 & 4.1
4	Sept. 20 – 24	4.2 & 4.3
5	Sept. 27– Oct. 1	4.3 Cont., Review for Exam 1 & Exam 1
6	Oct. 4 – 8	2.5 & 2.6
7	Oct. 11– 15	2.6, 3.1 & 3.2 (Global Project Part 1 Due Oct. 13th)
8	Oct. 18 – 22	3.2, 3.3 & 3.4
9	Oct. 25 – 29	Review for Exam 2, Exam 2 & 8.1
10	Nov. 1 – 5	8.2, 8.3 & 8.4 (Global Project Part 2 Due Nov. 3rd)
11	Nov. 8 – 12	Mean, Median, Mode & Standard Deviation (Supplemental Text) & 8.5
12	Nov. 15 – 19	Normal Distribution (Supplemental Text), 5.1 & Review for Exam 3
13	Nov. 22 – 23	Exam 3 (Mon.) & Thanksgiving Holiday (Wed- Fri)
14	Nov. 29 – Dec. 3	5.2 & 5.3 (Global Project Part 3 Due Nov. 29th)
15	Dec. 6 – 10	Review for Final Exam
16	Dec. 13 – 17	OPTIONAL FINAL EXAM: Wednesday, Dec 15th 8:00AM-10:00AM

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

*** By Remaining Enrolled In This Course, All Students Agree To Abide By The Policies Of This Class, As Stated In The Syllabus ***