MATH 267: CALCULUS FOR BUSINESS, ECONOMICS, AND ACCOUNTANCY I
COURSE SYLLABUS - SPRING 2014

Instructor: **Office:**
Email: **Office Hours:**

Text: Essential Calculus with Applications (Second Edition) by Wright, Hurd, New. ISBN: 0-918091-95-0
REQUIRED: Software: Hawkes Learning Systems, Essential Calculus

TESTS:

1. There will be three tests during the semester, each counting 100 points. The test questions will be similar in format to the examples in class and the homework problems. Tests will be taken via Hawkes Essential Calculus Software.
2. Homework will count as a 120-point grade. Homework will be done using Hawkes and must be submitted by the due date. In-class quizzes and handwritten homework could be assigned as well. If Hawkes homework is submitted late, it will worth a declining point value explained below. Quizzes and handwritten homework will not be accepted late and will count as a 0.
3. The final examination is comprehensive and will count 180 points. You will need a Scantron Form 882e.

VERY IMPORTANT:

1. If a test is missed for ANY reason, a grade of 0 will be given. There will be absolutely NO make up tests given for ANY reason.
2. The lowest of the test grades will be replaced by the final exam *percentage*, if it is higher. Note that the homework grade cannot be replaced.
3. Any person who must miss a scheduled exam because of an official University function must reschedule and take this exam at a time BEFORE the exam is scheduled to be given. NO OTHER rescheduling will be allowed. Signed documentation on University letterhead is required.
4. An "I" grade will not be given without the permission of the Department of Mathematics.
5. There will be no partial credit on test responses.
6. If a student wishes to discuss the grading policy, the testing policy, or wishes to have any conversation regarding the instructor of the course, please make an appointment with the course supervisor in the Department of Mathematics.
7. Any student having three or more final examinations scheduled for the same day will arrange with the instructor to take the 12 noon examination or the 7:30 p.m. examination on some other mutually satisfactory date. Please note that only the 12:00 noon and the 7:30 p.m. examinations may be rescheduled for this reason.
8. Students must take the final exam at the time scheduled. The only exceptions are those students affected by #3 or #7 above. Check the date for your final exam **NOW!**
9. Homework will be assigned for each section of material and will count for a total of 120 points.
    - Homework assignments will be done on the computer using the Hawkes Essential Calculus Software.
    - Due dates for each homework assignment are listed within the Hawkes progress report (www.hawkeslearning.com/umissesc).

FINAL GRADE: The cumulative point total for the tests, homework, and final examination is 600 points: 300 tests, 120 homework, and180 final exam. The following point scale will be used to determine your final grade.

Grade	Points Necessary for Grade
A	552 = 92% of 600
A−	534 = 89% of 600
B+	516 = 86% of 600
B	492 = 82% of 600
B−	474 = 79% of 600
C+	456 = 76% of 600
C	420 = 70% of 600
D	360 = 60% of 600
F	Below 360

COURSE OBJECTIVES: The purpose of the first Business Calculus class (Math 267) is to master derivatives and their applications, particularly with respect to business, economics and accountancy. Students should be able to take derivatives, and use the first and second derivative tests for optimization problems. Students should also have a firm understanding of profit, cost, revenue, and price functions and how they relate.

ELECTRONIC DEVICES: Cellular phones, pagers, laptops, etc. should be turned off during the class and test periods.

CALCULATORS: The only calculator allowed on tests is the Windows 7 Calculator. It is suggested that students familiarize themselves with that calculator before taking the first test.

CHEATING: The following statement is the policy of the Department of Mathematics regarding cheating:

> **Offenses:** Cheating on any exam or quiz, theft or attempted theft of exam questions, possession of exam questions prior to the time for examination, the use of a cell phone, or the use of an illegal calculator on tests or quizzes shall all be offenses subject to appropriate penalties. Furthermore, the presence of any mathematics (review tests, etc.) during tests shall be subject to the appropriate penalty. Attendance fraud is covered in the attendance policy section below.
> **Penalties:** The penalty for commission of any offense set out above is failure in the course and, subject to the approval of the Chancellor, dismissal or suspension from the University.

WITHDRAWAL DEADLINE DATE FOR SPRING 2014 SEMESTER: Tuesday, March 4th. After the Course Withdrawal Deadline, courses dropped will be recorded on University records and the W grade will be recorded if the student is not failing the course at the time of withdrawal; otherwise the grade recorded will be F. After the course withdrawal deadline, a student may drop a course only in cases of extreme and unavoidable emergency as determined by the academic dean; dropping a course after deadline will not be permitted because of dissatisfaction over an expected grade or because the student is changing his or her major.

ATTENDANCE POLICY: Attendance is taken both in class and at the Math Lab. **All students** are required to spend 50 minutes in the Jackson Avenue Center Math Lab each week in addition to lecture. In the event that the full 50 minutes is not recorded in the lab, an absence will be counted for that student. Students are allowed five (5) absences without penalty. **For each absence above the allowed limit, eight (8) points will be deducted from the student's final points total.**

Attendance will be taken by scanning your student id card on one of the scanners in the classroom. Students must make sure that the screen says "Scan Successful" when they scan their id. Keep in mind that the scanner beeping does NOT give any indication on whether or not a scan was successful. Students may scan in to class beginning 15 minutes before class and no later than 5 minutes after the beginning of class. Note that a student must use only their student id card to scan in. Attendance (and identity) fraud is a form of academic dishonesty (and it is illegal); students engaging in fraud will automatically fail the class and an academic dishonesty charge will be brought forth. If you must leave class after signing in, please alert me before class begins. If you sign in and leave, you will fail the class and you will be cited for academic fraud. Students can view their absences on **my.olemiss.edu**. Students can view their attendance logs at **attendance.olemiss.edu** and their Math Lab attendance logs at **www.olemiss.edu/mathlab**.

JACKSON AVENUE CENTER MATHEMATICS LAB: The computer lab is located in the Jackson Avenue Center complex on Jackson Avenue. Students are required to spend 50 minutes each week working on their homework in the lab. No other work is allowed! This includes coursework for other classes, email, or internet browsing. Each student is required to bring his or her Ole Miss ID card to the lab. Students are required to scan in with their cards upon entrance to and exit from the lab so that that their times are recorded in the computer system. It is the responsibility of the student to swipe in and out properly. Students must pick their class on the scanner screen after scanning their id card. **Absolutely no cell phones are allowed in the Math lab!**

MATH LAB HOURS: Monday-Thursday 10AM-6PM; Friday 10AM-5PM.

TESTING AT THE MATHEMATICS LAB: Students in this course will take their tests via computer in the Mathematics Lab at the Jackson Avenue Center. Tests will run on Tuesday, Wednesday, Thursday, and Friday on test weeks. In order to take a test, students must schedule an appointment. The lab will not accept walk-ups. Students can begin scheduling appointments the week prior to test week at **http://ummathlab.appointy.com/**. Note that you must use your olemiss.edu email address when you register.
In order to avoid disturbing other test takers, students MUST be on time for their appointment (10 minutes early would be better). If a student is more than 5 minutes late, their appointment will be cancelled and they will not be allowed to enter the lab. The student will then have to go back to **http://ummathlab.appointy.com/** and reschedule their test.

ACADEMIC NEEDS: It is the responsibility of any student with a disability who requests a reasonable accommodation to contact the Office of Student Disability Services (915-7128). Contact will then be made by that office through the student to the instructor of this class. The instructor will then be happy to work with the student so that a reasonable accommodation of any disability can be made.

TEST INFORMATION:
Test One – February 18th-21st – Covers sections 2.1, 2.2, 2.3, 2.4, and 2.5.
Test Two – March 25th-28th – Covers sections 3.1, 3.2, 3.3, 5.3, and 5.4.
Test Three – April 22nd-25th– Covers sections 3.4, 3.5, 4.1, 4.4, and 4.5.
Final Exams – May 5th-9th – Covers all material above.
All dates on the above schedule are subject to change at the discretion of the course coordinator.
The time and date of the final exam cannot be changed.

HAWKES LEARNING SYSTEMS SOFTWARE: Our course id is UMISSESC.

To install the Hawkes Learning Systems software (PC or MAC), navigate to the following web page:
http://support.hawkeslearning.com/supportcenter/index.php?/article/AA-00281/

The software is installed at the Weir Hall Computer Lab. Business Calculus students are welcome to use Weir Hall during their extensive operating hours. The schedule is posted at ***http://www.olemiss.edu/itlabs/***

STEPS TO FOLLOW AFTER RECEIVING A CERTIFICATION CODE:
- **Save the certification file to your computer or a usb flash drive!!!!!!!!!!!!!!!!!!!!**
- After saving the lesson, select the quit option.
- If you do have internet access, you should receive a message that the certificate has been successfully submitted to the instructor's grade book. Check your progress report (***www.hawkeslearning.com/umissesc***) to ensure that the earned points have been entered in the grade book.
- If you do not have internet access, you will have to submit the certification code later ... directions given below.
- If the earned points fail to appear in the progress report, you need to resubmit the saved certification code before the due date to get full credit.

If you do not have internet access and Certify offline, you will need to electronically submit your certification codes to the instructor's grade book:
- Go to ***www.hawkeslearning.com/UMISSESC*** and log in using your access code.
- Choose the Submit Certificate(s) tab at the top of the page.
- Browse to find the saved certificate if you saved it and click Submit Certificate.

Please read the following in case it happens to you!
Q: ***I didn't save my certificate to a file and my instructor won't allow me to type the certificate from the Progress Report. How can I get credit for my work?***
A: Backup copies of all completed certificates are located in the "Hawkes Learning Systems" folder in the folder "My Documents" on the computer used for the work. Open your Progress Report, click Submit Certificates, and click the Load from File tab. Browse to the folder mentioned above and choose the lesson to be submitted. Click the Submit Certificate button to register the appropriate certificates.

Other common questions and solutions can be viewed at the link: www.hawkeslearning.com/PC_Support.htm
- Students may submit a request for technical assistance by visiting the above link.
- The technical support office is open Monday – Friday from 7:30am until 4:30pm (central time)
- Students may call (843) 571-2825 to receive assistance with the software.
- Students may also email their office: support@hawkeslearning.com

HAWKES HW … MORE IMPORTANT INFORMATION!
- Submit certificates ON or BEFORE the due date (by 11:59pm) to get full credit for each assignment.
- It is the student's responsibility to make sure that the earned points from doing the HW lessons are recorded in their Hawke's progress report (and therefore in the instructor's grade book).
- Each homework assignment contributes 6 points to the 120 point total, and students will lose one point for each day that an assignment is late.
- Instructors will only accept certificates that are electronically submitted to their grade books. Printed certificates or handwritten codes will NOT be accepted.