Math 268 WEB 1- Calculus for Business, Economics, and Accountancy II
Syllabus – SPRING 2016

Instructor: Julie Anderson
Office: Hume 209
Office Hours: Monday from 10-12; Tuesday from 11-1 and also by appointment through email.
Email: jkjones@olemiss.edu

TEXTBOOK & SOFTWARE

COURSE OBJECTIVES
The purpose of the second Business Calculus class (Math 268) is to evaluate definite and indefinite integrals; compute area and calculate partial derivatives.

HOMEWORK

- Homework is assigned for each of the sections covered (10 total). Homework can earn you up to 5% bonus to your overall grade.
- Homework assignments may be done on any computer connected to the internet using Hawkes.
- Read through the “Learn” mode (or the eBook for a deeper presentation) of each section (watch the video and slide presentation!).
- Work through the “Practice” mode of each section (utilize the tutor tab when needed!).
- In order to receive credit for homework it must be done in the “CERTIFY” mode.
- Each assignment is an “all or nothing” proposition. That is, you have to answer each and every question in an assignment correctly in order to “Certify” and receive credit for that assignment.
- You have an unlimited number of attempts at each question as long as you do not accept a “Strike.”
- Accepting a “Strike” for an incorrect answer in the “Certify” mode will force you to restart the assignment from the beginning, so always select “Try Similar Question” after an incorrect response (unless you just want to start anew).
- You should keep a “homework” notebook of all problems worked.

QUIZZES

- Your quiz average will count as 20% of your overall grade.
- There are a total of ten (10) quizzes during the course.
- Quizzes may be done on any computer connected to the internet using Hawkes.
- Quizzes have a 75-minute time limit, but they are not proctored and can be taken at home.
- You have two ( 2 ) attempts at each quiz, with only your best score recorded.
- Questions will be similar in format to the homework problems.

PRACTICE TESTS
A practice exam has been created for each of the course exams and for the final exam. Like the homework, these practice exams are VERY useful and powerful tools. Each course exam and the final exam will be built directly from its respective practice exam. It is suggested that you work EACH of them prior to the actual exam. In addition to gaining essential practice, you will receive BONUS POINTS based on your practice exam scores.

- There are a total of three (3) practice exams in the course.
- Practice exams have a 3-hour (180 minute) time limit, but they are not proctored and can be taken at home.
- Questions will be similar in format to the homework and quizzes.
- Practice exams may be done on any computer connected to the internet using Hawkes.
- You have an unlimited number of attempts for each exam, with only your best score recorded.
- Your practice exam average can add up to five (5) percentage points to your overall course grade.

**COURSE EXAMS**

- There are two (2) course exams during the semester.
- Each course exam is built from its respective practice exam.
- The course exams have a two-hour (120 minute) time limit on each exam, and they are proctored.
- The Course Exam 1 will cover all material up to that point (6.1, 6.2, 6.3b, 6.4), and Course Exam 2 will cover all material since Exam 1 (7.1, 7.4, 7.5, 8.6, 8.2, 8.3).
- Course exams will be taken on a computer using Hawkes at a proctoring site.
- You must arrive at the correct answer to receive credit. Partial credit will only be awarded in rare circumstances.
- Course exams will be reviewed within 3 days (usually within 1), for scoring errors and partial credit. It is possible that scores will go up, but never down.
- Each course exam will count as 25% (for a total of 50%) of your overall grade.
- The lower of the two course exam percentages will be replaced by the final exam percentage if and only if the final exam percentage is higher.
- Tests will be taken using Hawkes Essential Calculus Software in the Distance Education Testing Lab (DETL) located in Kinard Hall.

**FINAL EXAM**

- There is a comprehensive final exam in this course (covering material from both course exams).
- The final exam is built from the practice final (which is built from the two course exams).
- There will be a two-hour (120 minute) time limit on the final exam, and it will be proctored.
- The final will be taken on a computer using Hawkes at a proctoring site.
- You must arrive at the correct answer to receive credit. Partial credit will only be awarded in rare circumstances.
- The final exam will be reviewed within 3 days (usually within 1), for scoring errors and partial credit. It is possible that scores will go up, but never down.
- The final exam will count as 30% of your overall grade (55% if higher than the lowest course exam grade).

**FAILURE TO TAKE THE FINAL EXAM WILL RESULT IN FAILURE OF THE COURSE**
• PROCTORED TESTING:

This course has THREE proctored assessment. It is the student’s responsibility to schedule the appointment(s) for any proctored assessment(s). Please note that your instructor has limited the date and time that the assessment(s) is available. Please check the course schedule for specific information about the proctored assessment(s).

To schedule an appointment click the following link: http://bit.ly/UMtesting

If you have questions regarding proctored testing at a regional campus (Desoto, Grenada, Booneville, Tupelo) contact that campus directly. The Oxford testing lab (DETL) cannot assist you with making regional campus testing.

The contact information for the UM testing centers are:

Oxford: Main Campus (662) 915-1267 detl@olemiss.edu

Desoto: Twyla Loftiss (662) 393-1674 twyla@olemissl.edu

Tupelo: Aretha Nabors (662) 844-5622 adnabors@olemiss.edu

Booneville: Kim Gray (662) 844-5622 kstevens@olemiss.edu

Grenada: LaTonya Pittman (662) 915-7283 lspittma@olemiss.edu

It is important that you report to the testing center at least 10 MINUTES BEFORE your appointment. If you are late, you will not be allowed to test.

You must have a valid Ole Miss ID, state issued driver’s license, or passport in order to take your exam. THERE ARE NO EXCEPTIONS!

If you are unable to take your proctored assessments at UM or a UM regional campus, your other option is to use ProctorU, an online proctoring service.

Use the link above to access the Online at Ole Miss testing page to learn more about ProctorU and schedule an exam.
DEADLINES
The exact dates of all deadlines can be found on the course calendar on Blackboard and on the Hawkes Progress Report (www.hawkeslearning.com/umissesc). Listed are the times of those deadlines.
- Tests must be completed by 5:00 p.m. on Friday of test weeks.
- Homework must be submitted by 11:59 p.m. of the due date. No late homework is accepted.
- Practice tests are to be completed by 11:59 p.m. Friday of the testing week. The practice final exam is due by Friday at 11:59 p.m. during finals week.
- See the course calendar for quiz and homework due dates.

JACKSON AVENUE CENTER MATHEMATICS LAB
- The Mathematics Lab is located in the Jackson Avenue Center complex on Jackson Avenue (the Malco complex).
- The lab is open to students for homework, practice tests, general studying, and tutoring (except during testing periods).
- The tutors will not be allowed to help with quizzes.
- The lab is for math coursework only. No other work is allowed! This includes coursework for other classes, email, internet browsing, cellphone conversations, or texting.
- Please see http://mathlab.olemiss.edu/ for more information about the Math Lab.
- If you do not have a commuter or park & ride parking sticker, you may utilize the OUT Shuttle (Brown Line). Please see http://www.oxfordms.net/visitors/transit/bus-routes-a-schedules.html.
- 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 9:00am-7:00pm; Friday 9:00am-5:00pm

CALCULATORS
You will be provided a TI-30XS Multiview calculator for tests. You may also use the Windows calculator or SpeedCrunch (http://www.speedcrunch.org/) installed on the computer. NO OTHER calculator may be used during testing. It is suggested that students familiarize themselves with one of these calculators before taking the first test.

THE FOLLOWING 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 a personal calculator on tests 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.

Penalties: The penalty for commission of any offense set out above is a zero (0) on the exam in question, and a recommendation of failure in the course to the Academic Discipline Committee. Furthermore, if you are found guilty of cheating, then the penalty could also include, subject to the approval of the Chancellor, dismissal or suspension from the University. Please note that any grade of zero (0) given for cheating will not be replaced if the Academic Discipline Committee does not follow the recommendation of course failure.

WITHDRAWAL DEADLINE
Friday, March 4th is the course withdrawal deadline. 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 an 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 the deadline will not be permitted because of dissatisfaction over an expected grade or because the student is changing his or her major.

**SPECIAL 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) in 234 Martindale Center. SDS will then contact the instructor through the student by means of an “Instructor Notification of Classroom Accommodations” form. The instructor will then be happy to work with the student so that a reasonable accommodation of any disability can be made.

Important Note: If you receive accommodations for tests you must provide a copy of the “Instructor Notification of Classroom Accommodation” form to your instructor. To receive accommodations on tests, the forms must be submitted to the me no later than 5:00pm on the Friday before a test week begins.

**OTHER NOTES**

- 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.
- An "I" grade will not be given without the permission of the Department of Mathematics.

**OVERALL GRADE**

The following scale will be used to determine your overall grade.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Necessary</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93</td>
</tr>
<tr>
<td>A−</td>
<td>90</td>
</tr>
<tr>
<td>B+</td>
<td>87</td>
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<tr>
<td>B</td>
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<td>C+</td>
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<tr>
<td>C</td>
<td>70</td>
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<tr>
<td>D</td>
<td>60</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
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**GRADING INFORMATION:**

The grading format is as follows:

- Homework Average = 5% Bonus
- Quiz Average = 20%
- Course Exams 1 and 2 = 25% each (50% total), (Note: The lower of the two course exam percentages will be replaced by the final exam percentage if the final exam percentage is higher.)
- Final Exam = 30%
- Practice Exam Average = 5% Bonus

Note: Grading calculations are done automatically in Hawkes.

You can do hypothetical grade simulations with the following formula:

\[
\text{Course Average} = 0.05\times(\text{Homework Avg}) + 0.2\times(\text{Quiz Avg}) + 0.25\times(\text{Course Exam 1}) + 0.25\times(\text{Course Exam 2}) + 0.3\times(\text{Final Exam}) + 0.05\times(\text{Practice Exam Avg})
\]

Remember, in the formula above, the lower of the two course exam grades will be replaced by the final exam grade—if the final exam grade is higher (thus the final has the potential to be worth 55% of your overall grade).
FAILURE TO TAKE THE FINAL EXAM WILL RESULT IN FAILURE OF THE COURSE

GENERAL PRINCIPLES OF THIS CLASS

Learning online is a very different from traditional learning. You will have more freedom concerning time spent on a particular topic and more possibilities to go back and forth. For this reason, some people may be tempted to procrastinate or to jump too quickly from one section to another. Therefore, it is important that you follow the guidelines and time indications that I provide (check the calendar regularly and follow the week by week schedule). It is also for this reason that there are deadlines for online homework sets.

As a general warning, you have to keep in mind that more personal work is expected in an online course because of the fact that you have less direct interaction with your instructor and other students. Again, it is important to follow the guidelines posted each week. In a regular class, you would spend 3 hours per week in class. To perform well, you would have to spend additional time on homework. Therefore, you should be prepared to spend at least 2 hours a day on this online course, preferably more. Also, because we will not have direct interaction, communication by e-mail must play a crucial role.

A LAST WORD

- Keep up! You will need to be comfortable with the material from the beginning of the course to be successful in the end.
- Try reading the sections ahead of time to get an idea of the material before class. After class, read back over the section for understanding and work through “Practice.”
- Make use of all of the resources provided within Hawkes and on Blackboard (such as videos and PowerPoints).
- Calculus is not a spectator sport; it requires active participation and PRACTICE. You can “study,” you can “review,” and you can watch someone do examples; however, above all else, you must PRACTICE. There are no assignments in the course that are meant as "busy work." They have been created for each section of material, and are intended to prepare you for the quizzes and exams. They are VERY useful and powerful tools, as the quizzes, and exams will be built from these assignments.
- You can stop by anytime during office hours or email to set up an appointment at another time. Help will be much more effective if you know what it is that you don’t understand, and if you bring specific questions!
- When communicating via email, please include your course (Math 268 WEB).
- All emails will be answered within one (1) business day. I reply to emails at various times throughout the day, but I generally do not reply after 5:00 p.m. (nor on weekends).

SUGGESTIONS FOR ONLINE STUDENTS:

Set aside a regular time for studying and preparing your lessons.

- Review constantly. Do not merely submit new material and permit the old to stagnate.
- Note carefully the mistakes you made when reviewing your quizzes/practice exams/exams. If you have difficulty understanding the explanations given, never hesitate to ask for help.
- Do not hesitate to contact your instructor about any difficulties you may have or any phase of the work you may not understand.
IF YOU BOUGHT AN ACCESS CODE FOR MATH 267 YOU DO NOT NEED TO BUY ANOTHER. YOU WILL USE THE SAME ACCESS CODE. Log into the software and you will be asked to register for a new course—Choose Math 268 Web 1

Course ID: UMISSESC

To install the Hawkes Learning Systems software (PC or MAC), navigate to the following web page (or see Blackboard!): 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 to get 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 Hawkes progress report (and therefore in the instructor’s grade book).
- Instructors will only accept certificates that are electronically submitted to their grade books. Printed certificates or handwritten codes will NOT be accepted.