

Math 135 – Finite Mathematics Online - Syllabus

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Note about e-mail:

You can e-mail me a question any time.

I try to return e-mail within 48 hours, with the exception of weekends; if you e-mail after 3 pm on a Friday, you may not hear back from me until the following Monday.

If you have a personal question, e-mail me directly at BaarsonMonaG@jccmi.edu

When you e-mail, **put MTH135 Online in the subject line followed by your name.**

So, the e-mail will come to me as: **Subject: MAT135 Online Your Name.**

If you need an immediate answer put: **Subject: MAT135 Online Your Name URGENT**

Office Hours / Class Schedule Spring 2018 for Mona Baarson

- My office hours for the semester are as follows.
- I will notify my classes via email if these times change.
- I am available by email, baarsonmonag@jccmi.edu, to help you with any questions or concerns you may have about this class or to answer any questions you may have about the course material. I will always respond to your emails in a timely fashion.
- Please note that you can email me at any time, not just during the times below that say Online Office hours.
- During the Online Office hours listed below, you will be able to receive a more immediate response as I will be sitting by the computer waiting to receive your emails.
- Otherwise, as stated in the syllabus, I will answer your emails as soon as I receive them.
- I try to return e-mail within 48 hours, with the exception of weekends; if you email after 3 pm on a Friday, you may not hear back from me until the following Monday.

Week of:	Monday	Tuesday	Wednesday	Thursday	Friday
5/23-5/26			5/23: JM 246 9am-12pm		
5/27-6/2			5/30: JM 246 9am-12pm		
6/3-6/9	6/4: JM 246 9am-12pm				
6/10-6/16	6/11: JM 246 9am-12pm				
6/17-6/23	6/18: JM 246 9am-12pm				
6/24-6/30	6/25: Online 12-3pm				
7/1-7/7	7/2: Online 12-3pm				
7/8-7/14	7/9: Online 12-3pm				
7/15-7/21	7/16: Online 12-3pm				
7/22-7/28	7/23: Online 12-3pm				
7/29-8/4	7/30: Online 12-3pm				
8/5-8/11	8/6: JM 246 9am-12pm				
8/12-8/15			8/15: JM 246 9am-12pm		

Purpose and Learning Objectives

**"The function of education is to teach the student to think intensively and critically.
Intelligence plus character.... that is the goal of education."**

Dr. Martin Luther King

Course Description:

This course is for students whose programs do not require trigonometry (or the Calculus sequence). The topics that will be included are linear, exponential, quadratic, polynomial and logarithmic functions and models; systems of linear equations; linear regression; mathematics of finance and financial modeling; matrices, linear programming; permutations; combinations, probability theory; probabilistic simulations; decision theory; descriptive statistics; and Markov chains. The mathematics department recommends that the prerequisite not be more than two years old. If the prerequisite is more than two years old, then the recommendation is that the course placement exam should be taken or the prerequisite be retaken to ensure the success of the student.

A graphing calculator is required and will be used extensively.

Prerequisite(s): Math 039 or equivalent

Please note: In order to be enrolled in Math 135, you should have received a 2.0 or better in Math 039 (or its equivalent). Also, in order to be successful, you must receive a grade of at least 2.0 in Math 135 in order to enroll in a subsequent math course, if Math 135 is a prerequisite to that subsequent course.

Course Goals:

The purpose of this course is to develop an understanding of functions, advanced concepts of algebra and trigonometry. We will also learn to use problem solving techniques to obtain a sense of how and why algebra is used, and to be able to relate these problems and use the learned problem solving techniques to real life applications. We will integrate the use of technology throughout the course by making use of the Graphing Calculator (TI-84 Plus). Great emphasis will be placed on understanding of terms, concepts, principles and theories rather than cramming and memorization.

Performance Objectives:

I. Core Course Objectives

Students completing Math 135-Finite Mathematics will be able to:

1. Demonstrate conceptual understanding of various types of functions; sketch or identify their graphs both by hand and with the aid of a graphing calculator.
2. Explain and use the relationship between exponential and logarithmic function to sketch their graphs and apply their properties in solving applied problems.
3. Demonstrate and apply the concepts associated with the mathematics of finance: simple interest, compound interest, annuities, and sinking funds as they pertain to mortgages, loans, car payments, and savings accounts.
4. Solve application problems with mathematical modeling that involve linear systems, matrices, linear inequalities, graphical techniques, and the Simplex Method.
5. Demonstrate an understanding of the relationships between linear equations, linear inequalities, and discrete optimization problems with occur in business, life, and the social sciences.
6. Solve problems involving counting by using basic counting principles, permutations, and combinations.
7. Demonstrate an understanding of the difference between: theoretical and empirical probability, the various rules of probability, and the relationship between probability and matrices in the use of Markov Chains to study long term behavior.
8. Use appropriate technology as part of their completing the objectives above.
9. Have knowledge of science and technology used in this area of study.

II. General Education Outcomes (GEO) & Essential Competencies (EC)

General education outcomes and essential competencies assesses the student's attainment of skills obtained during their completion of a degree. These skills are defined consistent with the college mission, and dispersed across a multitude of courses in the student's program. Courses fulfilling one of more of these outcomes assess for achievement once/year.

Because the vision of Jackson College includes a variety of educational, cultural and economic goals, the general education requirements involve both traditional intellectual pursuits and practical skill development. As the general education requirements are designed to ensure breadth and depth of knowledge, they are met through carefully designed programs of study. Programs of study help students meet these goals by addressing each of the skill areas identified in the **General Education Outcomes**. These are skills which the Jackson College Board of Trustees has determined students should develop or enhance while enrolled in the college.

GEO	Description
1	Write clearly, concisely and intelligibly
2	Speak clearly, concisely and intelligibly
3	Demonstrate computational skills and mathematical reasoning
4	Demonstrate scientific reasoning
5	Understand human behavior and social systems and the principles which govern them
6	Understand aesthetic experience and artistic creativity
7	Understand and respect the diversity and interdependence of the world's peoples and cultures

Essential Competencies (EC)

In addition to the GEOs, the college is committed to helping students develop three Essential Competencies. These skills are embedded in each program of study, and are shaped by the program focus and the pathway within which the program is hosted.

EC	Description
1	Think critically and act responsibly
2	Work productively with others, recognizing individual contributions to group success
3	Exhibit technological literacy

MATH 135 addresses GEO 3: Demonstrate computational skills and mathematical reasoning

Instructional Techniques and Procedures

This course usually consists of mostly instruction, group work and classroom demonstrations using the graphing calculator (TI84 Plus).

Course Information and Requirements

Attendance and Withdrawal Policy

"A person who neglects his education neglects his most valuable and vulnerable resource. He neglects his future."

"Education is the best provision for old age."
Aristotle

1. **Office Hours:** I will give you a handout with my posted office hours.
I will always be available to you during these times.

I strongly encourage you to come to me first to get help outside of class. Please do not ever get behind because of lack of understanding. I always want to do my best to help you understand this thing called math. If your available time and mine do not match, then there are other alternatives for help outside of class.

- You may also send me an email with your question or concern. I will always try to answer your email in a timely manner.

My email address is: baarsonmonag@jccmi.edu

- You may also call me at my office number during office hours and I can help you over the phone.

Always feel free to leave messages on my phone mail or contact me through email with any questions or concerns you may have about the course.

My office number is 517-796-8579.

2. **Tutoring:**

- There are also personal tutors available through the Center for Student Success. If you feel that you need a personal tutor, please come see me and I will put you in touch with the person in charge of this service.

3. **Study Groups:** I strongly encourage you to make a friend or friends in class that you can get together with outside of class. One of the best ways to study and to learn is by helping one another. Like "they" say, "Two heads are better than one."

From the three items above, I hope it is obvious that your success is of utmost importance to all of us here. There is never a need to feel lost because of lack of understanding. There are so many ways for you to obtain math tutoring outside of the regular classroom. There is always some type of math help available. As long as you are being responsible for your learning by attending class, doing the assigned homework and other classroom activities, asking questions in class, and seeking help outside of class from the instructor, the tutoring services and your fellow classmates, success will be yours!!!

4. **You are responsible for the homework assignments.** The way they are to be completed and turned in is outlined in the pages of the syllabus. Do the homework assignments before attending lectures. The lecture will be used to clarify and re-emphasize previous material and to introduce new material. If you fail to come to class, you will not only miss the lectures, but will also miss the quizzes and the homework review. You will consequently receive a poor grade, not because you cannot do math, but because you failed to show up in class. Remember, there is a strong positive correlation between attendance and performance. It has also been determined that for each hour spent in class, one should spend **at least** two hours studying and reviewing outside of class. Be sure to allow time to do your coursework, to ensure success.
5. **Calculators:** **Graphing Calculators are required for MAT 031, 033, 035, 131, 141, 151, 154, 251 and 254. The TI-84 calculator is the preferred calculator for MAT 039, 033, 035, 131, 139, 141, and 151. The TI-84, TI-89 or TI-NSpire CAS calculator may be used for MAT 154, 251, and 254.**
6. **Attendance is required and will be taken in some fashion daily.** With an online class, I look to see if you have participated in working on the assignments. I should be able to see that you work on the course most days. If you do not plan to attend lectures regularly, or work regularly on the MML assignments, you are advised to withdraw.
7. You bear the sole responsibility for your withdrawal from this course just as you did when you registered for the course. **The last day to withdraw is _____.**

Other General Information

***Attendance:**

I do not specifically grade students based on attendance. The quizzes I give in class are used for attendance purposes (see explanation in grading procedures). However, my experience is that good attendance generally correlates highly with success on homework and tests. A student who misses class is responsible for any material presented or assignments given at the missed class. I suggest that students exchange phone numbers with someone in the class with whom they can check in the event of a missed class.

***Academic Honesty:**

(Excerpt from JCC policy; see instructor for a copy of the complete policy.) Academic Honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating or by helping others to do so. Faculty members who suspect a student of academic dishonesty may penalize the student by...assigning a failing grade for the paper, project, report, exam or the course itself.

***Audits:**

Must be registered during the first week of class. You will not receive a grade or credit for the course.

***Withdraw** deadline for this semester is _____.

If you do not wish to complete the class and receive a grade, because you are not happy with your grade or for any other reason, you must withdraw by this date. The instructor may withdraw any student who does not attend class for two consecutive weeks. The instructor may withdraw any student who does not complete assignments and/or tests in a timely manner.

However, **do not assume that I will withdraw you.**

***Incompletes** will be given only in accordance with JCC policy. (Excerpt from JCC policy; see instructor for a copy of the complete policy.) A student may request an incomplete from the instructor. The incomplete will be granted only if the student can provide documentation that his or her work up to that point is sufficient in quality, but lacking in quantity, due to circumstances beyond the student's control. Furthermore, a written plan for making up the missing work within one semester must be completed by the student. Final determination of whether an incomplete will be given is the instructor's decision.

Please Note: *I will not give an incomplete simply to avoid a failing grade.*

***General College Policies:** You should read the policies and procedures of the college as specified in the "Student Handbook" .

***Extra Credit:** The mathematics department strongly recommends that extra credit not be offered in mathematics courses. In order to foster a collegiate environment, maintain the integrity of student grades, and provide for proper student placement and advancement through sequenced courses, the department believes this to be in the best interests of both students and faculty. Extra credit is understood to include bonus points on a test or assignment, separate extra credit assignments, and other forms of providing opportunities for more than 100% credit.

Please Note: *I do not give an extra credit on any assignments.*

*** Instructional Philosophy:** Education is a self-initiated, active, goal-directed process, leading to a change and/or expansion of the students understanding of and ability to use the subject material. The student is expected to be accountable for the learning process. The instructor should be viewed as a facilitator and resource person to assist in the process.

Math 135-Finite Mathematics Online

Course Materials

The following are the required materials for Math 135 – Finite Mathematics Online:

- **MyMathlab**

(www.mymathlab.com) or (www.pearsonmylabandmastering.com)

(An access card is required.)

- ✓ MyMathLab is an online learning environment that is used as a delivery system for all or parts of a course.
- ✓ It is an ideal environment for delivering material in online courses.
- ✓ With MyMathLab the student has access to many tools for success such as an online textbook, videos on various concepts taught in the different sections of the book, power points on the different sections of the book, animations of various problems, direct access to the instructor, a study plan that adapts to each student's needs, and access to many problems to do for practice to gain the needed skills to learn the concepts being taught.
- ✓ MyMathLab provides students with a personalized interactive learning environment, where they can learn at their own pace within the given assignment due dates and at the same time constantly measure their progress.

- **Calculator**

- ✓ A graphing calculator will be used throughout the course.
- ✓ The TI-84 plus is recommended.
- ✓ This is the calculator that will be used in the textbook examples and illustrations, and also by the instructor.
- ✓ Thus it would be to your advantage to have the same model.
- ✓ I will be able to assist people in the usage of their calculators if they have one of the Texas Instruments graphing calculators.
- ✓ If you have any other calculator, you will be responsible for learning the calculator and troubleshooting any problems.

Getting Help With This Class

Get Help from the Instructor

There are several ways for you to get help from me:

- You can e-mail me a question any time. I try to return e-mail within 48 hours, with the exception of weekends; if you e-mail after 3 pm on a Friday, you may not hear back from me until the following Monday.

When you e-mail, **put MAT135 in the subject line followed by your name.**

So, the e-mail will come to me as: **Subject: MAT135 Your Name.**

If you need an immediate answer put: **Subject: MAT135 Your Name URGENT**

My e-mail address is: BaarsonMonaG@jccmi.edu

- You can call my office at 796-8579. If you call during my scheduled **Office Hours** you will most likely reach me directly. Otherwise, you may leave a message. I try to return phone calls within 48 hours, with the exception of weekends; if you call after 3 pm on a Thursday, you may not hear back from me until the following Monday. (It would be best to e-mail me before 3pm on a Friday if you need to talk with me before the following Monday.)
- You can come to main campus to get face-to-face help during my scheduled office hours. My office hours are located outside my office door and on the office hours handout I gave you at the beginning of the semester.

Calculator Help

- You can get **Online Help** with most major brands and models of graphing calculator.
- If you are using the TI-84 you are welcome to come see me during office hours to get help.
- We will also be learning the calculator in class as we progress through the course material.

Tutoring

- Tutors are available on a walk-in basis on campus, if you are close enough to make the trip. You can call Student Services at 796-8425 for current hours and tutor availability.

Math 135 Online

Finite Mathematics

Grading Procedures

First and foremost, it is extremely important that you understand that **this is not a self-paced course!** Deadlines must be met in order to receive credit for the assignment. In order to get the complete understanding of the subject matter being presented in this course so that you will be able to progress competently to the course that comes after this, namely Calculus I, it is necessary that you progress through the material in a timely and efficient manner. The material has to be learned in a way that allows you to digest the concepts being taught. Therefore, we will have a Course Calendar by Weeks with Assignments and Due Dates.

The Course Calendar by Weeks is to be used in conjunction with the due dates found in “MyMathLab” under Do Homework, then Show All. The Course Calendar by Weeks will help the student to know what sections and topics in the textbook need to be learned and completed each week in order to meet the due dates posted in “MyMathLab” under Do Homework, then Show All. The official due dates for the assignments are in MyMathLab.

On the **Course Calendar by Weeks**, you will find the various types of activities that we will be doing to receive a grade for this course. In order to complete the course, you must complete the requirements in each of the five categories: Homework, Quizzes, Discussion Forums/Link Analysis Paper, Unit Exams, the Midterm and the Final Exam.

You should also refer to the due dates found in [MyMathLab](#) to help you meet the official assignment due dates for the course.

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I try to return e-mail within 48 hours, with the exception of weekends; if you e-mail after 3 pm on a Friday, you may not hear back from me until the following Monday.

If you have a personal question, e-mail me directly at BaarsonMonaG@jccmi.edu

When you e-mail, **put MAT135 Online in the subject line followed by your name.**

I. Homework

- Homework will count 10% of the final grade.
- All of our homework assignments will be completed using MyMathLab. These problems are found in the MyMathLab Program www.pearsonmylabandmastering.com, under the Homework Tab
- There will be a homework assignment for each section of the book that we cover. These assignments form the principal building blocks of the course. They are intended to guide you through the learning of the material. By doing the homework, you will discover areas that you are having trouble with and need to get extra help on. You will also discover the areas that seem to come really easy to you. When you find a troublesome section that is your clue to get help from me, watch the Video for that particular section, or get help from any other of the resources available to you.
- I will expect you to watch each video that corresponds to the given section prior to doing the homework. Viewing the video will be part of the overall homework grade.
- The problems I assign for MyMathLab Homework Problems are directly correlated to the problems found in the textbook

These problems are found in the MyMathLab/CourseCompass Program www.pearsonmylabandmastering.com, under the Homework Tab

Select the appropriate homework assignment you are ready to do, do the homework using the MyMathLab format, and submit your grade.

The grade will be entered into the online grade book, thus you will be able to see your score instantly posted.

Note: You have an unlimited number of tries to do the homework before you it. Thus, all of your homework should receive full credit, if you keep trying until you get a perfect score.

- The Course Calendar by Weeks is to be used in conjunction with the due dates found in “MyMathLab” under Do Homework, then Show All. The Course Calendar by Weeks will help the student to know what sections and topics in the textbook need to be learned and completed each week in order to meet the due dates posted in “MyMathLab” under Do Homework, then Show All.

Please Remember: Homework will not be accepted late. MyMathLab Homework Problems must be completed and submitted by the due dates shown in MyMathLab.

II. Quizzes

You will be asked to take quizzes in MyMathLab

- Quizzes will count 10% of the final grade.
- **MyMathLab Quizzes**

Quizzes for the course will be taken through MyMathLab.

There will be several quizzes throughout the semester found in MyMathLab under the **Quizzes and Tests** Tab.

It is even better to find the Quizzes by selecting the Homework Tab and then use the drop down menu to select All Assignments. This way you see all assignments in the order they should be completed.

To access the quizzes, you must enter the site, www.pearsonmylabandmastering.com, log on, and click on the Tab: **Quizzes and Tests**

It is even better to find the Quizzes by selecting the Homework Tab and then use the drop down menu to select All Assignments. This way you see all assignments in the order they should be completed.

Select the appropriate quiz you are ready to take, take the quiz, and submit your grade. The grade will be entered into the online grade book, thus you will be able to see your score instantly posted.

Note: You have three tries to do the quizzes correctly before you submit them. Thus, most of your quizzes should receive full credit, if you keep trying until you get a perfect score.

I ask that the Quizzes be completed and the results submitted to me by the due date. Quizzes may be completed early, however, they will not be accepted after the due date.

III. Discussion Forum

- You are expected to post in the first two Discussion Forums.
- The Discussion Forums are found in MML under the Discussion Tab

Discussion Forum

- There are several Discussion Forums that will be run through MyMathLab under the Discussions Tab.
- It is expected that you post to the first two Discussion Forums.
- The first discussion requires that you write a few paragraphs introducing yourself to other members of the class.
- The second Discussion Forum will ask how you are progressing thus far in the course.
- The first two Discussion Forums should be done within the first two weeks of class.
- You may respond to as many of the forums as you would like throughout the semester. Some of them are really quite fun.
- Sometimes I respond back to the comments. For the most part, the forums are for the students to have conversations with each other and I just read the comments on a regular basis.

IV. Unit Exams

- There will be four unit exams.
- The Unit Exams will count 30% of the final grade.

- **MyMathLab Unit Exams**

Unit Exams for the course will be taken through MyMathLab.

There will be five unit exams throughout the semester found in MyMathLab under the **Quizzes and Tests** Tab.

To access the Unit Exams, you must enter the site, www.mymathlab.com , log on, and click on the Button: **Quizzes and Tests**

It is even better to find the Unit Exams by selecting the Homework Tab and then use the drop down menu to select All Assignments. This way you see all assignments in the order they should be completed.

Select the appropriate Unit Exam you are ready to take, take the exam, and submit your grade. The grade will be entered into the online grade book, thus you will be able to see your score instantly posted.

Note: You have three tries to do the unit exams .

Also, you will be given a two hour time limit in which to complete the exam.

Thus, it is extremely important to be prepared for the exam, before you actually start taking it.

The unit exams will be posted as the semester progresses and the relative material is covered.

I ask that the Unit Exams be completed and the results submitted to me by the due date. Unit Exams may be completed early , however, they will not be accepted after the due date.

V. Midterm Exam

- There will be one midterm exam.
- The Midterm Exam will count 25% of the final grade.
- In order to maintain the integrity of this course, I am asking that you take the midterm exam in a proctored environment. Please choose between the options, and follow the directions for that option.

Option 1: On-Campus Option:

You can take your exams in the testing lab on JC's central campus.

You can take your exams in the testing lab on JC's Central Campus located in BW 121.

(Please Note that there is only one designated testing lab at Jackson College.

It is located on Central Campus in BW 121....

the other JC campuses are considered to be "Off Central Campus" or Off - Campus),

- If you select this option you will need to go to the testing lab, which is located in **Bert Walker Hall, Room 121**, on central campus.
- The exams will be placed in the lab approximately one week before the due date and you may take them whenever the lab is open
- Simply walk in and request the test from the lab consultant; it is filed under my name, Mona Baarson, and our class number, MAT 135-Online.
- You will be asked to verify your identity by showing a photo ID with that identifies your full name (both first and last names). The consultant will show you to the testing room, and you can return the test to the consultant when you are finished.
- I will pick up completed tests from the lab at closing time on the due date.

Option 2: Off-Campus Option:

You can find your own proctor.

- If you select this option, you will need to take your exam at testing lab located on a **college campus** near you.
- Your exams will be sent directly to your proctor, who will be asked to verify that you have adhered to the rules on the cover sheet, seal your completed test in an envelope, sign across the seal, and mail it to me by the due date.

The Off-Campus Option also includes JC's campuses located in Adrian, Hillsdale and North Campus.

- Once you know what you plan to do about proctoring, please **download the Proctor Selection Form, fill it out completely and legibly and sign it.**
- **Then return it to me via email as a document that has been scanned and then attached.**
My email address is: baarsonmonag@jccmi.edu
- **You also need to take the Proctor Selection Quiz in MyMathLab. This counts as a quiz grade.**
- **Do this as soon as possible, but not later than two weeks after the start of the semester.**

- **If you do not send me your proctor information, then your Midterm and Final Exam will be taken, by default, in the JC Testing Lab, located on Central Campus, Bert Walker Hall, Room 121.**

In the packet of materials that I send to proctors not on central campus, I will enclose a letter to the proctor addressing the rules for taking the exams.

I will post the letter I send to the proctor so you may also read ahead of time the rules for taking the exams.

When it is time for you to take the exam, the proctor will open the appropriately labeled exam envelope and administer the exam to you.

The proctor will sign the exam in the area provided at the top of each exam.

When you have completed the exam in the return envelope, seal the envelope, sign across the seal of the envelope, and send the exam back to me by the due date.

Note: For unforeseeable reasons, you may need to get another proctor before the semester is completed. If this happens to you, simply find another proctor using the rules above.

- The midterm exam will be completed in hand-written format and will be graded on the completeness of your work (process of doing the problem), as well as your answer.
- In order to receive credit, you must show your work for each problem.
- This means that you will receive some credit for a partially complete process (even if the answer is not correct), and you do not get full credit for sloppy or incomplete work (even if the answer is correct).
- **All work must be done in pencil. Papers done in ink will not be graded.**
- Graphing Calculators may be used on all exams. However, work done on the calculator (like graphing functions), still needs to be shown in a neat organized manner on the exams. The calculator is just a tool, it does not replace the necessary work that needs to be shown.
- You may use the formula sheets that are found in MyMathLab under the Course Documents Tab. They are the Finite Math Formula Sheet and Formulas for Math 039, 131, 139 and 141
- I will provide these to the exam proctors.
Therefore, you do not need to bring them to your exam.
 - No other notes are acceptable.
 - The textbook *may not* be used.

**I ask that the "Midterm Exam" be completed by the due date.
"The Midterm Exam" will not be accepted late.**

VI. Final Exam

- There will be one final exam.
- The Final Exam will count 25% of the final grade.
- As with the Midterm Exam, the final exam will also be mailed to your off campus proctor or sent to the JC Testing Lab located on Central Campus in BW 121.
- This exam will be available to take approximately in Week 10 of the semester.
- **The rules for proctoring the final exam are the same as the rules for the midterm exam.**

In the packet of materials that I send to proctors not on central campus, I will enclose a letter to the proctor addressing the rules for taking the exams.

I will post the letter I send to the proctor so you may also read ahead of time the rules for taking the exams.

When it is time for you to take the exam, the proctor will open the appropriately labeled exam envelope and administer the exam to you.

The proctor will sign the exam in the area provided at the top of each exam.

When you have completed the exam in the return envelope, seal the envelope, sign across the seal of the envelope, and send the exam back to me by the due date.

Note: For unforeseeable reasons, you may need to get another proctor before the semester is completed. If this happens to you, simply find another proctor using the rules above.

- The final exam will be completed in hand-written format and will be graded on the completeness of your work (process of doing the problem), as well as your answer.
- In order to receive credit, you must show your work for each problem.
- This means that you will receive some credit for a partially complete process (even if the answer is not correct), and you do not get full credit for sloppy or incomplete work (even if the answer is correct).
- **All work must be done in pencil. Papers done in ink will not be graded.**
- Graphing Calculators may be used on all exams. However, work done on the calculator (like graphing functions), still needs to be shown in a neat organized manner on the exams. The calculator is just a tool, it does not replace the necessary work that needs to be shown.
- You may use the formula sheets that are found in MyMathLab under the Course Documents Tab. They are the Finite Math Formula Sheet and Formulas for Math 039, 131, 139 and 141
- I will provide these to the exam proctors.
Therefore, you do not need to bring them to your exam.
 - No other notes are acceptable.
 - The textbook *may not* be used.

Ask that the "Final Exam" be completed by the due date.

"The Final Exam" will not be accepted late.

Grading Scale

**GRADES WILL BE BASED
ON THE FOLLOWING SCALE:**

<u>Weighted Average (%)</u>	<u>Course Grade</u>
90 - 100	4.0
85 - 89	3.5
80 - 84	3.0
75 - 79	2.5
70 - 74	2.0
65 - 69	1.5
60 - 64	1.0
50 - 59	0.5
0 - 49	0.0

Course Topics and Assignments

The topics covered in the course, the assignments and the due dates for Homework, Quizzes, Discussion Forums, Unit Exams, Midterm and Final Exam can be found in the following documents:

- See document: **Math 135 Online Course Calendar by Weeks**
- MyMathLab: **The Course Calendar by Weeks is to be used in conjunction with the due dates found in “MyMathLab” under Do Homework, then Show All. The Course Calendar by Weeks will help the student to know what sections and topics in the textbook need to be learned and completed each week in order to meet the due dates posted in “MyMathLab” under Do Homework, then Show All.**

Class Calendar for Assignments and Due Dates

- **See document:**
Math 135 Online Class Calendar by Weeks
and MyMathLab

- **See MyMathLab:**

The Course Calendar by Weeks is to be used in conjunction with the due dates found in “MyMathLab” under Homework, then All Assignments.

The Class Calendar by Weeks will help the student to know what sections and topics in the textbook need to be learned and completed each week in order to meet the due dates posted in “MyMathLab” under Do Homework, then Show All.

Please note that the due dates found in MyMathLab are the official due dates (assignments cannot be turned in past the dates in MyMathLab). The dates on the Class Calendar are dates that assignments should be completed in order to complete the coursework without feeling rushed.

Late Work Policy

Please Note:

There is a “no late work accepted” policy for this class.

If you are not in class to pick up the assignments as they are given, you must come to see me during office hours to pick up the missing assignments. You must then have those assignments completed by the due date in order to receive credit for the missed class assignments. This policy is for all assignments given throughout the semester.

If an assignment is completed and turned in during class time, then that particular assignment may not be turned in at a later time. This is true for all Quizzes given and turned in during class, Classwork turned in during class, and all Exams.

- **Homework** is to be completed on or before the due dates.
See: **Math 135 Online Class Calendar by Weeks and MyMathLab for due dates.**
- **Quizzes** are to be completed on or before the due dates.
See: **Math 135 Online Class Calendar by Weeks and MyMathLab for due dates.**
- **Unit Exams** are to be completed on or before the due dates.
See: **Math 135 Online Class Calendar by Weeks and MyMathLab for due dates.**
- **Midterm Exam and the Final Exam** are to be completed and turned in, at the JCC Testing Lab, on or before the due dates.

Or, the Midterm Exam and Final Exam are to be completed, mailed to me by US Mail and postmarked on or before the due dates (if you have chosen to take your midterm and final exam at another college testing center or public library).

See: **Math 135 Online Class Calendar by Weeks and MyMathLab for due dates.**

Remember that the due dates are completion dates and postmark dates for the Midterm Exam and Final Exam

- **Discussions: Discussions** are to be completed on or before the due dates.
See: **Math 135 Online Class Calendar by Weeks and MyMathLab for due dates.**