Read and study this syllabus three (yes, 3) times completely the day the course begins. Then take the online syllabus quiz.

While reading the syllabus, you will realize it is complete (and very scary). 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 you understand the math you will study. However, if you cannot operate within this system, you should reconsider taking this course on-line.

Do not entertain the thought that there is less material to cover, a lower standard, or an easy way through this course. None of those thoughts are true!

Blue underlined text are links from this point. Follow them!

Contact Notes

Instructor Contact

Instructor: Terry Turner
Office: HAV F226
E-mail addresses: Terry.Turner@asu.edu
On-campus Office Hours: None in summer.

The only ways to contact your instructor is by email or in Virtual Office Hours. Most emails are answered Monday through Friday afternoon.

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. If you fail to use the system for asking questions specified later in this syllabus, your question will probably not be answered.

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

Course Materials

A business math with calculus text is necessary. While a lot of lesson material has been provided on-line, textbooks often provide that last example that clarifies an issue.

The preferred text at ASU is Mathematics for Business Analysis by Scott Surgent, Prentice Hall Publishing Company.

Any business math with calculus textbook will provide most, if not all, of the course content. Judicious use of the Table of Contents and index will help locate the material.

Required computer access: CourseCompass/MyMathLab, Course ID: turner92834

Computer Programming required:

1. Adobe Reader or other PDF reader
2. Flash Player or other SWF/FLP player
3. Internet Browser (IE7 or 8, Safari, Firefox, Chrome all work.)

Required Security permissions:

1. allow asu.edu as trusted site
2. allow pop-ups through asu.edu
3. allow downloading of pictures through your browser

Implicit in signing up for this course is the expectation that you have an internet-capable computer to handling the material and you understand how to set it up and use it. There is no excuse for late work or exception to due dates because your computer fails you or you cannot configure your computer to work. You are expected to have alternatives to complete the work on-line when you start the course.
Orientation and Getting Started

COURSECOMPASS is the course organizational and study site. All readings and videos will be found there through the MAT-211 Course Calendar. MyMathLab is the On-line Math Evaluation System used in this course.

Work is assigned from the first day of class! Don't delay in getting access and getting started. The students who do not succeed in this course are usually the ones who do not get started! Be absolutely certain to follow the steps below about MY ASU and CourseCompass/MyMathLab.

1. Activate your ASUrite account if you have not already done so. Go to https://selfsub.asu.edu/activation.

2. Go to CourseCompass/MyMathLab no later than the first day of class. Log in there and purchase the course access unless you have it already from your MAT-210 course. Your Course ID is “turner92834”.
   a. Set up your Login Name in CourseCompass/MyMathLab. Make sure your full name, as shown by the registrar, is in your registration for CourseCompass/MyMathLab!
   b. You should not need any other information. This course will be displayed for you.
   c. The course materials may not become available until May 30, 2010.

3. Complete the Syllabus Quiz by June 2, 2010 in CourseCompass/MyMathLab.

4. Complete the “How to Enter an Answer (Required)” assignment by June 2, 2010 in CourseCompass/MyMathLab.

While these assignments are for practice and orientation, you are required to do the assignments. Points earned there do count.

Failing to complete any of these requirements constitutes not attending class in the first week. You may receive an immediate “EN” grade in this course without recourse unless you drop it or withdraw from it.

Each student has an email address through the ASU Registrar.

This is your official email address with ASU. Check it regularly. Clear your mail box 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.

You must send email from CourseCompass/MyMathLab using the “Ask My Instructor” icon (the little head at the right in each homework problem). Do not send them from other places!

Your instructor will not respond to any other email except those sent through the CourseCompass/MyMathLab “Ask My Instructor” option during this course after June 4, 2010.

Specific questions about the homework must be sent from the problem itself in CourseCompass/MyMathLab.

This is the only way to ask a question about a specific problem. The instructor can link back to your specific problem from your CourseCompass/MyMathLab email with one click. This saves a lot of time for him,

Expect to put an average of 10 hours each week (20 hours in summer) into this course. When you need less, great! When you need more, you will understand better how averages are created.

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2 All due times will be at 11:59 PM Arizona time. This is one minute before midnight. Arizona does NOT use daylight savings time. If you are not in Arizona, it is your responsibility find out what time that equates to in your local area.
which means he can answer more questions from you.

Asking for help in any other way will probably result in no response. The instructor will not lose time checking trash, spam and other places his browser might dump your email because you will not follow these simple instructions.

**Any e-mail from you must include your name, MAT-211 and your section line number (SLN).** CourseCompass/MyMathLab completes this requirement automatically. Without this information your email will be either deleted as spam or relegated to the “last looked at weekly” category. The instructor regularly has hundreds of students in different courses. Time lost figuring out what course you are in is time lost from providing quality answers to other people’s questions.

**General questions may be sent from any CourseCompass/MyMathLab problem, but they must be sent through the homework system.**

**More About Communication**

It is extremely important that you manage your email account. Check for email communication every day. Your instructor may update 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):

- Your ASU email address
- The Blackboard Announcement area
- Emailed announcements through MY ASU.

Failure on your part to monitor course email and announcements daily in no way creates an obligation upon the instructor to give you any benefits not already granted in this syllabus. *It is the equivalent of not listening in class.*

**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 posted through the course calendar linked below. The course content is consistent with what we expect of students in traditional lecture sections. *On-line Lessons* are found in the course calendar as links.

Neither the text nor the on-line lessons and videos contain all of the course material. You must use all of them. Researching topics on-line can also be very useful. Using the index and table of contents in the textbook is another useful strategy.

**Course Calendar Summer 2010**  ⇔ Click there to get the course calendar. *You are responsible for all videos and all readings listed in 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. You should bookmark the course calendar link or print the calendar out separately.

Where possible, work ahead in sections you find to be easier. This should give you more time to complete the more difficult sections on time. *This is not a self-paced course!* It is your responsibility to stay on track and complete this course on schedule.
Methods of Evaluation
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 textbook, trying practice problems in your text, then doing the on-line assignments in CourseCompass/MyMathLab.

1. CourseCompass/MyMathLab homework is divided into problem sets. These are typically labeled by section and topic.

2. Homework Sets are 70% of your total grade. They include progress checks (a euphemism for a quiz). Your “GRADEBOOK” in CourseCompass will show you your running point count relative to the entire course total of 1000. You mission is to earn at least 700.

Due Dates - The due dates for homework and tests posted on-line in CourseCompass/MyMathLab allow for one day extra in each case.

Example: If an assignment is posted as closing at 11:59 PM on Tuesday, consider it to be due formally at one minute before midnight on the day prior (Monday). This is the only grace period for your assignments! Mark your calendar accordingly.

1. Stay on the course calendar pace and you will not have a problem!
2. If you must submit work earlier because of your personal schedule, do so.
3. No "grace period" will be provided aside from that already stated above, so do not ask for extensions unless you have been subject to a persistent, incapacitating illness or injury or some equally disastrous life event.
4. It is up to you to complete the work before it is due not to start it before the due date.

Homework Submissions

Homework assignments are submitted problem-by-problem to the evaluation programs.

1. Individual problem values are provided in each problem/set.
2. The system automatically records all responses and elevates them as correct or incorrect. Do not email your instructor when you complete a problem or assignment.
3. Except for some multiple-choice problems, all tests and all progress checks, you may submit answers up to three times. After that you must choose the “Similar Problem” option. You can still earn full credit. If you don’t get it after a couple of tries, ask for help!
4. Also be warned that the homework program has a “calculation engine” and a “randomization routine” built into it. Because of the programing, 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!
5. The way to respond to a 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.
Required Precision

As a course rule, all numeric answers must have at least six significant digits or be entered as an exact calculation or result. The only time this does not apply is when a problem has specific instructions about rounding or formatting an answer.

Examples:

If the answer is one third, you may enter ⅓ or 0.333333 but not 0.33333.
If the answer is two thirds, you may enter ⅔ or 0.666667 but not 0.666666.
If the answer is 1,234,567 the system will accept 1234570 (rounded properly) but not 1234560 (rounded improperly) except as noted below. Do not put commas in numerical answers in CourseCompass/MyMathLab!

If the problem has specific rounding needs based on a practical process, the answer must be adjusted to meet them.

Example: Suppose you have 85 four-year-old children to move to Disneyland. You will use 42-passenger buses (the big yellow things). How many buses drivers are required?

The answer is three. The problem does not say you can leave any children behind and you certainly would not let them drive! For the one extra child, you must send an entire bus (and driver).

Evaluation System

The course is divided into two halves. Each is worth about 50% of the course.

While we do not wish to discourage anyone, please pay attention to this advice: If your point total at the midterm is less than 250, 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 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.

<table>
<thead>
<tr>
<th>Evaluation Method</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework Sets*</td>
<td>70%</td>
</tr>
<tr>
<td>On-line Test 2</td>
<td>15%</td>
</tr>
<tr>
<td>On-line Test 2</td>
<td>15%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
<tr>
<td>* Homework includes progress checks and any other categories of work aside from tests.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ **</td>
<td>97 - 100</td>
</tr>
<tr>
<td>A</td>
<td>90 - 96</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
</tr>
<tr>
<td>E</td>
<td>0 - 60</td>
</tr>
</tbody>
</table>

** This A+ grade must be earned without bonus points should any be offered. It is a grade of distinction for those understanding the course material almost flawlessly. It requires an “A” grade in Homework and both tests. Refer to the last page of this syllabus for an interpretation of letter grades.

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3 The word exact means that there is no rounding, truncation, or manipulation of the numerical value at all. If an answer were the square root of 2 and the instructions said an exact result is needed, you must correctly enter the symbolic result for \( \sqrt{2} \) or equivalently \( 2^{\frac{1}{2}} \).
Testing

You are required to complete two on-line tests in this session. Each test is very similar in composition and method of completion as your homework. However, you have exactly one opportunity to complete each problem during the on-line test.

Each test is 15% of course grade. Neither is optional.

The tests should each take about two hours. However, you have no specific time limit except that they open and close as shown in CourseCompass/MyMathLab!

The tests must be taken during the dates specified in the course calendar. Typically at least 48 hours are allowed for each test. The instructor reserves the right to extend that time without further notice. Always check the due dates in CourseCompass/MyMathLab!

You must find a time within your schedule to complete each test before it closes.

You are required to score at least 50% overall on the tests to pass this course with a grade better than “C” regardless of total points earned. You will be given exactly two opportunities to improve your test-score average to 50% 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" will be too late.

The ASU Academic Success Program (UASP) (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. This includes the Math Tutor Center in PSA-116. Click here for more details: Math Tutoring. Tutor search is the best way for a student to see all the options (tutors/times) at different centers for their course. Because of budgetary constraints, tutoring on-line may not be available for this course. If it is, it will be announced.

Instructor Virtual Office Hours (VOH) will be by appointment only at hours he might reasonably be expected to be awake! Send an email through CourseCompass/MyMathLab to request a meeting. Offer two times that work in your schedule.

“Ask My Instructor” is still your best bet. Use it!

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.

Read the paragraph in the “Policies” section about Academic Dishonesty closely.
A Very Specific Note

You volunteered to take this course under the instructor’s rules. There is no intention to drop material or extend due dates during this course. The client schools of ASU want this material included as part of your preparation for their course work. There is absolutely no time for you to “get up to speed” or “take a break!”

If you have any personal plans that will take you away from this course for an extended amount of time, cancel them now or drop the course now.

If you have any health considerations you cannot work around, drop the course now. The instructor is compassionate and does try to help you around short-term, unexpected health issues, but that can go only so far. The course must be started with the intent to complete it in the time frame of this session.

If you are not proficient in mathematics as generally taught through brief calculus, drop the course now. Your prerequisite is MAT-210 Brief Calculus as taught at ASU.

The instructor has no desire to award anything but passing grades in this course, but you will receive whatever grade your point total merits. Nothing less and nothing more.

Study hard! Study often! Stay focused!

The Required Email

1. Send a message from the “The Required Email” quiz, Problem 1 in CourseCompass/MyMathLab using “Email Instructor” on or before June 2, 2010 at 11:59PM. You will receive an automated response with the correct “answer” to the “problem” if your email in MML is valid.

2. In the message body, copy and paste the following: “I have read the MAT-211 Summer 2010 syllabus. I will comply with all provisions of the MAT-211 course syllabus.”

3. This is a required assignment.

4. Read the policies about un-started assignments!

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 from completing the course on schedule who is doing acceptable work after completing all but 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.
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:

Failing to take any test, or

Failing to begin 3 or more assignments.

If any three assignments including the Syllabus Quiz, CourseCompass/MyMathLab “How to Answer a Question” and required email close without effort from you, an “E” grade will be posted with the registrar. If this is before the end of the withdraw period, you should withdraw.

About Academic Advisories

Periodically ASU sends Academic Advisories. These are progress reports where less than satisfactory progress is reported through the Registrar in MYASU.

1. These reports will be based on the Summer 2010 Course Calendar, not system due dates.
2. If the calendar says Assignment X should be completed by a certain date and the Academic Advisory is after that date, Assignment X is included in the Advisory.

The instructor can only evaluate what you have entered into the system, not what is in your head or your notebook! If you do not want to see a low or poor performance advisory, keep up with the course calendar pace!

Day 1 Assignments

Now that you have read this syllabus:

1. Go to CourseCompass/MyMathLab and complete the Syllabus Quiz. It should take about 5 minutes. A 100% score is required.
2. Get started on the “How to Enter an Answer” assignment in CourseCompass/MyMathLab. It may take an hour or two.
3. Send the required email. Do not embellish. Send exactly what is required. An automated response will confirm my receipt of your email.
5. Reread the course calendar and mark your calendar with every recommended due date!
What a Letter Grade Means
(at least in this course)

<table>
<thead>
<tr>
<th>Letter</th>
<th>Percent</th>
<th>Interpretation: The student ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
<td>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! Completes all work on schedule.</td>
</tr>
<tr>
<td>A</td>
<td>90-96</td>
<td>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. Completes all work on schedule.</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>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. Completes most work on schedule.</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>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. Completes most work on schedule.</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>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. Ask for extensions repeatedly.</td>
</tr>
<tr>
<td>E</td>
<td>0-59</td>
<td>Is lacking in critical prerequisite skills. Demonstrates no understanding of concepts studied. Is unable to apply or extend concepts to situations previously studied. Is not proficient in mechanical processes in math studied. Believes it is unfair to question them on vocabulary.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Or, ... has failed to engage the course in any meaningful way.</td>
</tr>
</tbody>
</table>

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. The reflection of a good student desiring true learning is to get out of the box by climbing up! Please note there is no reward for “attendance,” only for accomplishment!