Math 1526 – Calculus with Matrices - Spring 2005

Information and Course Policy

CRN 13393: MF 8:00-8:50am, MW in Litton Reaves 1870
CRN 13396: MF 12:20-1:10pm, MW in Pamplin 30.

Instructor: Margaret P McQuain
Office: McBryde 543
Phone: (540) 231-8277
e-mail: mcquain@math.vt.edu

Office Help Hours and Emporium Help Hours: Information is on My Web Homepage
Grad Assistant office and help hours: Information is on My Web Homepage
Tutoring: Tutoring is available at the Emporium (See URL below) on Sun. – Thurs. evenings, in room 117 at the back of the Emporium. Also feel free to see your instructor and her graduate assistant for aid. Our text has on-line helps at www.appliedcalc.com
Instructor's Home Page Address: http://www.math.vt.edu/people/mcquain
MATH 1526 Course Home Page Address: http://www.emporium.vt.edu/math1526

(Available later at Kinko’s at a time to be announced.). This course has been designed to fit the needs of the students in the College of Business. It will concentrate on using the tools of calculus to solve typical problems in business. Microsoft Excel is used with some homework and for modules. Material covered includes integral calculus, linear algebra and functions of several variables.

Disabilities: Any student that has a documented disability and will need an accommodation because of that disability, please make an appointment to see me during my office hours.

My Web site: www.math.vt.edu/people/mcquain Since this is a large class and we will meet only twice a week , It is your responsibility to check my web site on a daily basis. There is a Class Information page which will be updated with current information almost daily. There is also a Homework site where you will find homework, solutions and lecture notes. The third hour of this class will be through modules as explained below. This is often math content that will not be covered in class but will be on the test.

Attendance and Class Room Etiquette: You will meet for two 50-minute lecture sessions in a classroom. Students should arrive on time and remain in class until dismissed. If a student is absent from class, he/she is responsible for all material, announcements, and assignments missed. Emporium attendance is required to take the module quizzes. It is each student's responsibility to make sure that his/her presence is counted on the attendance sheet each lecture class period. Attendance is taken at each class for Mathematics Department statistics. Coming to class late or leaving early is not appreciated by either myself or your fellow students. If a situation occurs that is unavoidable then make arrangements to sit near the door and enter or leave quietly. All electronic devices must be off during class.

GRADING:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Module Quizzes</td>
<td>15%</td>
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<tr>
<td>Homework/Class quizzes</td>
<td>5%</td>
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<tr>
<td>Four Tests</td>
<td>60% (15% each)</td>
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<tr>
<td>Final Exam</td>
<td>20%</td>
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For final grades, a 10-point scale will be used. + / - grades will be assigned at my discretion.
A final grade average of 90% will guarantee an A-, an 80% will guarantee a B-
a 70% will guarantee a C-, and a 60% will guarantee a D-. Any percentage below 60% may constitute an F.

MODULES, HOMEWORK, & QUIZZES:

Modules: Module introductions are on-line lectures available via the course homepage. The lecture portion of the modules is set up to work from the computers available at the Emporium but may be viewed elsewhere. There is the possibility that viewing elsewhere may distort the information. After working through (not just reading!) each module introduction, there is an on-line quiz accessible only at the Emporium that must be taken. Although module introductions may be worked through as many times as you wish, module quizzes can only be taken at most twice during the hours stated on the Math 1526 Homepage. Most module quizzes will become available at about 9:00 AM on a Wednesday morning and the deadline for the quizzes is usually 4:00 PM on the following Tuesday afternoon. Module Quiz #1 will become available soon after Wednesday morning, January 19th, and has a deadline of Tuesday, January 25th at 4:00 PM. Be sure to work through the module introduction and study your work (and any recommended homework problems) before taking the quiz! The modules are designed to be the
third hour of class, and will usually require 2 – 3 hours of work. When taking the module quiz, be sure to use only the navigation buttons on the quiz itself. DO NOT use the BACK key on your browser. Using the BACK key may cause your quiz to be terminated with your work graded at that point! Although there is no time limit on the quizzes, each quiz screen does have a 30-minute maximum time as a built-in feature of the system. If you are taking a long time on a problem (after about 20 minutes), you should click on a button to go to a different problem. This resets the timer. You can then work on the new problem or immediately click to the previous question, if you wish. After you take the quiz once, if you are satisfied your score, you do not need to take the second quiz. If you are not satisfied with the score you receive, then take the second quiz (after studying the first quiz to see where you went wrong, of course). Keep in mind that, in this case, the score for your quiz will be (2/3) the higher score plus (1/3) the lower score.

Please contact me IMMEDIATELY BY EMAIL about any quiz problem. (For example, if your computer freezes and the quiz is graded without you having completed it, and it can be shown you didn’t cause the freeze, then get confirmation from the emporium staff and follow the contact procedures. However, if you time out one or both times, or use the BACK key, or had e-mail or IM on during a quiz, …you are stuck with the score.) In your email be sure to include the following information: your name, your PID, your ID#, math 1526 and the CRN number of your class, the quiz number, a detailed description of what happened and the emporium staff member who can verify. I will then arrange a meeting during which your quiz history will be accessed. If after viewing the quiz there is still a problem, a query can be made to the Emporium records for a detailed history of your quiz. This history shows every keystroke made while you were in the quiz and the time it was done. (This is time consuming and used as a last resort.) Please do not contact anyone and claim that you had a “quiz problem” if you did any of the “Things to Avoid” from the “Using the Online Testing System” document available from the Math 1526 Homepage (for example, if you allow the system to time-out during a quiz). No late modules are accepted. One module quiz grade will be dropped. Module quiz honor policies are stated before each quiz. Read them carefully. I would suggest that you prepare for and complete your quiz at the Emporium during the times the 1525-1526 teachers are on duty, or at the very least, when math staffing is available. Staffing hours can be found on the Emporium web page. Material presented in the modules will appear on tests.

Homework/Quizzes:

Homework: Each student is expected to follow up each class lecture by reading the assigned material in the textbook and completing the associated problems as listed on the course assignment sheet (syllabus). Additional problems may be assigned. Classroom lectures are based on your knowing the material covered in previous sections. The homework problems on the assignment sheet are for your benefit and may be collected. You will have homework problems to do by-hand (using a calculator and/or computer with Microsoft Excel as needed for computation). All homework questions must be answered in complete sentence form and all work leading to your solution must be shown to get full credit. Work handed in for credit must be neat and readable. The portion of your grade related to your homework is determined by homework and/or related quizzes.

Quizzes: Quizzes will be given and may be in-class or take-home. In-class quizzes may be one of the following: pop quizzes, announced quizzes, like homework, exact homework (Be sure to bring your homework to class as you may get to copy one of the problems!), homework handed in, take-home quizzes, or on-line quizzes. Take-home quizzes must be submitted at the beginning of class on the due date. Instructions and policies for take-home quizzes will vary from quiz to quiz and will be clearly stated on each individual quiz. Homework/Quizzes may not be turned in early and cannot be made up if missed. At least the one lowest homework/quiz score will be dropped.

TESTS & EXAMS:

Tests: All work must be shown to receive full credit for your answer. Neither calculators nor other electronic devices may be used during a test. There will be 4 in-class tests. Tests are closed book, closed notes. No make up test will be given. Test dates are on the course syllabus. Tests must be taken on these dates. If you have a scheduling conflict, you must see me before the test date. If you should miss a test for an unavoidable, verifiable reason you must speak with me as soon as possible, or email me that day. You will provide written verification for the absence and I will determine if you may have an excused absence from the test. If a student is granted an excused absence from a test, the student's percentage score on the final exam will be used to replace the ONE missing test score (in addition to its use as the final exam score). Alternate tests will only be considered when a test is missed due to a University sponsored activity, severe illness, or a death in the immediate family. If no tests are missed, then the lowest in-
Final Exam: Your final exam is a Common Time exam on Wed., May 11 @ 7:45 am – 9:45 am, (location to be announced). Calculators are not allowed. No one is excused from the final exam. Make your arrangements accordingly.

Honor Policy: The Virginia Tech Honor Code applies to all graded work in this course. Students are responsible for understanding and adhering to the Honor Code. Among other things, the Honor Code prohibits giving or receiving unauthorized aid, assistance, or unfair advantage on academic work, and it prohibits plagiarism. Under the Honor Code, it is the responsibility of each student to consult with his/her teacher, if necessary, to ensure that the student understands exactly how the Honor Code applies to each piece of graded work.

The inclusion in an assignment of work (from any source) done by someone whose name does not appear on the assignment or the inclusion of the reproduction (by any means) of such work is a violation of the Honor Code unless this inclusion is accompanied by a full citation identifying the source and this inclusion is used in a way explicitly authorized by the teacher.

The following statements identify the assistance that is authorized on assignments in this course:

1) Tests and quizzes: (including those given in class, as take-home assignments, and as final exams). Prior to or on each test or quiz the teacher will identify what aids and sources of information students may use while working on the test or quiz. No other aids or sources of information are permitted.

2) Homework collected and graded for credit: Students may consult books and notes, and students may discuss homework assignments with other people. COPYING a solution from any source is prohibited (THIS INCLUDES THE STUDENT SOLUTIONS MANUAL). The assignment that a student hands in must be the product of the student's own understanding of the material.

3) Group assignments: The rules that apply to homework assignments apply to group assignments except for the following rules governing interaction within each group. The members of a group may freely share all of their work on a group assignment with other members of their group. A student's name on a group assignment signifies both that the student contributed significantly to the work on the assignment and that all of what is written on the assignment accurately represents the student's own understanding of the material.

4) Modules: The honor policy governing modules will appear as you access the quiz for each module. Completion of the quiz signifies acceptance of the stated honor policy.

From the Math Department: If you are not on the class roll that comes out after the last "add" date (about the fifth day of class), you should immediately check your schedule at a terminal or at the registrar's office and start attending the proper section. For no foreseeable reason (computer and registrar personnel mistakes included) will you be allowed to stay in the wrong section or to drop the section for which you are actually enrolled. You will not be placed on the roll for any section just because you have been attending that section.