



MAT-211 MATH FOR BUSINESS ANALYSIS

updated August 21, 2009

Read this syllabus three (yes, three) times completely *the day the course begins*. While reading the syllabus, you will find many strong warnings and stern comments. We put them there to make sure you understand how this course works.

You have many resources to help your understand the math you will study. However, if you cannot operate within this system, you should reconsider taking this course on-line.

Blue underlined text are links. Follow them!

Instructor Contact

Instructor: Terry Turner

Office: *Announced in WebAssign*

E-mail addresses: Terry.Turner@asu.edu

On-campus Office Hours: *Announced in WebAssign.*

Contact Notes:

The only ways to contact your instructor are by email or Virtual Office Hours. Most emails are answered within 24 hours Monday through Friday.

If you wait until the minutes before an assignment due date to send a question, it will almost certainly not be answered before the due date.

Calling an "office" to leave a message will result in a delayed or no response since the instructor is seldom on campus! Note you were not given a phone number!

Course Materials

Text: **Finite Mathematics and Applied Calculus - 4e**

Waner and Costenoble

Published by Brooks/Cole

This is included in the [WebAssign](#) access package as on-line accessible PDFs.

The on-line PDF version is sufficient. However, it is difficult at times to work with a totally "on-line" textbook since it depends to some degree on the speed of your connection.

Any good Business Calculus or Finite Math textbook will provide most, if not all, of the course content.

The Scott Surgent "Essential Math for Business" addendum (ISBN: 9780558174415) is strongly endorsed. Although it is not keyed to the Waner text, a topical search through it will provide you with excellent examples of the stuff you'll be studying.

Required computer access: [WebAssign](#)

You will be enrolled under your ASU registrar's name and ASUwrite by the morning of June 1, 2009.

Important Links

Your Online Account

<https://myasucourses.asu.edu/>

Homework:

<https://www.webassign.net>

Instructor's Web Page:

<http://fym.la.asu.edu/~tturner>



MAT-211 MATH FOR BUSINESS ANALYSIS

Orientation and Getting Started

WebAssign is the On-line Math Lessons and Evaluation System used in this course. It is active from the first class day!

Work is assigned for the first day of class! Don't delay in getting access started.

THE STUDENTS WHO DO NOT SUCCEED IN THIS COURSE ARE THE ONES WHO DO NOT GET STARTED!

Be absolutely certain to follow the steps below about *my ASU Courses* and [WebAssign](#).

1. Create/activate your *my ASU Courses* account if you have not already done so. Go to <https://selfsub.asu.edu/apps/WebObjects/ASURITEActivation>.
2. View my video about "[Using Webassign](#)." 📺 Click on this link after you read the syllabus.
3. Go to and [WebAssign](#) on **the first day of class**. Log-in there.
 - a. Your Log-in Name is your **ASUrite**.
 - b. Your Log-in Password is the last five (5) digits of your **ASU Student ID Number**. That is the 10-digit number on your ASU Suncard. Change this after you log-in as shown in the video!
 - c. You should not need any other information. This course will be displayed as a selection for you.

Each student has an email address through ASU.

This is your official email address with ASU. *Check it regularly.* Email sent to you from your instructor goes through this address. Through the ASU email system you can redirect this email to your favorite home account. Clear your mail box regularly.

Your instructor need not respond to any other email addresses except the ASU address during this course. *This is a security issue and will not be waived.*

You should always send email from [WebAssign](#) using the "Ask My Teacher" button. *Specific questions about the homework must be sent from the problem set itself.* This is the only appropriate way to ask a question about a specific problem. The instructor can link back to your specific problem from this email. This saves a lot of time for him, which means he can answer more questions from you. Asking in any other way will delay your response or result in no response at all depending on how brutal the instructor's spam filters behave. *You may set your favorite personal email address in WebAssign, but you must still monitor the registrar's email address.*

More About Communication

It is extremely important that you manage your email account. This is a third time for this comment!

Expect regular email communication from your instructor updating you on various aspects of the course. This may include hints, corrections and other problem solving tips.

Check for announcements and instructions daily at the following sites (in most likely order of use):

- The WebAssign Communications area
- Your ASU email address
- Announcements through [WebAssign](#)



MAT-211 MATH FOR BUSINESS ANALYSIS

About the Curriculum

Course Description

"Topics in business analysis, including: Lagrange multipliers, linear programming, linear algebra, intermediate probability, random variables, discrete distributions, and continuous distributions."

Course Content

Specific text readings and on-line lessons for each topic are announced or posted through *the WebAssign Assignments Area*. The course content is consistent with what we expect of students in traditional lecture sections.

Course Calendar Fall 2009 → Click there to get the course calendar.

Since this course is designed to let you work to your strength, you are encouraged to work ahead. However, you do have definite due dates. They are conservatively set to make sure you have ample time to complete your work. Where possible, work ahead in sections you find to be easier for you. This should give you more time to complete the more difficult sections on time.

You might want to bookmark the calendar link or print this out separately. *It is your responsibility to stay on track and complete this course on schedule.* You have an excellent calendar showing **due dates in WebAssign**. Refer to it regularly.

Evaluations

Expect to put an average of 10 hours each week into this course. When you need less, great! When you need more, you will understand better how averages are created.

Homework and Self-directed Work

This course is all about "home" work! Your work consists of *reading the textbook and on-line sections* related to the topic, reading and *studying the examples* and commentary provided in the related lessons and your text book, *trying practice problems* in your text, then *doing the on-line assignments* in [WebAssign](#).

[WebAssign](#) homework is divided into problem sets. These are typically labeled *by section and topic*. *Homework Sets* are 70% of total grade. You can check your progress by keeping track of total points earned versus total points available.

do so.

The only definitive due dates for homework and tests are posted in WebAssign.

- All assignments are "scored" at the due date/time set shown in [WebAssign](#). However, each assignment has a recommended date in the [Course Calendar](#).
- All homework must be submitted by the dates shown in [WebAssign](#). If this means you must submit work earlier because of your personal schedule, do so.
- No "grace period" will be provided, so do not ask for extensions unless you have been subject to a long-term incapacitating illness or injury or some equally disastrous event.
- It is up to you to *complete the work before the due date* **not to start it before the due date**.



MAT-211 MATH FOR BUSINESS ANALYSIS

Assignments are *submitted problem-by-problem* to the evaluation program. Individual problem values are provided in each problem/set.

1. *Except for some multiple-choice problems*, you may submit a problem up to 5 times. Be aware that the “system” may assign you a new set of numerical values within a problem to preclude guessing if you miss it three times!
2. However, also be warned that *WebAssign* program has a “*calculation engine*” and a “*randomization routine*” built in to it. *Because of the programming*, you are unlikely to ever guess an answer! Also, in most cases your numerical result will be different from other students in your course. They are working with different numbers. Compare methods, not answers!
3. The way to respond to a *WebAssign* problem varies from problem to problem. Briefly you will
 - a. Type in a numeric result or a word or phrase as directed by the problem.
 - b. Type in the complete mathematical statement or calculation just about in the same way as in a calculator.
 - c. Respond to multiple-choice, True/False, Yes/No, or other list-type problems by making the correct choice.

Evaluation System

The course is divided into two halves. Each is worth about 50%. While we do not wish to discourage anyone, please pay attention to this advise: *If your point total at the midterm (after the first test) is less than 25% of the course total, you should withdraw!* You would require a nearly perfect second half result to pass the course.

It is very unlikely that any bonus points will be offered in this course.

Don't even ask for remedial work because you have fallen behind and lost points when assignments closed. You have already been warned repeatedly to keep up with the calendar.

Evaluation Method	Value
Homework Sets	70%
On-line Test 1	15%
On-line Test 2	15%
Total	100%

Grade	Range
A+ **	970 - 1000
A	900 - 969
B	800 - 899
C	700 - 799
D	600 - 699
E	0 - 599

**** This A+ grade must be earned *without bonus points*. It is a grade of distinction for those understanding the course material almost flawlessly.**

Refer to the last page of this syllabus for an interpretation of letter grades.

Calculators

You need a TI-83/84 or an equivalent calculator. The TI-83/84 is highly recommended for its simplicity of use.



MAT-211 MATH FOR BUSINESS ANALYSIS

Testing

You are required to complete *two on-line tests*. These tests are very similar in composition and method of completion as your homework. However, you have exactly one opportunity to complete each problem on an on-line test.

- Each is 15% of course grade. Clearly they are not optional since passing without them is almost impossible.
- The tests should take about two hours each time. However, you have no specific time limit!
- The tests must be taken on the dates specified in the [Course Calendar](#) or earlier. You must find a time within your schedule to complete them.
- **You are required to score at least 50% on each test to pass this course. You will be given exactly two opportunities to improve each score if it is initially below 50%.**

Students Resources

YOU ARE NOT ALONE! You have more resources than you can imagine for getting help in this course. Most of it allows you to get help when you need it according to your schedule. Get help early. "Later" may be too late.

The **Math Tutor Center**: Free Math Tutoring is available in PSA-116 through a partnership with University Academic Success Programs. Hours of operations are 8 am - 6 pm Monday -Thursday, 8 am - 4 pm Friday. Students are required to present a SunCard to check-in. Please bring all necessary materials to work with a tutor.

The **ASU Learning Support Center (LSS)** (free of charge) provides counseling, tutoring in math (and many other subjects), supplemental instruction, and other types of support to students. Check with them for scheduled sessions and locations.

Instructor [Virtual Office Hours \(VHO\)](#) will be posted on the VHO site.

Special needs students must file the applicable paperwork with ASU Disability Resources and the instructor to receive any additional special accommodations for this course.

About Getting Help

Students are expected (encouraged) to get help on the homework. However, each student must complete and submit each assignment as their own work.

Should the instructor decide that there is excessive collusion on the tests (any collusion is excessive on the tests), this syllabus will be amended to require an in-person, proctored test at an approved educational testing center such as the ASU (Tempe) Math Testing Center. Any cost created by this change will be the responsibility of the student or students involved.

Please read the paragraph in the "Policies" section about Academic Dishonesty closely.



The Required Email

1. Send an email from the Calculus Review Problem Set in WebAssign using “Ask My Teacher” by Wednesday, August 26, 2009 at 17:01 PM Arizona time.
2. In the email body, copy and paste the following: ***“I have read the MAT-211 Fall 2009 syllabus. I will comply with all provisions of the MAT-211 course syllabus.”***

Instructor, Departmental and University

Policies and Procedures

Withdrawal: A student may withdraw from a course with a grade of **W** prior to the end of withdrawal period. The instructor's signature is not required. Stating to your instructor that you have decided to withdraw does not constitute a withdraw. This must be done formally through the registrar. As a courtesy, please notify the instructor so you won't be irritated by his emails.

Incomplete: An incomplete will be awarded only in the event that a documented emergency or illness prevents the student *who is doing acceptable work* from completing a **small** percentage of the course requirements. The guidelines in the current general ASU catalog regarding a grade of Incomplete will be strictly followed. *Departmental requirements have been that the student is missing a single test and has a passing grade prior to the missing test.*

Instructor-Initiated Drop: At the instructor's discretion, any student who has not attended class during the first week of classes may be administratively dropped from the course. If this happens, there is no recourse. Once this is done, you are out! Course start dates and times are clearly posted in the ASU catalog.

For this course, failing to send the required email is sufficient evidence that you are not “attending”. Your seat will be given to someone waiting for an opportunity to enroll in this course.

ACADEMIC DISHONESTY and the XE Grade!

In the “Student Academic Integrity Policy” manual, ASU defines “Plagiarism” [as] “using another's words, ideas, materials or work without properly acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work or materials and for acknowledging and documenting the source appropriately.” You can find this definition at: http://www.asu.edu/studentaffairs/studentlife/judicial/academic_integrity.htm#definitions

Academic dishonesty, including inappropriate collaboration, will not be tolerated. There are severe sanctions for cheating, plagiarizing and any other form of dishonesty.

EN Grade: *This grade is used to reflect failure due to lack of attendance or participation. Any of the following is sufficient reason for it to be applied when a failing grade is warranted:*

- ***Failing to take any test,***
- ***Failing to begin 4 or more assignments.***



MAT-211 MATH FOR BUSINESS ANALYSIS

What a Letter Grade Means

(at least in this course)

Letter	Percent	Interpretation: The student ...
A+	97-100	Demonstrates an almost flawless understanding of all concepts and processes studied. Creatively and successfully extends concepts studied to new situations. Is mechanically superior in math studied. Understands and uses the vocabulary. Knows they are right and can prove it correctly!
A	90-97	Demonstrates a high degree of understanding of all concepts and processes studied. Usually extends concepts studied to new situations successfully. Is mechanically superior in math studied. Understands and uses the vocabulary. Knows when they are wrong, but may not be sure why.
B	80-89	Demonstrates substantial degree of understanding of most concepts studied. Applies most concepts to situations previously studied. Occasionally extends them successfully to new situations. Is mechanically proficient in math studied. Can choose a correct definition for a vocabulary term from a list. Knows they are right, but cannot explain why.
C	70-79	Demonstrates some understanding of concepts studied. Applies the concepts to some situations previously studied. Seldom extends concepts to new situations successfully. Is barely proficient in mechanical processes in math studied. Can sometimes choose a correct definition for a vocabulary term from a list.
D	60-69	Demonstrates little-to-no understanding of concepts studied. Is unable to apply more than the basic concepts to situations previously studied. Is unlikely to extend them to new situations. Is not proficient in mechanical processes in math studied. Believes it is unfair to question them on vocabulary. Doesn't know where to begin or begins with a completely invalid process. Believes the problem is a trick question when they cannot work it.
E EN	0-59	Demonstrates no understanding of concepts studied. Is unable to apply concepts to situations previously studied. Is unable to extend them to new situations. Is not proficient in mechanical processes in math studied. Is lacking in critical prerequisite skills. Believes it is unfair to question them on vocabulary. Or... Has failed to engage the course in any meaningful way.

The descriptions above are typical of those used in university-level education. I do not think it is reasonable to expect you to strive for a grade without knowing what you must do to achieve it!

At some moment in my life I have fit neatly into each one of the boxes above.

A reflection of true learning is to get out of the box by climbing up!