

**INSTRUCTOR:** Stefanie Lane

**E-mail ADDRESS:** sem002@shsu.edu

**OFFICE:** LDB 421F

**CLASS:** Math 1324.14 MW 4:30-5:50pm LDB 219

**Office Hours:** Mon/Wed/Fri 11:00 – 12:30pm

Course Description: Topics include a review of introductory algebra, equations, relations, functions, graphs, linear programming, systems of equations and matrices, and mathematics of finance. Prerequisites: Passing score on the MATH TSI Assessment or equivalent.

Required Textbook: *Introductory Mathematical Analysis for Business, Economics, and the Life and Social Sciences*, 13<sup>th</sup> edition, Haeussler, Paul, Wood

Required Supplies: A decent calculator (scientific, graphing, or business). I will be using a TI-84 Plus.

### **EVALUATION PROCEDURES:**

- ❖ **Homework (15%):** Homework will be assigned as sections are completed in lecture. Homework due dates will have one class day between assigning and turning in.
- ❖ **Quizzes (15%):** Quizzes will be given at least once a week, unless otherwise noted in the last 10-15 minutes of class. It is an incentive to keep up the concepts gone over in class. Occasionally, the quizzes will instead be group work done in class. There will be NO make-up quizzes given (so come to class each day), but your lowest quiz grade is dropped at the end of the semester.
- ❖ **Unit Exams (15% each):** There will be three unit exams during the semester, for a total of 45%.
- ❖ **Final Exam (25%):** The final exam will be comprehensive. It is NOT optional. If it is beneficial, your final exam grade can replace your lowest unit exam grade.
- ❖ **Make-up Policy:** You cannot make-up an exam, homework assignment or quiz. Missing assignments are given zero points.

NOTE: Syllabus is subject to change at instructor's discretion.

## Letter Grade Scale:

- |      |                |      |                  |
|------|----------------|------|------------------|
| ▪ A: | 90-100 average | ▪ D: | 60-69 average    |
| ▪ B: | 80-89 average  | ▪ F: | Below 60 average |
| ▪ C: | 70-79 average  |      |                  |

**Attendance:** You should attend all classes and are responsible for all notes, announcements, assignments, quizzes, and exams. If you must miss class, notify me via email as soon as possible as to why you were not in class or will not be attending class. An absence is excused only in cases of medical emergencies, death in the family, or school sponsored events. To excuse an absence, you must provide legitimate documentation (for example, a doctor's note or official university excuse) no later than the day that you return to class.

**Academic Dishonesty:** All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

**Classroom Rules of Conduct:** Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. Students are prohibited from using tobacco products in class, making offensive remarks, reading newspapers, sleeping, talking at inappropriate times, wearing inappropriate clothing or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a directive to leave class. Students who are especially disruptive also may be reported to the Dean of Students for disciplinary action in accordance with university policy.

**Use of Telephones and Text Messaging:** Cellular telephones must be turned off before class begins. Failure to comply with this instructor's policy could result in expulsion from the classroom or with multiple offenses, failure of the course. Arrangements for handling potential emergency situations may be granted at the discretion of the instructor. Any use of a telephone or text messenger or any device that performs these functions during a test period is prohibited. These devices should not be present during a test or should be stored securely in such a way that they cannot be seen or used by the student. Even the visible presence of such a device during the test period will result in a zero for that test. Use of these devices during a test is considered de facto evidence of cheating and could result in a charge of academic dishonesty.

**Visitors in the Classroom:** Unannounced visitors to class must present a current, official SHSU identification card to be permitted in the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether or not the visitor will be allowed to remain in the classroom.

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**Student Absences on Religious Holy Days Policy:** Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable time frame in which the missed assignments and/or examinations are to be completed.

**Disabled Student Policy:** It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail [disability@shsu.edu](mailto:disability@shsu.edu)). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities.

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