



Math Analysis for Business (co-requisite course)  
Math 1203-XR1 and Math 0203-XR1  
Fall 2020

Course Essential Information

Professor: Marina Lynn Jones

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

Phone: N/A – do not call office phone to leave voicemail

Online Office Hours: Monday/Wednesday 3:00 – 4:00pm and Tuesday/Thursday 2:30 – 4:00 pm CDT/CST. These times are subject to change after surveying the class and any change will be promptly communicated via D2L. Other times may be available by request; information will be communicated via D2L on how to request alternate times. I try to reply to all emails received within 24 hours but will not send replies after 6pm or on weekends.

Help/tutoring Resource: MSU's Tutoring & Academic Support (TASP) office is located on the first floor of Moffett Library. TASP offers in-person and online, when applicable, tutoring both by appointment and on a walk-in basis for students on campus. A program for students who have only distance learning classes and cannot be on campus is being piloted this fall. Check out TASP on the MSU website under Academics for additional information.

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: MyMathLab (MML), an online program from Pearson Publishing, is required. 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 (14<sup>th</sup> 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. 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. Important: An additional financial requirement will be incurred when taking exams that require the fee-per-use online proctoring service ProctorU. At least two or three exams, including the required comprehensive final exam, this semester will involve ProctorU.

## Online Course Requirements

### Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. Daily weekday login to the D2L course homepage is required. You are responsible for all information posted under News announcements on the course homepage.

### My Math Lab (MML)

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

This online course management program from Pearson Publishing is used for most assessments in the course. A specific MML course has been created for this class and is linked from the D2L course homepage. Required digital materials for this course are part of the Courseware Access and Affordability Program at MSU Texas. Students are charged for required course materials on their student account with the Business Office. Any students who wish to opt-out of the Program and purchase the required course materials on their own must do so prior to 09/04/20. Opt-out instructions are sent to students' official my.msutexas.edu email address after the first day of class. 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.

### Computer Requirements

Taking an online class requires you to have access to a computer with reliable internet access to complete assignments and assessments including all quizzes and tests. Each assignment and/or assessment is due by a published due date. Personal computer or internet technical difficulties will not be considered sufficient reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings. This is an entirely online course and, as such, it is your responsibility to have access to a working computer and internet access in order to complete the course work in this class. 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 MSU's D2L help page or Pearson's MML customer technical support.

## Attendance and Participation Policies

### Attendance/Participation

Attendance is an essential component of this course and is required. If this were a traditional face-to-face class, the attendance policy for the co-requisite courses Math 1203/0203 would state: If you are absent from more than four classes total, you may receive a grade of "F" for excessive absences and lack of participation. In this online version of the co-requisite courses, at a minimum level, daily attendance corresponds to logging into the D2L course homepage for Math 1203. The understanding of what it means to be "in 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.

#### Excused or Unexcused Absences

This policy will be interpreted in accordance with the attendance requirements stated above. 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.

## 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". 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, October 19, 2020. 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 October 19, 2020. Students receiving financial aid should contact the financial aid office before initiating a student drop.

#### Withdrawal Dates

First Day available to drop with a grade of "W" is October 19, 2020.

Last Day to drop with a grade of "W" is December 4, 2020.

## Course Structure and Scope

These two online 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. This is not an open-ended unstructured online course; rather, the scheduled course work is designed to be completed in a sequential manner and maintain the general pacing of a face-to-face course. The 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 math 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; some examples include all required discussions and the content checklist. Individual D2L log-in activity, including access of available instructor-created supplemental material, is required and will be closely monitored. 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. You must make at least a 70% on each homework assignment in order to continue forward progress in the course.

### Quizzes

Short quizzes are also included as part of the course work grade generated in both MML and on D2L. 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. A minimum quiz grade of 60% is required as a prerequisite to proceed to the next assignment. 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. Some quizzes may be administered directly through D2L (or a third-party named Gradescope); such information will be communicated in more detail as needed.

## 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 will 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 comprehensive final exam. All tests will be set up as proctored exams. Be aware that online options for proctoring an exam can result in an additional expense for the student and 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 Lockdown Browser and Respondus Monitor, and the independent service ProctorU 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.

## Midterm Exam

The midterm exam is scheduled after Test #3 and includes all material covered in the first three tests of the semester.

## Final Exam

The final exam is comprehensive and is required by all students in order to complete the course. It must be live proctored and we will use the fee-per-use service ProctorU to ensure the integrity of the final exam. Failure to take the final exam during the prescribed time will result in an automatic grade of "0".

## 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 #4A – 50 points
- Test #4B – 100 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 will 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 80% of the final course grade in Math 0203. The remaining 20% 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 in-class 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.

## 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.

## 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

### 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.

[Student Handbook 2017-18](#)

### 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

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

MSU Texas Return to Campus Plan

A comprehensive plan that includes new procedures designed to help protect you and those you love.

<https://msutexas.edu/return-to-campus/msu-texas-commitment.php>