Office Hours: Mon 1:00-2:30 pm and Fri 1:00-2:00 pm in Padelford C-339 and Wed 1:00-3:00 pm in MSC (CMU B-006)
You are welcome to drop by my office without an appointment during any of these times. I will usually be hanging around outside the classroom from 9:15-9:30 before lecture, you are welcome to come ask me questions then as well. My last lecture ends at 12:30 pm, so you are welcome to walk out with me and chat while I stop to get a coffee. Even if you don’t have specific questions, I encourage you visit my office hours to chat from time to time. I am always willing to expand on a topic, give advice, tell you about myself, whatever, so please stop by so I can get to know you.

Text: *Applied Mathematics for Business*, by Harshbarger/Reynolds, available at the University Book Store or electronically (see course website), along with Supplementary Reading available for download on the course website.

Other Required Materials (bring to each class):
- a clear plastic ruler
- a Ti-30x IIS Calculator - $14.95 at the bookstore. This is the ONLY calculator that we allow on the exams!
- packet of lecture materials (download from the course website, which is just to help in taking notes in class)

Course Objectives: You will study the use of graphs and algebraic function as they apply to fields for business and economics. This course will prepare you for a course in the application of calculus to business and economics.

Grading: The weight for each part of the course is given below. An example is also given to show how you can determine your own grade.

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
<th>Your Percentage</th>
<th>Your Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework (Due Tuesdays and Thursdays)</td>
<td>15</td>
<td>92%</td>
<td>= 13.8</td>
</tr>
<tr>
<td>Participation (Activities and Test Preps)</td>
<td>5</td>
<td>90%</td>
<td>= 4.5</td>
</tr>
<tr>
<td>Midterm 1 (Tuesday, October 27)</td>
<td>22</td>
<td>76%</td>
<td>= 16.72</td>
</tr>
<tr>
<td>Midterm 2 (Tuesday, November 24)</td>
<td>22</td>
<td>84%</td>
<td>= 18.48</td>
</tr>
<tr>
<td>Final Exam (Saturday, December 12)</td>
<td>36</td>
<td>89%</td>
<td>= 32.04</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
<td>85.54</td>
<td></td>
</tr>
</tbody>
</table>

This example student would get an 85.54 out of 100 for the course which is approximately a 3.0 on my rough estimated grade scale which you can find online (the gradescale is subject to change in order so that the overall grade distribution meets departmental and university guidelines).

*Grade Comments:* I expect the median for the class to be between 2.7 and 3.1. Typically, if you average above 90% on your exams, then you get a grade above 3.5. Typically, if you average above 75% on your exams, then you get a grade above 2.0. Those are my rough guesses based on experience. Ultimately, my grades will match, as close as possible, the guidelines set up for grade distributions in the UW Faculty Resource on which you can find here: [http://depts.washington.edu/grading/practices/guidelines.html](http://depts.washington.edu/grading/practices/guidelines.html).

**Homework:** Homework will be administered by Webassign and will typically be due every Tuesday and Thursday night at 11 p.m. You will use a portion of each quiz section to ask your TA questions about the homework due that night. No extensions will be given to anyone for any reason.

**Participation (Group Activities and Test Preps):** A portion of most quiz sections will be dedicated to either working in groups on a problem-solving activity or practicing working old exam problems individually. The purpose of group activities is to get you to articulate your ideas and questions in small groups and have conversations about the material with your colleagues. The purpose of the individual test preparation problems is to give you the chance to practice working actual exam problems in a test-taking environment. For each group activity and test prep problem, you will receive a participation score (either 0 or 1 or 2): be on time, do the work, stay the duration, and complete the work in a satisfactory manner, and you will earn the full points for the day. You may miss two quiz sections without penalty to your grade.

**Exams:** You will be allowed a Ti-30x IIS Calculator (only this model), your ruler, and one 8.5 x 11 sheet (front and back) of *handwritten* notes for the exams. Other electronic devices will not be allowed (e.g. no cell phones, no graphing/programmable calculators, no laptops). You may not share a calculator or a note sheet with another student on an exam.
Make-Ups: No extensions will be granted for homework to anyone for any reason. No exceptions. Assignments are visible 7 days in advance of their "due" dates and we typically cover most of the material needed to complete the assignment 2-4 days in advance. So there is no need to ever have an extension. You should just in your head pretend that the assignments are always due two days before they actually say, then you will never come close to needing an extension (which I won't give). Activities and Test Preps can't be made up, but you are allowed to miss two without penalty to your grade. If you are going to miss more than two for well documented UW events, then let me know well in advance and we will make arrangements. Make-up exams will not be given. If you miss an exam due to unavoidable, compelling and well-documented circumstances (e.g., illness, transportation emergency), you should contact me right away. Once you provide documentation, your grade will be prorated, meaning your other exams and final will be weighted more heavily.

Respect Issues: Disrespect will not be tolerated. As with all your life, you should treat others as you yourself would like to be treated. Come to class on time (better never than late) and do not leave class early. If you have special circumstances where you need to arrive late or leave early, please contact me ahead of time and sit close to the door so that you do not distract your classmates when you enter or exit. Do not use electronic devices during class (if you like to take notes on your laptop, then I ask that you sit toward the back or the side in order to not distract the students behind you). If you want to listen to your iPod, text message your friends, or play around on your computer, then don't come to class. This is completely disrespectful to me and very distracting to your classmates, so please put away and turn off your electronic devices before class. Finally, please show me respect when you have a question for me or when you send me an e-mail. You are well within your right to ask about homework and exam grading, but you will get nowhere if you are argumentative or rude. I will do everything I can to help you all succeed in this course. I put in a lot of extra time and effort to help each of you in any way that I can. And this effort, along with the effort of your TAs, deserves your respect. We should all be working together, not against one another.

Class Philosophy: There are two vital rules for success in my classroom.
1. THE HOMEWORK IS THE KEY: In mathematics, breakthroughs in learning rarely occur while reading the text or attending lecture. Mathematics is truly learned when YOU completely solve a problem yourself AND understand the underlying concepts and tools so as to be able to apply them to related problems. The lectures, quiz sections, and office hours are valuable tools in guiding you towards learning and discovery, but ultimately the concepts and solutions must be absorbed, understood, and applied by you alone. Treat each problem as an exam question and ask yourself, “Can I answer this question without any help and do I understand the underlying principles that this problem conveys?” If your answer is no to either of these question (or if you hesitate at all), then you need more studying and practice.
2. ASK FOR HELP: Most students will hit a wall at some point during the course. Some can’t handle the large workload, while others find difficulty with specific concepts in the course. When these times arrive remember to ask for help. Come to your T.A., come to me, ask your classmates for help, visit the math study center and/or visit the student counseling center. If you still stumped send me an email. You are never more than a step away from getting help. These are just a few of your options. Please, please, please find help earlier rather than later. You are all smart enough to do well in this course, the question is whether or not you are determined enough.

Resources:
• A link to the class website can be found at: http://www.math.washington.edu/~aloveles/ You will find lecture handouts, all course materials, a schedule for the term, and various bits of other useful information there, including review sheets, past exams and quizzes, TA information, etc.
• The Center for Learning and Undergraduate Enrichment (CLUE) holds drop-in tutoring sessions every weekday evening in Mary Gates Hall Commons. See http://depts.washington.edu/clue/ for more details.
• The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation contact the Disability Services Office at least ten days in advance at: 206-543-6450/V, 206-543-6452/TTY, 206-685-7264/FAX), or dso@u.washington.edu.
• The Student Counseling Center provides academic skills workshop on a variety of topics including stress management test anxiety and time management to help you succeed at the University of Washington. If any of these is an issue for you, check out the schedule of workshops at http://depts.washington.edu/scc/studyskills.html.