



Math Analysis for Business

Math 1203.X40

Summer II 2024

#### Course Essential Information

Instructor: Marina. L. Jones

Office phone: do not call office phone to leave a voicemail – email is best

E-mail: [marina.jones@msutexas.edu](mailto:marina.jones@msutexas.edu)

Virtual Office Hours/Availability: Specific times will be determined after surveying class. I am usually able to reply to all emails within 24 hours. Please note that emails received after 5:00pm should not expect a reply before 1:00pm the next weekday. All course time/due dates are CDT.

Course Description: This course is designed to offer a review of algebra including linear and quadratic equations and graphs, the mathematics of finance, and matrix solutions to systems of linear equations and inequalities.

Textbook: Textbook: Finite Mathematics for Business, Economics, Life Sciences, and Social Sciences (14<sup>th</sup> ed) by Barnett et al. Available as e-text with MyLabMath (see below) so no need to purchase a hard copy of textbook.

Required Materials/Expenses: MyLabMath (MML) course management program from Pearson Publishing is REQUIRED and is described in more detail below. Access to a laptop or desktop computer with a webcam and internet connection is required. Chromebooks, tablets, and mobile devices will not satisfy the technical specifications for any proctored assessments that may be required. In addition, a calculator that has exponential and logarithmic function keys as well as a Matrix Editor is required; any graphing calculator will have all these features but the instructor will utilize a TI 84 model. Important: An additional financial expense may be incurred if it becomes necessary to utilize the fee-per-use online proctoring service ProctorU in order to ensure exam integrity.

Computer Requirements: This class requires you to have access to a computer with a webcam and a strong internet connection to complete assignments and to take proctored assessments. Computers are available for student use throughout the campus. This means that your personal computer or internet being down is not an excuse for missing a deadline! *Assignments are due by the published due date, and technical difficulties with a personal computer will not be considered sufficient reason for the instructor to allow students extra time to submit assignments.* If you have technical difficulties using a personal computer, first check your computer security settings, your pop-up settings, and/or try a different browser. If you continue to have technical difficulties, then you will need to contact either the MSU D2L support page or Pearson's MML customer technical support.

Desire2Learn: D2L is an integral part of this course. This class has a designated course homepage on D2L which you are required to log into every weekday Monday through Friday until further notice (at least through the first unit test). You are responsible for all information posted in the Daily News

announcements on our D2L homepage. The link to our specific MML course is located on the D2L homepage

**\*\* MyLabMath is a REQUIRED portion of this course.\*\***

MyLabMath (MML): This online course management program from Pearson Publishing is used for most assignments and assessments in the course. A specific MML course has been created for your class and is linked from the D2L course. Required digital materials for this course are part of the Courseware Access and Affordability Program at MSU Texas. Students are charged for these required course materials on their student account with the Business Office. Opt-out instructions are sent to students' official my.msutexas.edu email address after the first day of class. Any student who wishes to opt-out of the program (which I strongly discourage) must do so prior to the date indicated in the email. Please contact the MSU Bookstore if you have any questions about the opt-out process. If you opt-out of this program, then you must purchase MyLabMath, either from the campus bookstore or directly online from the publisher. When using MML for the first time in this course, you will need to run a browser check and download necessary plug-ins including the Pearson Lockdown Browser.

Help/Tutoring Resources: Virtual office hours to be determined and are subject to change; any change will be promptly communicated via D2L. An additional and excellent resource homework assistance is MSU's Tutoring & Academic Support (TASP) center for students in the surrounding area. The TASP office is located on the first floor of Moffett Library. TASP offers tutoring both by appointment and on a walk-in basis for students on campus. Check out TASP on the MSU website under Academics for additional information.

Important distinction: Using help options available on MML or searching for helpful videos on YouTube or forming study groups or reaching out to TASP are all commendable and acceptable ways to seek out supplemental assistance with the material covered in the class. Copying the work of another student or getting homework answers directly off the internet or using ChatGPT (or something similar) to generate work that is not your own – none of these are acceptable and represent academic misconduct in violation of the student conduct code.

### Attendance and Participation Policies

#### Attendance/Participation

Attendance is an essential component of this course and is required. Online attendance is monitored via D2L logins as you are required to log into the D2L course homepage in order to read the Daily News post each weekday MTWRF and to access MML. The Daily News posts on D2L serve as a fundamental and primary source of information from the instructor to the class. Students are responsible for being aware of all information communicated through these posts. Attendance expands to include participation in required activities such as discussion forums, specific check-in activities, adhering to communication requests, and completing homework assignments in a timely manner.

#### Drop Policies

Instructor Drops: Instructors may drop a student from class for disruptive conduct which could include inappropriate comments made via email or discussion forums, consistently failing to complete class assignments, as well as excessive absences as outlined above. A student dropped for any of these reasons will receive a course grade of "F".

Student Drops: If you wish to drop this course, you should first contact your instructor. The last day to drop in order to receive a “W” is 4:00 p.m. on Wednesday, July 31, 2024. Students receiving financial aid should contact the financial aid office before initiating a student drop.

### Course Structure and Schedule

This online summer course covers the full scope and material of the long-semester Math 1203 class but does so in less than five weeks so it moves very quickly. This is not an open-ended unstructured online course; rather, the scheduled course work is designed to be completed in a sequential manner. As such, there are many required due dates throughout the duration of the semester and thus the work cannot be completed in one intense short interval at the very last minute.

The course content consists of three units. Each unit must be completed within a specific time frame with a deadline for completion; however, each individual student’s pace through the unit can vary. Unit 1, Review of Algebra, must be completed by July 18; Unit 2, The Mathematics of Finance, by July 28; and Unit 3, Systems and Linear Programming, by August 8. Each unit will consist of assignments, quizzes, and a unit test and the schedule of due dates will be communicated via D2L and MML. The comprehensive final exam must be completed by August 10.

There is a pronounced structure of prerequisites as you progress through MML in each unit: homework > quiz > homework > quiz > unit test. Each forward progression requires meeting a minimum grade standard: 70% on homework assignments and 60% on quizzes. Each unit must be completed in order to gain access to the next unit. Contact the instructor if there is an urgent need to accelerate this schedule.

### Evaluation/Grading Policies

#### D2L Assignments/Assessments

There are various graded activities that are only accessed through D2L; examples include all required discussions and any D2L quizzes/tests. Individual D2L log-in activity, including access of available instructor-created supplemental material, is required and will be closely monitored. Any D2L-generated grades will be manually added to your MML gradebook so that all course grades will be located in one place. The full D2L gradebook is not utilized in this course.

#### MML Homework

One or more MML online homework assignments have been created for each textbook section included in the course content. You are encouraged to keep your assignments organized in a spiral notebook (or loose-leaf binder) in which you will write out the step-by-step work needed to solve each problem. You may be asked to present evidence of your work during “spot checks”, tutoring sessions, or as documentation. MML assignments are set up to allow you multiple opportunities to get credit for each problem and thus attain a very good homework grade. There are numerous and varied supplemental media resources provided as part of MML. Even though these items are not always specifically required for completion of an assignment, be aware that these types of resources are available to you as additional tools to aid in your understanding of the material.

Forward progress requirement: You must make at least a 70% on each homework assignment in order to continue to the next assignment or quiz and maintain forward progress in the course.

Homework Due Dates: Each MML assignment will have a specified due date – both date and time of day. The assignment will be available to work on before its due date and must be completed before this specified time in order to receive full credit. After the due date, the assignment will still be accessible but will incur a late penalty and a 25% deduction in the grade. The late penalty will only apply to those problems completed after the due date. If the assignment was not started before the due date, it will show as “past due” in the MML gradebook. If started but not completed, a grade will show in the gradebook but be aware that you can continue to access the assignment and complete it. The assignment will remain available in late mode until the day of the unit test over the included material; after the unit test, the assignment can no longer be completed and all “past due” assignments will automatically be updated to zeroes in the MML gradebook.

### Quizzes

Short quizzes are also included as part of the course work grade. On MML a quiz cannot be opened and attempted until after the pertinent homework assignments are completed successfully. Unlike the homework assignments, you only get one opportunity to answer each question correctly. Students are allowed two attempts at each quiz. At the end of the semester, the lowest quiz score will be dropped before computing the final course grade. Expect online MML quizzes to be video proctored using the Pearson Lockdown Browser and Respondus Monitor + webcam.

Forward progress requirement: You must make a minimum grade of 60% on a quiz in order to continue to the next assignment listed on MML and maintain forward progress in the course.

### Tests

There are three/four unit tests in addition to the final exam. Test #1 covers Unit 1, Review of Algebra, and Test #3 covers Unit 3, Systems and Linear Programming. The financial material in Unit 2 is critical in a business analysis math class and may be covered by two tests: Test #2A and Test #2B. All tests will be set up as proctored exams. Be aware that online options for proctoring an exam require a strong steady internet signal as well as the use of a webcam. We will utilize Pearson’s internal Lockdown Browser, D2L’s available Respondus Monitor, and the independent service ProctorU (if needed) for the purposes of ensuring assessment integrity. Specific information will be provided as the time of each test approaches and will be posted on the D2L homepage.

### Final Exam

The comprehensive final exam is required for course completion. There is no makeup available for the final exam. The final exam is scheduled for Thursday, August 8, 2024. We may use the fee-per-use service ProctorU to ensure the integrity of the final exam if deemed necessary by the instructor.

### Make-up Policy

Make-up tests are generally not allowed, so a missed test will result in a grade of “0”. Per the instructor’s discretion, a make-up test may be considered only in exceptional situations and only with timely, preferably pre-test, communication from the student. In extenuating circumstances that include prompt communication by the student, it may be possible to replace the zero on one missed test with the grade earned on the comprehensive final exam up to a maximum grade of 70%. This is at

the instructor's discretion and is determined on a case-by-case basis. Make-up quizzes will not be given; a missed quiz due date, for any reason, will result in an automatic grade of "0" on the quiz. There is no make-up option for the final exam.

### Grading

There will be three/four unit tests, a comprehensive final exam, and a coursework grade which will be generated from all required assignments and quizzes (both D2L and MML). This semester the maximum number of total points possible is 700 points, and the point breakdown is as follows:

- Test #1 – 100 points
- Test #2 – 200 points (Tests 2A & 2B – 100 points each)
- Test #3 – 100 points
- Final exam – 200 points
- Assignments, including MML homework and D2L required participation items – 50 points
- Quizzes, including MML and designated D2L items – 50 points

The final course grade will be determined by the earned percentage of possible points. The point range for each letter grade is as follows: 630-700 points earns an A, 560-629 points earns a B, 490-559 points earns a C, 420-489 points earns a D, and below 420 points earns an F.

Exception to the above point breakdown: Your course grade will be adjusted if your comprehensive final exam grade is significantly lower than your grade average before taking the exam. In general, the course grade cannot be more than one letter grade higher than the grade earned on the comprehensive final exam. This policy is necessary to help ensure the integrity of the course.

### Important Notice

Changes in the course syllabus, policies and procedures, assignments, and schedule may be made at any time at the discretion of the instructor.

## University Policies & Services

### Services for Students With Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

### Academic Misconduct Policy & Procedures

Academic Dishonesty : Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. Students should refer to

the current MSU Student Handbook and Activities Calendar and the MSU Undergraduate Bulletin for university policies on academic dishonesty, class attendance, student rights & activities.

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)