

Lecture

Lee Drain Building (LDB) 219

Tues / Thurs 9:30 – 10:50 am

Office Hours

Lee Drain Building (LDB) 409

Mon 2-3 pm, Wed 10-11 am,
Thurs 1-2 pm, or by appointment

Final Exam

Lee Drain Building (LDB) 219

Thurs, May 10, 9:30 – 11:30 am

Instructor

Sarah Fritsch

Office: LDB 409

E-mail: sarah.fritsch@shsu.edu

Phone: 936-295-1562

Preferred method of communication is e-mail. I make my best effort to reply within two business days.

When e-mailing please include: your name, course (Math 1324.07), and write professionally.

Grad Assistant

Vy Ngo

Office: LDB 404

E-mail: tnn011@shsu.edu

Ms. Ngo grades your homework.

Please direct any questions related to the grading of your homework to Ms. Ngo. She does not hold office hours but can be contacted via e-mail.

When e-mailing her please include: your name, course (Math 1324.07), and write professionally.

Math 1324.07

Mathematics for Managerial Decision Making Syllabus

This course is designed to prepare business and agribusiness students for business analysis, economics, and finance classes taught in their respective departments. This course fulfills the Component II (Mathematics) requirements of the core curriculum for students majoring in business.

MATH 1324. Mth For Mngl Decision Making. 3 Hours. Topics include a review of introductory algebra, equations, relations, functions, graphs, linear programming, systems of equations and matrices, and mathematics of finance. Prerequisite: Passing score on the MATH TSI Assessment or equivalent.

--SHSU Undergraduate Catalogue 2017 - 2018

Q. What topics will we cover in this class?

A. The topics covered in this course were selected based on input from faculty members who teach the business analysis, economics, and finance courses that this course is designed to prepare you for. Topics include:

- Simplifying and factoring expressions
- Solving equations and inequalities
- Performing function algebra
- Creating graphs of functions
- Solving linear and non-linear systems
- Working with exponential and logarithmic functions and equations
- Working with applications of equations, inequalities, functions, and systems

Tests & Quizzes

Q. What types of assessments will I complete this semester?

A. At the end of each unit you will take a test in class, and at the semester you will have a cumulative final exam. In the middle of each unit, you will take an in-class quiz. This quiz is designed to give you feedback about how well prepared you are for the unit test.

Q. How can I know when the assessments are and what they will cover?

A. I will post the date for each assessment on the course Webpage on Blackboard as soon as I can confidently know when we will have the test or quiz. The sections that will be covered on each quiz or test will also be posted on Blackboard.

Course Webpage

Can be found by logging onto your Blackboard account via www.shsu.edu

- Homework Assignments & Due Dates
- Lecture Slides
- Individualized Gradebook
- Lecture Handouts

Textbook

Title: *Introductory Mathematical Analysis for Business, Economics, and the Life and Social Sciences*

Author: Haeussler, Paul, and Wood

Edition: 13th Ed.

ISBN: 9780321643728

Calculators

Required:

- Scientific or graphing calculator

Students MAY NOT use:

- TI-Nspire Calculators
- CAS Systems
- Calculators on phones, tablets, watches, etc.

Calculators will be cleared before they may be used on tests and quizzes.

*If you have a calculator that is not made by TI, you **MUST** bring it to my office hours so that I can ensure that I will be able to clear it. Otherwise, you risk not being able to use it on the test.*

Q. What do I do if I still have questions about how to work a problem after I get my quiz or test back?

A. After quizzes and tests, completely worked keys will be posted on Blackboard. Typically, looking over the key answers whatever questions students have. If you still have questions after looking over the key, please stop by my office hours to discuss any questions you have.

Q. Can I use a calculator on tests and quizzes?

A. Most tests will have a separate calculator and non-calculator portion. Each quiz will either be specified as a calculator or non-calculator quiz. While the non-calculator portions will contain some numerical computations, those computations are carefully crafted to ensure that they can quickly be completed mentally or by hand.

Q. Why are we not allowed to use a calculator on some quizzes and parts of tests?

A. While it is important for students to be able to use a calculator, it is also important that you genuinely learn to do mathematics without relying on calculator tricks. Also, studies show that arithmetic fluency is needed to be able to gain algebraic fluency. One key to being able to polish your algebraic skills is to strengthen your number sense again after what may have been years of slow atrophy.

Q. Can I leave to use the restroom, etc. during a test?

A. Once you have started a test or quiz, you cannot leave the room until you have permanently turned in the test or quiz.

Q. Does everyone take the final exam?

A. Yes.

Q. Will there be a study guide for the final exam?

A. The quiz and test keys posted on Blackboard are your study guide for the final exam.

Daily Assignments

Q. What types of daily assignments will I complete this semester?

A. All students are expected to be actively involved during the lecture. We will periodically take breaks in the lecture where you will practice the skills we are learning. My goal as an instructor is to give you as a student as many opportunities as possible to internalize the material covered before you leave the room and begin to forget what we have discussed. Sometimes these problems may be picked up and graded.

You will also have homework to be completed outside of class. These assignments are selected to help you build on the skills that you started to develop in class and prepare you to be able to work independently on mathematics problems.

The Science of Notetaking

Research gives us a great deal of information about what does and does not lead to deeper learning and higher test grades when it comes to notetaking:

Students end up with more accurate notes and are provided more time to think about what is being discussed if they are provided with skeletal copies of notes. This is why I post **the lecture slides**.

Students process and internalize more information if they have to **write something down**. This is why I leave blanks in the slides for you to fill in.

Partial notes are most effective if students can write on the actual paper the skeletal notes are on. This is why I leave **blank space** of the slides.

Instructors are more likely to cover material at a speed that their students can digest if they have to write the same things their students have to write. This is why I **work the problems out** by hand as well.

Students retain more information from the lecture if there are **occasional breaks** in the lecture. This is why we take class time to work on problems.

Students, regardless of their self-perception, don't engage as fully with the material or retain it as well if they take notes electronically. This is why I require notetaking **by hand on paper** exclusively.

Students become better at determining what is important over time if instructors give them verbal cues to let them know what the instructor sees as important. This is why I always try to give **verbal cues** during notes and explain the connection between concepts.

Students learn advanced processes, such as how to work math problems, best when given **fully written steps** and **multiple examples**. This is why

Q. How do I find out what the homework is and when it is due?

A. Some homework assignments will come from our textbook. Other homework assignments will come from worksheets. The pages and problem numbers from the book and copies of the worksheets are posted on Blackboard.

Once I know for sure when we will cover material in class, I will add a due date for the assignment on Blackboard.

Q. How will we turn in homework?

A. Homework will be due approximately weekly. You will need to write our name on your homework, staple together all of the homework that is due on that date in one packet, and put it in the homework stack in the front of the room.

Q. Do you accept late homework?

A. You can must e-mail Ms. Ngo by the due date to inform her that you are using your **one 24 hour extension**. All late work will be turned into Ms. Ngo in LDB 404. Knock on the door. If Ms. Ngo is not there, ask to can put your homework in Ms. Ngo's box. If you live outside of town, e-mail a photo of each page to Ms. Ngo within 24 hours and turn in the hard copy to Ms. Ngo when you return.

Q. What do I do if I have completed the homework but am not able to attend class the day it is due?

A. You can take pictures of each page of your homework and e-mail the photos to Ms. Ngo, your grader (tnn011@shsu.edu). This will let her know that you completed the homework on time. Then turn in the original copy of the homework to her office (LDB 404) when you return to facilitate grading. This same policy applies if you miss class for an athletics event or other university approved reason.

Lectures

Q. How can I prepare for lectures?

A. Students should bring printed copies of the lecture slides and any other desired supplies and arrive to class on time.

Q. What is expected from me during lectures?

A. You are expected to be actively engaged in taking notes, completing practice problems, and working with your peers as directed by the instructor. You should not be engaged in non-course-related activities such as sleeping or reading newspapers. You are expected to refrain from distracting or disruptive behavior.

Q. Can I use electronics during lectures?

A. No. Students should turn their phones off and put them away during the lecture. Students are expected to take notes on paper by hand during the lecture as well. I should not see any phones, tablets, computers, or wires during class.

the notes contain the content that they do.

Students earn higher test scores when they **review their notes** after class. This is why I encourage students to read over their notes as they study for their tests.

University Policies

For complete policies see <http://www.shsu.edu/syllabus/>

Academic Dishonesty

It is considered cheating on a quiz or test to use an unauthorized calculator or other electronic device, to have access to said device, to use a device that is not cleared, or to share any device between students.

Student Absences on Religious Holy Days

Students with Disabilities

I cannot provide you any accommodations until I receive paperwork from the Office of Services for Students with Disabilities. They are located in the Lee Drain Annex (936-294-3512, disability@shsu.edu)

Visitors in the Classroom

If you need to bring your children to class because their school has a holiday when we are in session, please speak with me.

Use of Telephones and Text Messagers

Policy can be found at: <http://www.shsu.edu/dotAsset/6d35c9c9-e3e9-4695-a1a1-11951b88bc63.pdf>

Q. Can I take notes by taking photos?

A. No.

Q. What if I need more time to write something down?

A. If you need more time to write something down, raise your hand and let me know that you need more time. Occasionally, I may ask you to stay after class and write down what you missed then.

Q. What will happen if I don't conduct myself professionally during lectures?

A. If you are on your phone, otherwise not engaged in course work, or distracting your classmates, then you will be verbally asked to stop. If you do not correct your behavior, you may be asked to leave class for that day and/or not having any daily work/quizzes graded. Consistent disruptions may lead to a student being referred to university administration and/or being asked to not attend class for the remainder of the semester.

Q. What do I do if I need to use the restroom or get a drink of water, but class is not close to finished?

A. Leaving the room to use the restroom, get a drink of water, or engage in any other activities is something that should be reserved for emergencies only. While you should take care of personal activities before or after class, I do understand that true emergencies do exist. Still, they should be the exception rather than the rule. I am only asking you to uphold the same standard that I hold myself to, and I feel like this is very reasonable.

Q. What will happen if I miss class on a lecture day?

A. You will be marked absent. If any problems were worked and graded, you will not receive credit for them regardless of whether you missed class for a reason that is typically considered to be an excused absence or not.

Q. What should I do if I miss class on a lecture day?

A. Check with a peer to confirm which sections we got through that day. Get notes from a peer and make sure that you review the notes carefully. Come to office hours if you have any additional information. I would recommend that you plan ahead and get the contact information of a few classmates for this purpose.

Grading

Q. How will my quiz grades affect my average?

A. You will take four quizzes this semester. The lowest of your four quiz grades or a missed quiz will be dropped. The average of your three highest quiz grades will be worth 10% of your semester average.

Q. Is each test grade weighted equally?

A. You will take four tests. The first test is a "mini-test" which means that it only counts half as much as the other tests. The reason for this is that this material should be a review and is not part of the "meat" of the course. Also, often students feel like the first test gives them information about the

Grades

Daily Average:

- calculated by adding up number of points earned and by dividing by the number of points possible
- 25% of semester score

Quiz Average:

- At the end of the semester the lowest quiz is dropped
- Each quiz is weighted equally
- 10% of semester score

Test Average:

- First test is worth half as much as the last three tests
- Half of your lowest test is replaced by your final exam score
- 50% of semester score

Final Exam:

- 15% of semester score

Semester Score

Semester letter grades are assigned as described below:

- A is 90% - 100%
- B is 80% - 89.9%
- C is 70% - 79.9%
- D is 65% - 69.9%
- F is 0% - 64.9%

format of the tests in a course will be like causing it to be more likely to find the test difficult. If this is the case for you, weighting the test half as much makes it not have as big of an impact on your score in the class as a whole if you are still trying to figure out what our tests will look like.

Q. How does each test and the final affect my average?

A. Your final exam is worth 15% of your course average. Your test average is worth 50% of your average. This means that the mini-test will be ~7.1% of your average and each full test is worth ~14.3%.

Q. What do I need to do if I miss a test or quiz?

A. If you miss a test and think that you may qualify to make it up, you must e-mail me **within 24 hours**. At my discretion, a student can make up one test or quiz missed for a documented and university-approved reason. I may ask you for alternate documentation, original copies of documentation, or to have a copy of the documentation to keep on file. I reserve the right to classify a situation as not an appropriate excuse, or to refuse to let you make up the test or quiz for any reason that would preclude a student from making up a test or quiz based on my professional judgment.

If are asking to be allowed to make-up a second test or quiz or have frequently missed class or other assignments, there is a good chance that you will not be allowed to make up the test.

If you are not able to come in to my office to take a make-up a quiz or test at a time when I am available within one week, then you forfeit the ability to make up that quiz or test.

Q. Can I make up missed in-class daily assignments?

A. No. Any in-class assignments are by nature part of the learning process. If you miss the learning process because you missed class, regardless of the reason you missed class, there is no way to recreate the event that you missed. While I do not take off extra points when students miss class, they will not receive credit for and cannot make up any missed daily work.

Q. When do I need to bring absence related documentation?

A. The only time that I need, or want, any sort of documentation is when you are hoping to make up a missed quiz or test.

Q. How will leaving class early affect my grade?

A. If a student leaves class before it is dismissed, for any reason, any in-class daily work or quizzes will not be accepted or scored. Note: this is different than stepping into the hallway to use the restroom. I'm talking about someone up and leaving class.

Q. Are any quiz grades dropped?

A. Yes, one low or missed quiz is dropped at the end of the semester.

Q. Are any test grades dropped?

A. Half of a test grade is replaced with your score on the final exam if it helps you. If your lowest test grade is the mini-test (which is worth half of another test), then the final exam replaces the whole mini-test grade.

Math Center

Hours in Farrington 104:

- Mon – Thurs 8 am – 7 pm
- Fri 8 am – 3 pm
- Sat Closed
- Sun 2 pm – 7 pm

Hours in the Library:

- TBA

Ada Lovelace Online Tutoring (ALOT):

For more information e-mail mathcenter@shsu.edu with MathCenter/ALOT in the subject line. You may need to e-mail them from your SAM Mail account.

Study Tips:

- Read over your notes after class, before working on homework, and as you study for the test. Write down questions in the margin. Come into office hours or the Math Center and use these questions as your guide for tutorials.
- Work through as much of the homework as you can. Write down questions that you have in the margins and then come in and ask about them.
- Create a list of topics we have covered. Determine what tells you that a problem fits into each topic. Then work to connect the topic to the process you should use. This can help you match the process needed to the problem on a test.

So assume your mini-test score is 50 and your test scores are 100, 100, and 100. If you earn a 90 on your final, then your mini-test will be replaced with a 90 and the other tests are still 100, 100, and 100.

So assume your mini-test score is 100 and your test scores are 50, 100, and 100. If you earn a 90 on your final, then your mini-test will stay a 100 and the other tests will be 70, 100, and 100.

So assume your mini-test score is 100 and your test scores are 100, 100, and 100. If you earn a 90 on your final, then your mini-test will be stay with a 100 and the other tests are still 100, 100, and 100.

Q. Can I have my final exam score dropped?

A. No.

Q. Is there any extra credit?

A. Each test will include a bonus. Beyond that there is no extra credit in the course.

If a student has not earned a particular score one quiz is dropped, and replacing half a test grade is replaced by the score from the final, then the student hasn't earned that grade. Grades are intended to, and will, reflect a student's demonstrated level of mastery of the course material. If you have not mastered the material, then you need to retake the class.

Q. How can I get a grade check form filled out?

A. Please bring any grade check forms by office hours. Occasionally, I may have time after class to fill out grade check forms them.

Q. What can I do to go from being a good math student to a great math student?

A. You have three major options for free tutorials on campus. The first option is to come into office hours and talk to me to get help on your homework. Office hours are a time when I am available to help students with homework or answer questions about content.

Another good option is to use the Math Center. The Math Center has much broader availability than I can possibly have between classes. You can find the Math Center in the Farrington Building Room 104. They also have some hours in the Newton Gresham Library. You do not need an appointment but will need to bring your SAM ID to sign in. Bring your homework problems, textbook, and course notes as these will help the tutors help you.

Finally, the Math Center also provides Ada Lovelace Online Tutoring (ALOT) designed specifically for students who are unable to physically come into the Math Center. An appointment is required.

Q. How do I study for math?

A. You need to 1) know how to break the content covered into topics, 2) know how to recognize which topic a problem falls into, 3) be able to connect the topic to the steps needed, and 4) get really good at accurately implementing the steps. Most people just practice the last one and miss the first three. This is why people feel like they put in a great deal of effort and then don't know which process to use for each problem on a test.