

Math 115b-006-101 - Section Policies

Instructional Rules and Decorum: The University seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. The following activities are prohibited: talking during lectures or having cell phones turned on, eating, newspaper reading, entering the classroom late or leaving early without authorization, refusing to be seated as directed by the instructor and/or refusing to following any reasonable directions or instructions given by the instructor. Students disrupting class will be subject to disciplinary action and will not be eligible for any grade adjustments described herein. Refer to <http://web.arizona.edu/~policy/disruptive.pdf>.

Class Attendance: Attendance is an important component of this course and attendance will be taken every day by circulating an attendance sheet and each student is responsible to see that he/she has signed it. Each student is responsible for all announcements made in class or sent by email and all material covered in class during any absence.

Administrative Drop: At the instructor's discretion students may be dropped from the course for the following reasons:

- Any student who misses the first class, or with more than 3 unexcused absences without prior arrangements.
- Students who fail to enter into a "team contract" (see "Teams" below) or who fail to attend team meetings.
- Students who fail to submit or contribute to homework assignments.
- Students who engage in disruptive behavior as detailed above.

Also see Administrative Drop policy at <http://catalog.arizona.edu/2009-10/policies/classatten.htm>.

Email: Students are required to have a university email account and this address will be used for email correspondence. This account can be set up for mail forwarding if another email account is preferred (review CCIT instructions). A class listserv has been established with the following address: m115b-06@listserv.arizona.edu. A message sent to this address will be routed to everyone in class. Also refer to [Official Student Email Policy](#).

Textbook: *Mathematics for Business Decisions, Part 2*, Release 1.55, 2008, Thompson and Lamoureux, Mathematical Association of America is required. The material consists of a set of *PowerPoint*, *Excel* and *Word* files, along with many links to streaming video and internet sites.

To obtain the e-text, go to the D2L site for our section of Math 115b and click on MBD Part 2 in the blue navigation bar. Then follow the on-screen directions for downloading and unzipping the files.

Course Materials Needed: (i) Textbook. (ii) Math 115b Files. (iii) A USB mass storage device or blank CD-R's or CD-RW's, as needed for reports and homework. (iv) Scientific or graphing calculator. Calculators that perform symbolic manipulations (such as the TI-89 or TI-92) are not permitted. (v) *Student Manual for Mathematics for Business Decisions, Part II and Calculus for Business Decisions*, Release 1.5, 2nd Edition.

Calculator: A calculator is required for this course. The TI-84Plus is recommended. Students need to bring the calculator to each class. Calculator sharing on tests and quizzes is NOT permitted.

Quizzes: Various in-class and/or take-home quizzes will be given. To provide for legitimate or excused absences one score will be dropped. Make-ups are not available.

Individual Homework Procedures: Individual assignments will be posted on the password protected web page under the heading "Homework". Follow the detailed instructions listed there. Each student's assignment is to be submitted to Turnitin.com and the submission number recorded on the assignment. Failure to submit the assignment to Turnitin may result in the assignment not being graded or given a reduced grade. Copies of the submission in Word format are to be submitted with the relative team homework (see the paragraph below).

Team Homework Procedures: Each student is required to attend the team homework meeting in person. Supporting files and interim work are to be retained in each team's Discussion folder on D2L. Follow the detailed instruction for team homework on the course web page. Students who do not complete the relative individual assignment according to the procedures above are not permitted to sign the team homework cover sheet.

- Print and submit in class in *Word* document format showing the names of the contributing students as described above. The cover page is to be signed in ink by each of the contributing students.
- Submit a copy of team assignment in *Word* or *pdf (Adobe Acrobat)* format to Turnitin, as set out in the Turnitin section below, and record the "paper number" assigned by Turnitin on the cover sheet in the space provided.

Late team homework: Team homework is due at the start of class on the date shown on the Homework page.

Late team homework will be accepted by delivering a written copy to room 108 in the Math Bldg by 4:30pm on the date due – 10 % reduction.

Turnitin: Each student is required to register with Turnitin.com and submit assignments and supporting material according to the homework and project policies. Turnitin does not accept large files (over 2MB). Your *Word* document should be well under this amount unless you have "live links". If your assignment exceeds 2MB convert and submit the file in *pdf* format, or remove the live links.

Examinations: Midterm examinations will be given on the dates shown in the syllabus. The final examination will be given on **Wednesday, May 12 from 8 pm to 10 pm**. Each midterm examination will be worth 100 points, and the final examination will be worth 200 points. If you earn a higher percentage on the final examination than on one of the midterms, then your lowest midterm score will be replaced your percentage score on the final examination.

Missed Examinations: If a student misses one midterm exam and has a valid explanation, the student will receive a replacement score based upon the results on the final examination. A second missed midterm exam, or a missed final examination, will result in a score of zero for that work.

Teams: Teams consisting of from 3 to 5 students will be formed to complete the team projects and team homework assignments. If the size of a team drops below 3 prior to the first drop date then the team members may be re-assigned to other teams. After the drop date teams of size 2 will be expected to complete project 1. Working together in randomly selected teams is a course requirement and students are expected to be available outside of regular class at reasonable times as determined by his/her team and to enter into a "team contract" in the prescribed form. Students will not be on the same team for both projects and should not expect to be placed with friends or travelling companions. Each team will give both preliminary and final reports on the projects and each team member is expected to participate, and to dress and act in a businesslike manner. If a team becomes dysfunctional then each member of the team will be held responsible. Members of a dysfunctional team will not be re-assigned to other teams.

Non- Contributing Team Members: Should a team member not come to team meetings and/or not complete assigned team work, then that team member shall not receive any credit for the assignment. In addition, the remaining members of the team may, by unanimous vote, remove that student from the team. This will be done by sending a notice to the defaulting student by email. Once removed the subject student will be required to submit all future written team homework and project reports on an individual basis, but will receive a grade of zero for all future oral presentations. If a student is removed from a project 1 team then that student will not be automatically assigned to a team for project 2 but will be required to find a team on his/her own. If no project 2 team will accept the student then the grading scheme shown above will apply.

Reports: Preliminary reports on the two projects will be oral using *PowerPoint* and last for 7-8 minutes and will have a possible score of 20 points. Final oral reports using *PowerPoint* will last for about 15 minutes and have a possible score of 60 points. Teams will provide the instructor with a handout of the *PowerPoint* slides printed 4 or 6 to a page at the start of each presentation. Final written reports in *Word* format will have a possible score of 40 points. After completion of the final oral report a project quiz worth 30 points will be given. A total of 150 points is available for each project. Students missing an oral presentation and who have a valid excuse will have the missed points added to the project quiz

Peer Evaluation: Both the preliminary and oral reports will include a peer evaluation component of approximately 1/3 of the available grade. Students will provide their evaluation of the presenting teams. The instructor will assess how well each student prepared the evaluation form, based on the variation of the scores and the comments recorded.

Due Date of Written Reports: The written reports for Project 1 and Project 2 are due from ALL teams on the first day of the oral presentations in *Word* format, and copies are to be submitted to Turnitin by the due dates. Note that while only cover sheets are required for team homework assignments, a full printed version of the written reports for project 1 and 2 are required to be submitted in class.

Grading Policy: Any assignments found to be violation of the policies and procedures set down for this course will receive a grade of zero.

Course Grades: If you earn at least 55% of the possible points for individual work (as determined by the instructor) **and** at least 55% of the possible points for team work (as determined by the instructor), then your grade will be calculated as follows:

- Quizzes - 50 points
- Class Participation and Individual Homework - 50 points
- Team Homework - 100 points
- Project 1 - 150 points
- Project 2 - 150 points
- Midterm Exam 1 - 100 points
- Midterm Exam 2 - 100 points
- Final Exam - 200 points
- Total - 900 points

Questions regarding the grading of any assignment or exam must be addressed no later than 3 days after the assignment or exam is returned.

Students who achieve an overall grade average of 85% on all work and a weighted average of 90% on the examinations (Exam1, Exam2, and Final) may be granted an A at the discretion of the instructor.

Incomplete Grades: A grade of Incomplete will be given only according to University Policy as described at <http://www.registrar.arizona.edu/gradepolicy/incomplete.htm>.

Dropping/Withdrawing from the Course: Students may drop the course with a deletion from record prior to the end of the 4th week of classes. An administrative drop in weeks five through eight will result in the grade of W, and is done with the instructor's signature using the Drop/Add procedure. Withdrawal after week eight is generally not possible and is done by application directly to a student's college dean.

Documented and Excused Absences: If a student misses part or all of one oral presentation due to extenuating circumstances that can be documented, then the student will be given a replacement grade equivalent to the grade achieved on the final exam. If a student misses two oral presentations then a grade of zero will be assigned to both presentations.

Index Card: Students may use one 4" x 6" index card containing notes and formulas on any quiz or test **except** the final exam. This card may contain formulas, notes and definitions and may be replaced or updated from time to time.

Academic Integrity Policies and Codes: The following links provide student information on policies and codes at The University of Arizona. Students are responsible to familiarize themselves with prohibited conduct and practices. Documents submitted to Turnitin will be checked for code violations.

[Policies Applicable to This Course](#)
[Code of Academic Integrity and Code of Conduct](#)
[Policy on Disruptive Behavior in an Instructional Setting](#)
[Policy on Threatening Behavior by Students](#)

In addition to the prohibited conduct and practices contained in the above documents the following rules apply to this section:

- Students repeating this course are required to destroy all assignments, project submissions (including supporting documents) both in written and digital format that were prepared or submitted in the previous course;
- Students may not claim credit for nor submit work done by another. Teams shall not permit non-contributing team members to participate in oral presentations nor to sign cover sheets or other assignment submission documents in an attempt to obtain credit for the work of the other team members;
- Team members must attend team meetings in person to receive any credit for the work being discussed at the meeting, and teams are required to enforce this rule;
- Students may not show or provide copies of assignments or team reports (including supporting material) to any student who is not a current member of the student's team, and members of another team may not have in their possession any material completed by or for another team; and
- All work completed by a team becomes the intellectual property of the team and is not the property of the team member(s) who created it. Team property may not be reproduced or distributed without the written permission of each team member.