

MATH*1030 Course Outline (Fall 2022)

Instructor for Section 01: Marcus Garvie
Class: M/W/F: 2:30pm - 3:20pm, THRN 1200
Office: MACN 552
Email: mgarvie@uoguelph.ca
Office Hours: TBA

Instructor for Section 02: Marcus Garvie
Class: M/W/F: 4:30pm - 5:20pm, ROZH 104
Office: MACN 552
Email: mgarvie@uoguelph.ca
Office Hours: TBA

Prerequisite: 4U Advanced Functions
Restrictions: MATH*1080, MATH*1200.
(Not available to students registered in the BSC program).
Credit Weight: 0.50
Academic Department: Mathematics & Statistics
Campus: main
Semester Offering: Fall
Teaching Assistants: Announced via email

1 Course Notes:

Students must buy the 'fillable' lecture notes for this course at the University Bookstore (cost about \$35). You can either order the Workbook from the bookstore website (sent in a couple of days) or go to the bookstore and buy it in person. (No textbook required).

2 What to bring to class

- The fillable lecture notes that you bought at the University Bookstore.
- Blank paper, pens/pencils.
- Scientific calculator, graphing calculator (optional, but recommended).

3 Class Schedule:

Posted in the Contents section of Courselink

4 Content Description:

This course is primarily intended for business and economics students. The course is designed to introduce and reinforce the essential mathematical skills needed to understand, analyze, and solve business-related mathematical problems. Topics covered include basic algebra; functions, including a review of exponential and logarithmic functions; sequences and series with financial applications; limits; continuity; and differential calculus including derivatives, higher order derivatives, and curve sketching.

5 Learning Outcomes:

- Demonstrate understanding of pre-Calculus including basic algebra.
- Demonstrate a thorough grounding of elementary functions.
- Demonstrate the ability to sketch and interpret a wide variety of graphs.
- Demonstrate understanding of elementary Differential Calculus.
- Demonstrate how to apply mathematics to some simple financial problems.

6 High-school algebra quiz (aka 'Algebra Quiz' or just 'quiz'):

Within the first 3 weeks of classes students must take a quiz covering high-school algebra. The quiz is based on a high-school algebra review, posted in the Contents section of Courselink. **Students should work through the review as soon as possible to prepare for the quiz.** Students should also work through the Chapter 2 material in the lecture notes. The completed notes for Chapter 2 are posted in the Contents section of Courselink. The quiz has 20 randomized questions and is available from the 'Quizzes' section on Courselink. **There is no time-limit to complete the quiz, and the quiz can be taken as many times as you like (within a 3 week period). Your highest grade out of all attempts will be recorded.**

7 Homework:

- Homework problems and solutions are posted in the Contents section of Courselink (attempt the problems first!). Homework is not graded, but will be the basis for the Tests and Take-home final, so you are strongly encouraged to do (as a minimum) the assigned questions.
- You should attempt questions as soon as the appropriate sections have been covered in class.
- *For every examination question type there will be a similar question in the homework questions!* For this reason it is very important that you do the homework and follow up with your TA if you have problems.

8 Tests and Take-home final:

Exams are based mainly on examples done in class and homework. All exams are multiple-choice (MC) with the following schedule and percentage weight of the final grade:

| EXAM | % GRADE | POSTED | DUE |
|--------------------|---------|----------------------|--------------------|
| Algebra Quiz | 10 | September 12, 8:30am | October 3, 11:30pm |
| MC Test 1 | 20 | October 7, noon | 6pm (same day) |
| MC Test 2 | 20 | October 28, noon | 6pm (same day) |
| MC Test 3 | 20 | November 23, noon | 6pm (same day) |
| MC Take-home final | 30 | December 13, noon | December 16, noon |

Tests & the Take-home final will be sent by email as a PDF document, and uploaded to Courselink. The format of questions is exactly as detailed on the practice tests linked from Courselink. The syllabus for the tests and the Take-home final are posted on Courselink. Answers, instead of being entered onto a Scantron ('bubble') sheet, will be entered on 'blank' quizzes accessed from Courselink. When available, access the quizzes from the 'Quizzes' section on the main Courselink page. The exams will be open book. A single attempt is permitted, which means once you have submitted a 'quiz' for a test or the Take-home final the exam is done and a second attempt cannot be made. When a student takes any exam they are assumed to have agreed to the following statement:

"On my honour as a student, I have neither given nor received aid on this assignment."

Solutions to the Tests will be posted on Courselink in due course.

9 Procedure for dropping the lowest test grade

(i) if there are 3 non-zero test grades (Tests 1, 2 & 3) then the lowest test grade is 'dropped', i.e. the grade on the dropped test is the average of the other two (equivalently, the two remaining tests are now worth 30% instead of 20%)

(ii) if you score zero on a test or the Algebra Quiz (unlikely!) the weight of that test goes to the Take-home final. So the Take-home final can have weights 30, 40, 50, ... , 100 %. See 'Academic consideration' below for what happens if you miss a test.

10 Teaching Assistants and Office hours

TAs provide either face-to-face office hours, or, virtual (online) office hours using Microsoft Teams or Zoom. When available, a list of TAs along with their schedule will be provided below.

Please only attend the office hours that correspond to your last name: details - TBA.

If you need to see me (Marcus Garvie!) please email me to make an appointment. This should be for when you need to discuss any concerns you have about the course or your performance, or you feel that a meeting with a TA did not resolve your math issues. **IF YOU NEED MATH HELP, PLEASE ALWAYS SEE THE TA WHO YOU ARE ALLOCATED TO FIRST (NOT YOUR PROF!).**

11 The Math & Stats Learning Center:

The Mathematics & Statistics Department operates a drop-in learning center where you'll find a team of tutors that can help you understand and solve problems in Math*1030. The learning center is located on the third floor of the McLaughlin Library in the Science Commons. The hours of operation are as follows:

| Monday | Tuesday | Wednesday | Thursday | Friday |
|------------|-------------|------------|-------------|------------|
| 9:30-15:30 | 10:00-16:00 | 9:30-15:30 | 10:00-16:00 | 9:30-14:30 |

See <https://mathstat.uoguelph.ca/tutoring>

12 Test preparation checklist:

Posted in the Contents section of CourseLink.

13 Syllabus for the tests and Take-home final:

Posted in the Contents section of CourseLink.

14 Practice tests and solutions:

Posted in the Contents section of CourseLink.

15 Tests and solutions for this year (announced when ready)

Posted in the Contents section of CourseLink when ready.

16 Texts recommended for background reading:

There are many books you can consult for background reading. For example:

- Calculus with Applications (9th Edit), M. Lial, R.N. Greenwell, N.P. Ritchey. Pearson/Addison Wesley, 2008.
- Concepts of Calculus with Applications, M. Goshaw. Pearson/Addison Wesley, 2008.
- Calculus (7th Edit), J. Stewart. Brooks Cole, 2012.
- Contemporary Business Mathematics with Canadian Applications (10 Edit), S.A. Hummelbrunner, K. Halliday, K.S. Coombs. Pearson, 2015.
- **Also, see the links in the Workbook to four open-access textbooks in Calculus and Pre-Algebra.**

17 Email Etiquette:

Although I try to respond to all email messages, please don't ask for class notes; tell me that you are going to miss a lecture; or generally ask us a question that you can find out for yourself. Keep your messages to the point, polite, and clearly state your question, with name, student ID, and course details.

18 Email Communication:

As per university regulations, all students are required to check their <uoguelph.ca> e-mail account regularly: e-mail is the official route of communication between the University and its students.

19 Academic consideration:

- There will be NO MAKE-UP TESTS OR MAKE-UP QUIZ. If you miss a Test or Quiz due to serious illness of yourself or a death in your immediate family, or due to personal grounds, please contact me by email ASAP explaining the reason for missing the test. You do NOT need to get a doctor's note. If consideration is granted I will readjust the weight of assessed material (see item 21 below). HOWEVER, ONCE YOU HAVE TAKEN AN EXAM NO ACCOMMODATIONS CAN BE GRANTED (it is a general University of Guelph procedure to NOT grant accommodations retrospectively). For further details concerning Academic Consideration see
- <https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-consideration-appeals-petitions/>
- UNDER NO CIRCUMSTANCES WILL ANY EXAM BE RE-SCHEDULED AT A DIFFERENT TIME AND/OR DATE.
- If you miss the Take-home final due to catastrophic events such as serious illness of yourself or death of your immediate family, you will receive an "Incomplete" grade, then (depending on circumstance) you may be allowed to take a make-up exam to receive a letter grade. If this happens contact your program counsellor, not me.

20 Illness:

Medical notes will **not** normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation for multiple missed assessments or when involving a large part of a course (e.g., final exam or major assignment).

21 Procedure used to re-adjust the weight of assessed material:

If consideration is given for missing a test (see item 19 above) or the Quiz, the percentage of missed material is moved to the Take-home final. Please **DO NOT ASK FOR ALTERNATE ARRANGEMENTS AS FOR REASONS OF FAIRNESS TO OTHER STUDENTS IT WILL NOT BE GRANTED.**

22 Regulations regarding seeing your Take-home final:

If you wish to see your Take-home final you must submit your **written** request to the chair of the department by the 5th class day of the new semester, see

<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/examinations/>

If you are granted permission to see your Take-home final you will be provided with: (a) your electronic answers, (b) a copy of the exam paper, and (c) written solutions.

23 Regulations regarding a grade-reassessment:

If you believe that an error has been made in the determination of your final grade then you must **write** to the chair of the department (by the 10th class day of the new semester) requesting a grade re-assessment. This can lead to the grade staying the same, a grade increase, or a grade decrease. Please note that this should not be used as a means of 'trying to get a few extra marks', but for situations where you have grounds for believing that mistakes have been made in the determination of your final grade. For further information see

<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/grade-reassessment/>

24 Academic Accommodation of Religious Obligations

If you are unable to complete a course requirement due to religious obligations, please let the instructor know within the first two weeks of class. See the academic calendar for more information:

<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-accommodation-religious-obligations/>

25 Academic Misconduct:

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community, faculty, staff, and students to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection. Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor. The Academic Misconduct Policy is detailed in the Undergraduate Calendar:

The [Academic Misconduct Policy](#) is outlined in the Undergraduate Calendar.

26 Web-sites that facilitate cheating

The use of web-sites like Chegg.com and Coursehero.com to get help on online tests is cheating and academic misconduct. All tests have non-removable copyright statements on them and we are actively working with these sites to identify students who upload tests to them. You have been warned!

27 Accessibility:

The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student.

When accommodations are needed, the student is required to first register with Student Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required, however, interim accommodations may be possible while that process is underway. Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability. Use of the SAS Exam Centre requires students to make a booking at least 14 days in advance, and no later than November 1 (fall), March 1 (winter) or July 1 (summer). Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time. More information <https://wellness.uoguelph.ca/accessibility>.

28 Drop date:

Students will have until the last day of classes to drop courses without academic penalty. The deadline to drop two-semester courses will be the last day of classes in the second semester. This applies to all students (undergraduate, graduate and diploma) except for Doctor of Veterinary Medicine and Associate Diploma in Veterinary Technology (conventional and alternative delivery) students. The regulations and procedures for course registration are available in their respective Academic Calendars.

Undergraduate Calendar - Dropping Courses

<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/dropping-courses/>

Graduate Calendar - Registration Changes

<https://calendar.uoguelph.ca/graduate-calendar/general-regulations/registration/registration-changes/>

Associate Diploma Calendar - Dropping Courses

<https://calendar.uoguelph.ca/associate-diploma/associate-diploma-regulations-procedures/dropping-courses/>

29 Course Evaluation Information - see

https://mathstat.uoguelph.ca/sites/uoguelph.ca.mathstat/files/public/TeachevaluationformW16_1.pdf.

30 Recording of Materials:

Presentations which are made in relation to course work -- including lectures -- cannot be recorded or copied without the permission of the presenter, whether the instructor, a classmate or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

31 Resources:

The [Academic Calendars](#) are the source of information about the University of Guelph's procedures, policies and regulations which apply to undergraduate, graduate and diploma programs.

32 Strike Action:

In the unlikely event of strike action by faculty, staff, or TAs that makes it difficult or impossible to administer a test, the test will be cancelled and the weight re-distributed to the Take-home final.

33 Mental Health Services:

One in five students in Canada experiences some sort of mental health issue at some point in their academic career. If you find yourself facing a mental health crisis, or just need to talk to someone, please consider taking advantage of one of the following resources available to University of Guelph students:

- **Counselling Services (x53244)** is located at Health Services (J.T. Powell Building) and offers individual and group counselling sessions by appointment or walk-in.
- **Student Support Network** is located in Raithby House (across from the cannon) and offers confidential, peer-based, drop-in support.
- **Good2Talk (1-866-925-5454)** is a free, 24/7 student hotline that provides professional counselling and referrals for mental health, addictions and well-being.
- **Here 24/7 (1-844-437-3247)** specializes in assessment, referral and appointment booking and is available 24/7 for crisis support.

You are not alone and you will not be judged for asking for help.

34 Disclaimer:

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings, changes in classroom protocols, and academic schedules. Any such changes will be announced via CourseLink and/or class email.

35 COVID-19 Safety Protocols:

For information on current safety protocols, follow these links:

- <https://news.uoguelph.ca/covid-19/safety-practices/>
- [https://news.uoguelph.ca/covid-19/spaces-events-services/ - ClassroomSpaces](https://news.uoguelph.ca/covid-19/spaces-events-services/- ClassroomSpaces)

Please note, that these guidelines may be updated as required in response to evolving University, Public Health or government directives.