Math Analysis for Business (co-requisite courses)
Math 1203.1R1/0203.1R1 Spring 2025
MWF 2:00-2:50pm in DB 131 and TR 2:00-3:20pm in DB 131

Instructor: M. L. Jones
Office: Dillard DB 211B
Office hours: TR 3:45–5:30pm; W 1:30–2:00pm; MW 4:20–4:50pm
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Course Description: This co-requisite pair of courses supports students in developing skills, strategies, and reasoning needed to succeed in Math 1203, Math Analysis for Business. Topics in Math 1203 include a review of algebra including linear and quadratic functions, the mathematics of finance including sinking funds and amortization, and systems of linear equations/inequalities including matrices and elementary linear programming.

Textbook & Instructional Materials: MyLabMath (MML), an online program from Pearson Publishing, is required and is described in more detail below. An e-copy of the textbook is included in the purchase of this program, so it is not necessary to purchase a hardcopy of the textbook. Textbook: Finite Mathematics for Business, Economics, Life Sciences, and Social Sciences (14th ed) by Barnett et al.

Additional Required Materials/Expenses: A laptop or desktop computer with a webcam and internet access is required. Chromebooks, tablets, and mobile devices will not satisfy the technical specifications for the proctored assessments that will be required. A calculator that has exponential and logarithmic function keys as well as a Matrix Editor is required after Unit 1. Not all scientific calculators will have a Matrix Editor but all graphing calculators will have all these features; the instructor will utilize a TI 84 model. A spiral notebook/binder/pocket folder is needed to keep all work organized and accessible. The Respondus Lockdown Browser is used throughout the semester for assessments and is available as a free download through MSU's website. The fee-per-use service ProctorU may be used for one or more tests including the required comprehensive final exam.

Computer Requirements: This class requires you to have access to a computer with a webcam and a strong internet connection in order to complete assignments and to take proctored assessments (quizzes and/or tests). Chromebooks, tablets, and mobile devices will not satisfy the technical specifications required for proctored assessments. Computers with the necessary proctoring software installed are available for student use throughout the campus. This means that issues with your personal computer or internet access cannot be used as 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 or use one of the many computer labs on campus to access MML or D2L.

Desire2Learn (D2L): D2L is an integral part of this course. This class has a dedicated course homepage on D2L which you are required to log into every weekday Monday through Friday until further notice. You are responsible for all information posted in the Daily News announcements on our D2L homepage. The link to our specific online MML course is located on the D2L homepage.

** MyLabMath (MML) 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 this class and is linked from the D2L course homepage. To access the linked MML course either 1) click on the Content tab at the top of the D2L homepage then select MyLab Math Course Home in the table of contents, or 2) locate the Content Browser pane in the right column on the D2L homepage and click on MyLab Math then MyLab Math Course Home. As a required digital material for this course MML is part of the Courseware Access and Affordability Program at MSU Texas. Students are charged for such required course materials on their student account with the Business Office. Opt-out instructions are sent to each student's official my.msutexas.edu email address after the first day of class. Any student who wishes to opt-out of the Program and purchase the required course materials on their own must do so prior to the date indicated in that 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 will need to purchase MML, 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: Office hours listed above are subject to change and any change will be promptly communicated both in-class and via D2L. An additional and excellent resource is MSU's Tutoring & Academic Support (TASP) center. 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. The most accessible and convenient source of help is provided by the various options available 24/7 within MyLabMath.

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, PhotoMath, or Snapchat (or something similar) to generate work that is not your own – none of these are acceptable in this class and each one represents academic misconduct in violation of the student conduct code. Mathematics is not a spectator sport; it requires active participation in order to master specific problem-solving skills. The purpose of assignments is to learn these skills - not to copy off the internet in order to get a grade that has no relevance to your level of mastery. A student with very high homework and online quiz grades who cannot replicate those results in person creates doubt as to possible academic misconduct. Consequences for misconduct range from receiving a zero on an assignment to being dropped from the course with an F to even more serious repercussions for repeated infractions.

Attendance/Participation and Drop Policies

> Students are expected to attend all meetings of the classes in which they are enrolled. This includes arriving on time, staying until the end, and being prepared and engaged. Attendance is an essential component of this course and is required. These two co-requisite classes are conducted as one continuous course meeting every weekday and thus all course policies are stated with this understanding. The attendance policy for the co-requisite courses Math 1203/0203 states: If you are absent from more than four classes total on or before March 24 (first allowed drop day), you may receive a grade of "F" for excessive absences and lack of participation (regardless of your grade average for the course).

Late Arrivals, Early Departures, and Disruptions: Any late arrival to class may be counted as an absence at the instructor's discretion. Students who need to leave class prior to the dismissal of class should speak to the instructor beforehand in order to not incur an absence. It is disruptive to the classroom environment for students to leave class for personal reasons and then return to the classroom. Cellphone use in any manner is considered as disruptive behavior in these policies. Please turn off all cellular devices during class.

Excused or Unexcused Absences: Absences are not categorized as excused or unexcused. All absences from class will be counted as official absences except authorized absences as defined in the Student Handbook. If you miss class due to hospitalization or a death in your family, you should notify the Dean of Students immediately. Absences due to required participation in university-sponsored activities must

be approved by the Athletic Director and the Vice President for Academic Affairs. It is the responsibility of the student to arrange with the instructor to make up all work missed during an authorized absence. Instructor Drops: Instructors may drop a student from class for disruptive conduct which could include inappropriate comments made during class or 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". If you are instructor-dropped from the Math 0203 class with an "F" due to poor attendance, lack of participation or failure to complete coursework, then you have one week to complete a drop from Math 1203 with a "W". If you do not process a drop from Math 1203 within one week, then you will be dropped with an "F" from Math 1203 also.

Student Drops: If you wish to drop this course, you must first contact your instructor. Students who have not met the readiness standards of the Texas Success Initiative must continue to attend class and may not drop this course prior to Monday, March 24, 2025. The last day to drop in order to receive a "W" is 4:00 p.m. on March 31, 2025 (note that this date is subject to review). Drops after this date will receive a grade of "F". Students will not be allowed to drop only Math 0203 due to it being a requirement for enrollment in Math 1203 by students who are not TSI-complete. Students will be allowed to withdraw from both Math 0203 and Math 1203 (or possibly only Math 1203 with permission from both the instructor and the math department chair) but only after March 24, 2025. Students receiving financial aid should contact the financial aid office before initiating a student drop.

Course Structure and Scope

These two co-requisite courses cover the full scope and material of the traditional Math Analysis for Business class as well as the supplemental and supporting algebra review that would be included in a course such as Intermediate Algebra. The two courses work together as one seamless and continuous five-day-a-week class.

The stand-alone Math 1203, Math Analysis for Business, normally covers three units of study: 1) Review of Algebra with Business Applications, 2) Mathematics of Finance, and 3) Systems of Linear Equations and Linear Programming. In this co-requisite course, the algebra review unit will need to not only contain the usual material for a Math 1203 class but also the necessary supplemental material that would be covered in a developmental algebra course. To accomplish this, the traditional Unit 1 will be broken into three parts and will include three tests (Test 1, Test 2, Test 3). Unit 1 will conclude with a comprehensive midterm exam before the beginning of Unit 2.

There are many required due dates throughout the duration of the semester; refer to MML or the Schedule of Assignments posted on D2L for a complete listing of sections covered in each unit as well as the due date for each assignment. 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.

Course Components

D2L Assignments/Assessments

There are various graded activities that are only available through the D2L course homepage such as all required discussions. Individual daily D2L log-in activity is required. Additionally, some quizzes and tests may be administered through D2L utilizing the Respondus Lockdown Browser and Respondus Monitor. 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 will not be utilized in this course this semester.

MML Homework

A MML online homework assignment has been created for each textbook section included in the course. You are required 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 for several days 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". The assignment will remain available in late "past due" mode until the night before 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 coursework grade. Some quizzes will be taken during class and others will be taken online in MML. 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 MML quiz. At the end of the semester, the lowest quiz score will be dropped before computing the final course grade. Most quizzes will be taken on MML but a few quizzes may be given in person during class or administered directly through D2L; such information will be communicated in more detail as needed. Expect most 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 MML quiz in order to continue to the next assignment listed on MML and maintain forward progress in the course.

Tests
Unit 1 covering the Review of Algebra will be broken down into three sub-units and consist of three tests: Test #1, Test #2, and Test #3, followed by a comprehensive midterm exam. The financial material in Unit 2 is critical in a business analysis math class and may be covered by two tests: Test #4A and Test #4B. The final Unit 3 over systems of equations and inequalities with an introduction to linear programming will be covered by Test #5. The course will conclude with a required comprehensive final exam.

Midterm Exam
The midterm exam is scheduled after Test #3 and includes all material covered in the first three tests of the semester. The midterm exam is an important component of the Math 0203 course grade.

Final Exam
The final exam is comprehensive and is required by all students in order to complete the course. The final exam is *tentatively* scheduled for Wednesday, May 14, 2025, at 1:00pm. Failure to take the final exam during the prescribed time will result in an automatic grade of "0".

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

Inclement Weather Policy
In the case of inclement weather causing MSU to delay or cancel on-campus classes, all fully online classes will continue without interruption and with no changes in scheduled due dates. Our class is classified as hybrid – partially in person, partially online. Even though we may be unable to meet class in

person due to closures, online assignments on MML can still be completed on time. Always check the course homepage for additional clarification during campus closures.

Evaluation/Grading Policies

Grading for Math 1203 course
There will be five tests, a midterm exam, a comprehensive final exam, and a coursework grade which will be generated from all required assignments and quizzes on 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 - 50 points
- Test #2 – 50 points
- Test #3 – 50 points
- Test #4 (A & B) – 150 points
- Test #5 – 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.

Important exception: Your course grade may be adjusted if your comprehensive final exam grade is significantly lower than your grade average before taking the final exam. In general, your course grade cannot be more than one letter grade higher than your final exam grade. This policy is necessary to help ensure the integrity of the course.

Grading for Co-requisite Math 0203 course
The course grade for the Math 0203 will be determined using the first three tests, Unit 1 quizzes/homework, and the midterm exam as well as attendance and participation throughout the semester. The academic portion of the Math 0203 grade will be the earned midterm average in Math 1203. This average will represent approximately 80% of the final course grade in Math 0203. The remainder of the Math 0203 course grade will be determined based on class attendance and participation. In general, it will not be possible for the final Math 0203 course grade to be raised through these categories more than one letter grade higher than the midterm average.

Gradebook
Be aware that the overall average shown in the MML gradebook is a running average of completed work and can change dramatically as quiz and test scores are added into the gradebook. The full D2L gradebook is not utilized in this class; instead, all D2L-generated grades will be added into the MML gradebook as off-line entries.

MSU Official Email
Effective January 1, 2024, all official university correspondence will go to your **@my.msutexas.edu** email address rather than to the preferred email address you may have listed in Banner/WebWorld. There may be a transition time as this policy is implemented throughout the university.

Important Note

Changes in the course syllabus, policies and procedures, assignments, tests, schedule, and proctoring requirements may be made at the discretion of the instructor.

University Policies regarding Academic Misconduct

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.

Grade Appeals and Academic Honesty Checklists
These checklists are available on the MCOSME website and provide information on the process for grade appeals or appeals of academic honesty sanctions. The Grade Appeal Checklist provides the timeline for appealing from the instructor to the next in line (dean of the college). The Academic Honesty Checklist describes the timeline for appealing from the instructor to the next in line (chair of department) and who must be notified of academic honesty infractions.

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.

Campus Carry Rules/Policies
Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit Campus Carry.

Active Shooter Policies
The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit Safety / Emergency Procedures. Students are encouraged to watch the video entitled "*Run. Hide. Fight.*" which may be electronically accessed via the University police department's webpage: *"Run. Hide. Fight."*