

# MAT116 – Fall, 2006

## Seattle Central Community College

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**Instructor:** Lawrence Morales

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**Office Hours:** SAM415 MW 10–11, T 11–12, Th 10–12

**Class Web Site:** Math116.SeattleMath.com

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**Prerequisites:** MAT098 with 2.5 or higher or appropriate placement test score. Prereqs will NOT be waived. If you don't have them, please withdraw immediately or you may be dropped by the instructor.

**Required Materials:**

- Course Text. Available at Perfect Copy at 132 Broadway E.
- USB flash drive to keep course documents. Put your name on all disks and *back up your files regularly* at home.
- Scientific calculator. (Graphing Calculator is not required.) Bring this to class on all days, especially for quizzes & exams.

**The Course and its Outcomes:** The main goal of this course is to equip you with tools which will help you address complex business-related problems with mathematics, team work, and technology. We will work on two main projects in this course that are based on real-world business applications. We will develop mathematical tools to help us to determine how to answer important questions related to each project and apply these tools as we proceed through the quarter.

**Reading Assignments:** You will be required to read each chapter in the text *before we start covering it in class and submit short responses to the Reading Questions at the start of each chapter*. These must be typed to receive any credit and your answers, while short, should be in complete sentences as appropriate. For example, if the question asks "How is the value of an option determined?", your response should be something like: "To find the value of an option, subtract the strike price from the closing price, as long as this result is positive." Do not worry about understanding every part of the chapter or getting the answers to the questions perfectly correct. You will be given credit more for making the attempt to stay current with the reading than with the accuracy of your answers. These will be given one of the following marks:

✓+	This indicates all questions were answered appropriately and in the right format. (5pts)
✓	This indicates most questions were answered appropriately and in the right format. (4pts)
✓-	This indicates only some questions were answered appropriately and in the right format. (3pts)
NC	This indicates No Credit is given due to lack of effort or failure to submit the questions in proper format. (0pts)

Total points will be converted to a percent and then back to a new point total to conform to grading guidelines (see below).

**Exams:** There will be two mid-terms, one for each major Project. Exams can only be made up in extreme situations, such as severe illness, death in the family, or legal appointments made in advance. An exam can be made up only within two days of the original exam. In order to be able to make up an exam, you must do all of the following:

- Contact the instructor before the exam starts to inform him you will not be able to make the exam. At that time, the instructor will discuss your options with you.
- Upon request, provide written documentation confirming the reason for missing the exam. This could include doctor's notes, legal summons, etc.
- Agree to NOT talk to any student in the class about the exam in any way before the exam begins.

Instead of a final exam, there will be two Project Quizzes after each of the two major projects. These will each be worth between 20 and 100 points and the sum of these scores will constitute your "Final Exam" score.

**Quizzes:** I anticipate a few in-class quizzes at crucial times in the course. The lowest quiz will be dropped and the average of the remaining will be used to compute your quiz points. There is NO MAKEUP for quizzes. Total points will be converted to an overall average quiz score for grade purposes.

**Homework:** You should generally do ALL of the odd-numbered problems in each chapter for practice. These will not be collected so it is up to you to monitor your own progress and to ask questions in office hours if you need help. You will also be given a small subset of even-numbered problems to attempt. Problems on quizzes and exams will sometimes be directly from the text. In lieu of collecting homework problems, I will collect the Focus on the Project Memos that are tied to the Focus on the Project problems at the end of each chapter. These must be typed up and formatted using the Focus on the Project Memo stencils that are available on the H: drive. You may work with teammates to come up with results, but what you submit must be produced by you and reflect your own understanding. See the website for a Scoring Guide for the Focus Memos. Total points on the Memos will be converted to a percent for grade purposes.

**Team Projects:** You will work on two main projects in teams. Individual projects will not be accepted under any circumstances. You will be required to meet regularly outside of class with your team to complete ongoing progress reports and to prepare the final oral and written presentations of your team's project findings. *If you are unable or unwilling to meet with your team on a regular basis throughout the quarter, it is suggested you NOT take this course. Failure to work with your team and to equitably contribute to your team's efforts may result in lower project scores for your team and also for you as an individual.* All members of the team must be part of the final written and oral presentation of your findings. It is very important that every member of the group be able to explain all aspects of the team project. THIS COURSE REQUIRES SIGNIFICANT TIME OUTSIDE OF CLASS TO MEET WITH TEAMS. IN SOME WEEKS, THIS MAY REQUIRE SEVERAL HOURS OUTSIDE OF CLASS. IF YOU DO NOT INTEND TO WORK WELL IN TEAMS OR DO NOT WANT TO MAKE THE TIME TO MEET WITH TEAMS, PLEASE DROP THIS COURSE IMMEDIATELY. IN

THE CASE OF TEAM CONFLICT AND INFIGHTING (OFTEN DUE TO A TEAM MEMBER NOT WILLING TO MEET OR DO HIS/HER SHARE OF WORK), I WILL EXPECT YOUR TEAM TO REACH AN AGREEMENT ON HOW TO WORK THINGS OUT (JUST LIKE IN THE WORKPLACE). IF YOUR TEAM COMES TO ME FOR A SOLUTION, YOU PROBABLY WON'T LIKE WHAT I COME UP WITH, SO COMMUNICATE REGULARLY AND DO YOUR SHARE OF THE WORK.

**Participation and Attendance:** Attendance and participation is mandatory. You are also expected to be on time. Think of this course as a job where you are expected to arrive on time and not leave until your "shift" is up. Attendance will be taken on a regular but random basis. You will be marked late if you arrive after the class starts. Each day attendance is taken will count as 10 points, with deductions for lateness, etc. Total points will be converted to a final percent for grade purposes.

**Student Behavior:** Students will be expected to conduct themselves in a professional manner, showing respect and courtesy to all members of the class. This means (among other things):

- Prompt and regular attendance. Leaving early is also not acceptable, unless you make arrangements with the instructor before a class session begins.
- Cell phones, beepers, or other electronic devices are OFF during class.
- **No computer, email or internet activity during class, unless it's part of the curriculum. I will ask you to stop this in front of the rest of the class if you continually violate this rule!**
- Courteous and respectful participation is the norm.
- Full compliance with the Student Conduct Code. See the class website for a link to how "Student Misconduct" is defined, including plagiarism and cheating.

**Late Policy:** You may turn in **one** Focus on the Project Memo HW assignment up to 2 days late. Write "Late Pass" at the top of your paper. No other late work is accepted. Exams can only be made up late subject to the guidelines specified elsewhere in this syllabus. All work is due at the START of class. If you submit it after class is over, it will be considered late. **Do NOT email me assignments** unless you cannot come to class and you email me the assignments BEFORE class ends on the day the work is due.

**Grades:** Your final grade will be determined by taking the number of points you earn in the class and then dividing by all possible points assigned during the quarter. 73% is a 2.0 in this course; 98% is a 4.0. All other grades will be assigned using an appropriate linear formula. The course assignments are weighted as follows, but may change as determined by the instructor:

2 Midterm Exams = 24% (12% each)\*  
Quizzes = 12%\*  
Final Exam = 10%  
2 Projects = 30% (15% each)  
Reading Assignments = 6%  
Focus on the Project Homework Memos = 10%  
Attendance and Participation = 8%

\*IMPORTANT NOTE: The average of your two midterms and your mean Quiz score must be over 60% to attain a 1.5 or better in this course. If this average is below 60%, then the highest grade you will receive is 1.5.

**Non-Traditional Grades:** NC (No Credit) grades are not given in this course. W (Withdraw) grades are given if the paperwork is submitted by the published deadlines (see course listings). I (Incomplete) grades are only given near the end of the quarter for documented emergency situations, where a student is in good standing (2.0 or higher) and paperwork is submitted on time.

**Academic Dishonesty:** All instances of academic dishonesty (cheating, plagiarism, **file-copying**, etc.) will result in a zero on the assignment and a report being filed on your student record with the Dean of Students. A second incident of academic dishonesty will result in a 0.0 for the assignment, a report being filed on your student record with the Dean of Students, and possible suspension or expulsion from the college. If you don't believe that I will do this, just be aware that I have file reports on at least two students in the 116/117 students in the last year. Do not cheat. Do not plagiarize. Do not copy work. Do not work on assignments with others if you are told not to. And do not allow others to do so with your work because that is also considered an act of academic dishonesty. It will cost you more than you gain.

**Students with Disabilities Statement:** Students with *documented* disabilities, who need course accommodations, have emergency medical information or require special arrangements for building evacuation should contact the professor within the first week of class privately or during office hours.

**Students Responsibility:** It is the student's responsibility to be aware of all course deadlines and requirements at all times by reviewing the syllabus, being in class to hear important announcements, and checking the course web sites for daily announcements about due dates.

**Disclaimer:** The professor reserves the right to make changes to this syllabus during the quarter provided it is done so in writing or on the class web site and is made available to students with reasonable advanced notice.

### MAT116 - Morales - Syllabus Form

This form is designed to insure all students have received a syllabus, understand its provisions, and agree to them. Students who are trying to add this course after the first day of class must submit this form before an Add form will be signed.

Printed Last Name: \_\_\_\_\_ Printed First Name: \_\_\_\_\_

Your Current Email Address (PRINT one character per box)! Make sure you give me an address that you check regularly. I will use this address to send out grade updates and important class announcements (such as class cancellations, etc.)

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Which of the following two prerequisites for this course have you satisfied? Place your initials in the space that is appropriate:

MAT098 with a 2.5 or better? \_\_\_\_\_

Math Placement Test? \_\_\_\_\_

Have you enrolled in MAT298B yet (it is required)? \_\_\_\_\_

My signature below verifies I have received a copy of the course syllabus, I have read it completely, and that I agree to all of its provisions. I also agree it is my responsibility to know important dates, policies, and other information in this document.

My signature below also verifies that I agree to abide by the Student Conduct code and to not engage in student misconduct. I realize that a link to definitions and descriptions of "student misconduct" is available on the course web site for my review at any time. I agree that any violations of this code will likely lead to a report being filed with the Dean of Students and may lead to suspension, expulsion, a failing grade or other permanent scars on my student record.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Mat116/117 Team Assignment Information Sheet

LAST NAME: \_\_\_\_\_ FIRST \_\_\_\_\_

Are you enrolled or have you already taken MAT298B? \_\_\_\_\_

If you are in MAT117, where did you take MAT116? \_\_\_\_\_ When? \_\_\_\_\_

Please rate your skills with the following Microsoft software. 0 is No Knowledge, and 5 is Expert Knowledge

WORD                                      0 1 2 3 4 5                                      EXCEL                                      0 1 2 3 4 5

POWERPOINT                              0 1 2 3 4 5

Please place an **X** in all the time slots that you are **AVAILABLE** to meet your fellow team members.

*The more times you mark, the easier it will be to find a team for you.*

	MON	TUE	WED	THU	FRI	SAT	SUN
8-9AM							
9-10							
10-11							
11-12							
12-1							
1-2PM							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							

When working on team projects that last the entire quarter, which do you prefer:

\_\_\_\_ Meeting regularly (once or twice a week?) for short periods to review and make progress.

\_\_\_\_ Meeting less regularly but for longer periods to make progress on the project.

What other factors do you need to let us know about concerning your schedule or availability?