

Instructor: Dr. Kayla Harville

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Office Hours: Mon/Wed 3:30-4:30 & Tues 1:00-2:00 or by appointment.

The best way to reach me is through email. I typically respond within 2 – 6 hours on average during business days. Emails sent after 5pm may not receive a response until the next business day. On weekends and holidays, the response time could be longer.

SOFTWARE (REQUIRED)

MyMathLab for Finite Mathematics for Business, Economics, Life Sciences and Social Sciences (Custom Edition) by Barnett, Ziegler, Byleen, and Stocker. **ISBN:** 9781323903841 (Students will have access to the eText through the software.)

LEARNING OUTCOMES

Students who successfully complete Math 269 should be able to devise a standard linear programming model and solve graphically and with the simplex method. Students should also be able to investigate the important information in a linear programming problem available through sensitivity analysis.

HOMEWORK

- Homework will be assigned for each section of material covered and will be completed online using the MyMathLab courseware. (See Blackboard for directions to enroll in MyMathLab.)
- The assignments for the week will become available on Mondays. Please go to Blackboard, watch the videos corresponding to each lesson, and then complete the MyMathLab assignments.
- Homework assignments (and individual questions) may be worked as many times as needed before the due date, with only the best score counting toward the student's grade. Homework must be submitted by 11:59 p.m. on the due date for full credit. Students will have immediate access to their score as they complete each question.
- Homework assignments may be completed after the due date for half credit until Sunday, May 3.
- When working an assignment after the due date, only work problems that you have previously gotten wrong OR not attempted. Working a problem you got correct prior to the due date will actually lower your score.
- Any homework assignment that is not submitted will be given a grade of zero (0) at the end of the semester.

QUIZZES

- Quizzes will be assigned throughout the semester and will be completed online using the MyMathLab courseware.
- You will be allowed two attempts per quiz with only the best score counting toward your grade. Students will have access to the quiz score immediately upon completion.
- Quizzes are due by 11:59pm on the due date.
- **No late quizzes will be accepted.** Any quiz that is not submitted will be given a grade of zero (0).

PROJECT

- A project will be assigned for this class. It will be completed and uploaded to Blackboard. (See [Blackboard](#) for directions.)
- No late projects will be accepted. Any project that is not submitted will be given a grade of zero (0).
- Grades for the project will be posted within three business days of the due date.

TESTS AND FINAL EXAM

There will be two tests and a final exam given during the semester. Each test and the final exam must be proctored and taken **online** through MyMathLab. Please see the TESTING INFORMATION section below for information regarding proctored exams.

Due to the nature of the online classroom environment, there will be limited partial credit available on the tests and final exam. Partial credit will be assigned within three business days of the exam due date.

TESTS:

- The test questions will be similar in format to the homework and quiz problems. Tests will be available from 12:00 a.m. on the first day of the testing window until 11:59 p.m. on the last day of the testing window. You must schedule your tests appropriately to allow enough time to complete each test. If you choose ProctorU, then the last testing appointment that can be made will be at **10:00 p.m.** on the last day of the testing window.
- Each test will have a 75-minute time limit once it is opened on MyMathLab. Each test can only be taken once. If there is a disruption in the test (loss of internet connection, loss of power, etc.), then it is the student's responsibility to ensure the proctor contacts me immediately via email or phone.
- If a test is missed for ANY reason, a grade of 0 will be given. NO make-up tests are given for ANY reason.

FINAL EXAM:

- The test questions will be similar in format to the homework and quiz problems. Tests will be available from 12:00 a.m. on the first day of the testing window until 11:59 p.m. on the last day of the testing window. You must schedule your tests appropriately to allow enough time to complete each test.
- The final exam will have a 180-minute time limit from when the test is accessed on MyMathLab. Students taking the final exam through ProctorU can schedule an appointment at any time during the testing window with the last appointment time being **8:00 p.m.** on the last day of the testing window. Students taking the final exam through Distance Education Testing Lab (DETL) must make an appointment through DETL.
- The final exam can be taken only once. If there is a disruption in the test (loss of internet connection, loss of power, etc.), then it is the student's responsibility to ensure the proctor contact me immediately via email or phone.

FINAL GRADE CALCULATION

The student's grade will be calculated as follows: Homework: 15%, Quizzes: 15%, Tests: 30%, Project: 10%, and Final Exam: 30%.

Grade	Percentage Range	Grade	Percentage Range
A	90 – 100%	C+	76 – 77.99%
A-	88 – 89.99%	C	70 – 75.99%
B+	86 – 87.99%	C-	68 – 69.99%
B	80 – 85.99%	D	60 – 67.99%
B-	78 – 79.99%	F	0 – 59.99%

NOTE: An "I" grade will not be given without the permission of the Department of Mathematics.

Note: The due dates for all assignments are on Blackboard on the Course Calendar.

TESTING INFORMATION

- Each test and the final exam must be taken online with a proctor. It is the student's responsibility to schedule the appointments for each proctored assessment. For this class, there will be two options for proctoring the exams: ProctorU and the Distance Education Testing Lab (DETL).
- ProctorU is a remote proctoring service that allows you to schedule your exam time at any point during the exam window. ProctorU is more flexible than the DETL Lab, but it is a service the student is responsible for paying to use. (See [ProctorU](#) for prices.) To use ProctorU, you must have a computer (not a phone or tablet) with a webcam and high-speed Internet connection. Students using ProctorU will be allowed to bring a calculator (only basic four-function or scientific calculators allowed) and several sheets of blank scratch paper to the test – you must show the proctor both sides of the paper before the test and tear up the paper after the test. To schedule an appointment through ProctorU, please visit [ProctorU](#) website.
- DETL (Distance Education Testing Lab) is a free testing center on campus in the Jackson Avenue Center, Suite F. While testing at DETL is free, there are limitations to dates and times that are available to schedule an appointment to take an exam. To schedule an appointment through DETL, please visit the [DETL](#) website. *There is also a \$20 late fee for scheduling or rescheduling midterms and finals after 5pm the Friday prior to the test week.*
- Scheduling appointments and making changes is MUCH easier if you make an account in the scheduling system rather than a guest account. The Oxford testing lab (DETL) cannot assist you in making or rescheduling your testing appointments. You must use the link provided. **All test appointments must be made at least two hours in advance.**

Note: DETL cannot assist you in making regional campus testing appointments. Please contact the regional testing centers directly to schedule regional campus appointments. See the contact information below:

Desoto: Twyla Loftiss	(662) 393-1674	twyla@olemiss.edu
Tupelo: Carrie Cannon	(662) 690-2017	ckcrouch@olemiss.edu
Booneville: Kim Gray	(662) 720-7781	kstevens@olemiss.edu
Grenada: LaTonya Pittman	(662) 227-2348	lpittma@olemiss.edu

- It is important that you report to the testing center at least 10 MINUTES BEFORE your appointment. You must with a valid Ole Miss ID, state issued driver's license, or a passport to take your exam. **NO EXCEPTIONS!** Please contact DETL directly if there are issues or questions with forms of identification. If you are late to your testing appointment, then you must reschedule your testing appointment or use ProctorU.

If you do not show up for your exam or reschedule your appointment online at least two hours before the testing time, you will not be able to reschedule and I will be notified. Treat these appointments just as you would if you were testing with me.

ACADEMIC NEEDS

The University of Mississippi is committed to the creation of inclusive learning environments for all students. If there are aspects of the instruction or design of this course that result in barriers to your full inclusion and participation, or to accurate assessment of your achievement, please contact the course instructor as soon as possible. Barriers may include, but are not necessarily limited to, timed exams and in-class assignments, difficulty with the acquisition of lecture content, inaccessible web content, and the use of non-captioned or non-transcribed video and audio files. If you are approved through Student Disability Services (SDS),

you must log in to your Rebel Access portal at [SDS](#) to request approved accommodations. If you are NOT approved through SDS, you must contact Student Disability Services at 662-915-7128 so the office can: 1. determine your eligibility for accommodations, 2. disseminate to your instructors a Faculty Notification Letter, 3. facilitate the removal of barriers, and 4. ensure you have equal access to the same opportunities for success that are available to all students.

CALCULATORS

- **Math 269 Web students are allowed a basic, four-function or scientific calculator for the tests and the final exam. NO GRAPHING CALCULATORS ALLOWED!**
- DETL provides calculators for student use during their testing session. ProctorU does not provide calculators.
- It is the student's responsibility to obtain the allowed calculator before the scheduled tests if testing through ProctorU. Any questions regarding appropriate calculators must be handled at least 72 hours before the scheduled test.

CHEATING: The following statement is the policy of this course regarding cheating:

Offenses: Cheating on any exam, quiz, homework, work to be completed in class; theft or attempted theft of exam questions; use of prohibited technology (**including cell phones, unapproved calculators, smart watches, etc.**) on exams; possession of exam questions prior to the time for examination; shall all be offenses subject to appropriate penalties.

Penalties: The penalty for commission of any offense set out above is a zero (0) on the assignment in question, and a recommendation of **failure** in the course to the Academic Discipline Committee. Furthermore, if you are found guilty of cheating, then the penalty could also include, subject to the approval of the Chancellor, dismissal or suspension from the University. Please note that any grade of zero (0) given for cheating will not be replaced if the Academic Discipline Committee does not follow the recommendation of course failure.

CLASS ATTENDANCE

- Attendance will be taken based on work completed during the week. If no assignments are completed (or at least attempted) during the week, that will be considered an absence.
- You are allowed two (2) absences without penalty. After that, 2 percentage points will be deducted from your final average for each absence over the limit.
- ***Attendance must be verified within the first two weeks of class or you will be dropped from the course. I will consider attendance verified if at least one discussion board on Blackboard or a MyMathLab assignment is completed or has a nonzero grade within the first two weeks.***

WITHDRAWAL DEADLINE: **Monday, March 2**

- After the Course Withdrawal Deadline, courses dropped will be recorded on University records and the grade of W will be recorded if the student is not failing the course at the time of withdrawal; otherwise, the grade of F will be recorded. After the course withdrawal deadline, a student may drop a course only in cases of extreme and unavoidable emergency, as determined by the academic dean. Dropping a course after the deadline will not be permitted because of dissatisfaction over an expected grade or because the student is changing his/her major. See [UM](#)

[Late Withdrawal Policy](#) for more details.

COPYRIGHT AND FAIR USE STATEMENT

- Materials used in connection with this course may be subject to copyright protection under Title 17 of the United States Code. Under certain Fair Use circumstances specified by law, copies may be made for private study, scholarship, or research. Electronic copies should not be shared with unauthorized users. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability as well as disciplinary action under University policies.

IT APPROPRIATE USE POLICY

- This policy sets forth the privileges of and restrictions on students, faculty, staff, and other users with respect to the computing and telecommunications systems offered by the University of Mississippi (UM). This policy is designed to protect the University community from illegal or damaging actions by individuals, either knowingly or unknowingly. Inappropriate use exposes the University to risks, including virus attacks, compromise of network systems and services, and legal issues. This policy directly addresses copyright issues related to illegal downloads and peer-to-peer file sharing.

M BOOK SUMMARY:

- The University of Mississippi is dedicated to supporting and sustaining a safe and scholarly community of learning dedicated to nurturing excellence inside and outside of the classroom. Each student has a duty to become familiar with University values and standards reflected in University policies, and each student has a duty to honor University values and standards reflected in University policies. These policies are outlined in the [M Book](#). For a complete listing of policies, please visit the [University Policy Directory](#).

STUDENT ATTENDANCE VERIFICATION POLICY

- The University must abide by federal guidelines to verify the participation of online students. For all course types, including thesis, internships, labs, online courses, etc., the instructor must verify your participation in the course. This may include submission of an online assignment or other course related contact with the instructor. (However, simply logging into Blackboard will not count as an academically related activity.)

STUDENT IDENTITIY POLICY

- Federal regulations, our accrediting agency (SACS), and university policies require that safeguards are used to ensure that the student who receives the academic course credit is actually the person doing the work. You will need to present your student ID before taking proctored exams and your instructor may verify your identity through live or virtual meetings, or by using an identity verification program.

STUDENT PRIVACY POLICY:

- The University of Mississippi protects the privacy of all students, including online and distance learning students, through adherence to the Family Educational Rights and Privacy Act of 1974 (FERPA) through compliance with other institutional policies and procedures governing the management and security of protected information of faculty, staff, and students, and by outlining the expectations of privacy for the university community as regards to electronic information. [Student Privacy Policy](#)

NETIQUETTE

Netiquette is a set of guidelines for communicating properly online. Here are some guidelines for online communication in this course:

- Be sensitive to others' different cultural and linguistic backgrounds, as well as different political and religious beliefs.
- Be respectful of others' views and opinions. Avoid "flaming" (publicly attacking or insulting) others.
- Use good taste when composing your responses. Avoid swearing and profanity. Also consider that sarcasm, humor, and slang terms can be misunderstood or misinterpreted.
- Don't use all capital letters when composing your responses. This is interpreted as "shouting" and is regarded as impolite or aggressive.
- If you want to use an acronym, first write out the full term followed by its acronym in parentheses. For example, this is how you would write To Be Determined (TBD). Then you can use the acronym freely throughout the remainder of your message.
- Use good grammar and spelling, and avoid using text messaging shortcuts.