

Addendum to Syllabus for Business Calculus

David Katz, instructor - Collin County Community College

The main syllabus for this course can be accessed through the Internet at:

<http://iws.ccccd.edu/syllabus/depot/MATH1325.pdf>

This addendum and other course material (e.g., course calendar, list of assignments, etc.) can be accessed through the instructor's website at:

<http://iws.ccccd.edu/dkatz/index.htm>

Office Hours & Contact Information:

Cell Phone: 214-280-3454

e-mail: dkatz@cccd.edu

I am also available after class to speak about your progress in the course. Otherwise, office hours are by appointment only as I do not have an office on campus. My mailbox is in the Associate Faculty Office in SCC-K237 (972-881-5759).

Please put your course number MATH 1325 in your subject line so that I can easily recognize your e-mail in my inbox.

Class Meeting Time & Location:

Monday - Thursday 10:10-12:10 pm in CPC-E204

Method of Evaluation:

Your grade will consist of several parts, weighted as follows:

| | | |
|---------------------|-----|-------------------------------------|
| Four Exams | 60% | (lowest exam grade is dropped) |
| Four Labs | 20% | |
| Final Exam | 15% | |
| Class Participation | 02% | (puzzle, syllabus worksheets, etc.) |
| WebCT Activities | 02% | (discussion board, homepage, etc.) |
| Attendance | 01% | |

Late Policy: I may deduct up to 15 points from a particular grade for each week that assignment or exam is late.

Textbook & Supplies:

The required textbook is *Calculus with Applications by Lial et als. (8th edition)*.

The preferred graphing/programmable calculator for this course is the TI-83 or TI-84. The least expensive TI-83/84 is just fine. I recommend that you keep your calculator if you plan to take another math course.

You will need 5 Scantron answer sheets (no. 882) for your exams. The Scantron sheets can be purchased at the Campus Bookstore (http://bookstore.ccccd.edu/wm_home.htm), or at the vending machine outside the Campus Bookstore. Call **972-881-5680** for hours and locations of the Bookstore.

You will also need a computer with Internet access to participate in the on-line Discussion component of this class. Any Internet-connected computer on campus, at work, or at home should be just fine.

Homework Assignments and Classroom Participation:

Homework from the textbook and lab assignments are some of the most important learning tools in this course. You are expected to do your homework regularly. As much as possible, read ahead in the textbook on the topic to be covered in the next class.

Bring your homework with you to each class so that you can better participate in the class discussions and presentations.

Attendance:

To maximize your benefit from this class, I encourage you to attend and participate in every class. Absences and tardies are often detrimental to your performance. You may make up assignments or exams missed due to a religious holiday within a reasonable amount of time after the holiday. Please see me for details.

At the end of each class, be sure to initial the attendance book by the appropriate date and class for your name. I use the attendance book to calculate your attendance grade.

WebCT Activities:

All students will use the on-line *Discussions* feature of [WebCT](#) to discuss class material. All students should make at least three postings to the Discussion Board. The postings may be questions over the course material, or answers to another posting. Postings should relate to the course material and be more elaborate than simple one-word answers (e.g., *The answer is yes*, or *The answer is 8.00*, etc.) Your postings should occur over the course of the semester, that is, please do not try to make three postings on the last day of class.

Each student will also make a WebCT homepage. The WebCT homepage allows each student a way to introduce him or her to the class and why they are taking this course.

Testing Policy:

Tests will be given in the Testing Center (<http://www.ccccd.edu/student-services/testing.html>) at your local campus. Attend class regularly to keep up-to-date with the times for the reviews and the exam deadlines. Please call **972-881-5922** for the hours of the Testing Center.

Every student must make an honest effort to take and succeed on every exam, including the final exam. I do NOT allow students to skip an exam or the final exam. Students are NOT allowed to just submit frivolous answers on exams. The final exam is comprehensive. In fall semester, the final exam consists of a set of questions from the Math Department as well as questions from your instructor. **Note: Your final exam will be given in the classroom.**

Academic Honesty:

I encourage you to collaborate and share ideas with classmates while working on homework, labs, and/or exam reviews. However, you must complete tests by yourself without sharing solutions with classmates and/or exchanging test papers with classmates.

Study Resources:

Your primary resource center for this class is the Math Lab. The Math Lab can be reached at **972-881-5921**. In the Math Lab, you can borrow graphing calculators and textbooks, and most importantly, get free tutoring. Free group tutoring can also be arranged through the ACCESS office at **972-881-5898** (<http://www.ccccd.edu/student-services/tutoring.html>).

The campus bookstore sells the *Student Solutions Manual* for more detailed solutions to the odd-numbered exercises from the textbook. Students can also borrow textbooks and calculators through the library.

Drop Procedure:

If you are considering dropping this class, please discuss this decision with me. Often there are alternatives. If you are unable to complete this course, you must officially withdraw from the course by the drop date (July 3) published in the class schedule. If you stop attending class and do not officially withdraw, you will receive a failing grade (F) on your transcript.

You may repeat this course only once after receiving a grade or withdrawing (W). The grade from the second time in this course will replace the grade from the first time.

Electronic Devices in the Classroom

A student may not use cell phones, laptops, or other electronic devices in the classroom – unless they have a valid educational purpose. A student may use a laptop to help take notes, or may use a cell phone to stay in touch with a babysitter, for example. Typical prohibited activities are, but not limited to:

- Text messaging friends
- Checking e-mail
- Playing games, etc.

The goal is to promote respect for your classmates. Many students find unnecessary use of devices like phones and laptops to be distracting while they are trying to learn.

If you must use an electronic device in the classroom, please silence the device; mute the volume; put phone on vibrate, etc.

Note:

I reserve the right to change any part of this syllabus at any time. Come to class regularly and you will be informed of any changes.

Si Ud. necesita ayuda en español con leer el libro o entender un asunto de nuestra clase, dígame, y puedo explicarle a Ud. en español después de la clase.