

**University of Toronto at Scarborough
Department of Computer & Mathematical Sciences**

MATA33S Calculus for Management II Winter 2018

Course Information and Policies (3 pages)

Website: <http://www.math.utsc.utoronto.ca/a33/>

Instructors:

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Email Protocol: Instructors will only read emails from a UTSC or UTORONTO address. If you want your emails read, include your names and UofT ID number.

Course Communication: All course information, documents, and assignments will be posted at our web site. We do not use Facebook, Twitter, other social media, or video-recording of lectures. Blackboard may be used for email announcements or emailing of some documents. We do not use Blackboard for any other teaching purposes.

Textbook: Introductory Mathematical Analysis for Business, Economics and the Life and Social Sciences, 13th edition, by E. Haeussler, R. Paul and R. Wood. (The same book has been used in every MATA32 and MATA33 course since the Fall 2014 term)

Prerequisite: You must have a final mark of at least 50% in MATA32 (or approved equivalent) in order to take MATA33S. If you have not passed MATA32 (or approved equivalent), you cannot take MATA33S. You cannot take MATA32 and MATA33S in the same session.

Grading Scheme:

Five Tutorial Quizzes	20%	(drop lowest score)
Midterm Test	30%	(date/time/place TBA)
Final Examination	50%	(date/time/place TBA)

Assignments: Assignments and solutions will be posted at the MATA33S web site on a weekly basis. The assignments will contain practice problems, information, and dates about quizzes and relevant study sections from the text, and often some important notes or remarks about upcoming events (such as the midterm test or final exam). Assignment problems are not to be handed in,

but you are strongly encouraged to work consistently on them. Attempt extra problems from the textbook exercise/review sections based on your own judgement and experience. Past tests and exams are also at the web site. They are an excellent learning resource.

Tutorials and Quizzes: You must be enrolled in a tutorial not later than Thursday January 11. Beginning in the week of Friday Jan 12 - Thursday Jan 18, you will have a 1-hour tutorial each week. It is your responsibility to memorize your TA's full name, your tutorial number, day, and time. Tutorial quizzes will occur in alternate weeks starting in the week of Friday Jan 19 - Thursday Jan 25. These will occupy essentially all of the tutorial in those weeks. Of your five quiz scores, your lowest score will be dropped. You can only write a quiz in the tutorial you are officially registered in. If you write a quiz in a tutorial you are not officially registered in, your score will be 0 on that quiz. There are no make-up quizzes and no opportunities to write a quiz at any other day/time except your official tutorial.

Calculators: In MATA33S you cannot use any kind of calculator, computer, smart phone, iPad, tablet device, other calculating technology, other smart technology, or data transmission/receiving device during the writing of any quiz, the midterm test, or final exam.

Office Hours: The course instructors and TAs will have public office hours where you can get help with MATA33S. A schedule and location of office hours will be posted at the MATA33S home page within the first couple of weeks of classes.

Policies on Missing a Quiz or the Midterm Test: There are no make-up quizzes or opportunities to write a quiz in a tutorial other than the one you are officially registered in. There are no opportunities to write a quiz at any time different than that for your official tutorial. There is no make-up midterm test or opportunities to write the midterm test at another time different from the official posted day and time.

If you miss a quiz or the midterm test because of any of the following reasons: severe illness, severe injury or accident, family catastrophe or disaster, religious obligations, or legal obligations, and you wish to be considered for compensation for missing the quiz or the midterm test, provide Professor Grinnell with Documentation of Compensation Request and Explanation (DCRE) not later than **3 days (Saturday, Sunday, and UTSC holidays do not count) after the missed quiz or missed midterm test**. Your DCRE can be a paper note or a scanned note. If you are unable to provide the DCRE, have someone do it on your behalf.

In order to be considered for any sort of compensation for missing a quiz or the midterm test, your DCRE must include:

- (a) (i) your names, (ii) your UofT ID number, your signature, (iii) your tutorial number, (iv) the missed quiz number or missed midterm test acknowledgement, (v) the name an authenticating second party, (vi) their position (this is to add further verification to your reason for missing a quiz or the midterm test), (vii) their signature;
- (b) very good reason(s) why you missed a quiz or the midterm test;
- (c) additional authentic supporting documentation in the form of legal note or UTSC Medical Form (Verification of Student Illness or Injury form). This supporting documentation must also be signed by an authenticating second party (e.g. Doctor, Lawyer, Religious Officer).

The following reasons will not be considered for any sort of compensation for a missed quiz or the midterm test: work obligations, extra-curricular activities such as sports or clubs or related UTSC clubs, slight or mild illness, misreading the time of day or location, lateness, timetable or other test or course conflict, traffic or other transportation issues. The determination of possible compensation for missing a quiz or the midterm test rests entirely with Professor Grinnell and is not automatic.

Missing the Final Exam: This is a serious matter and is therefore not addressed at course-administrative/course coordinator level. UTSC policies and procedures about missing the final exam are found in the back pages of the UTSC Calendar and at the UTSC Registrar's web site.

AccessAbility: Students in MATA33S in need of, or desiring, AccessAbility services at UTSC are encouraged to contact UTSC AccessAbility.

- (a) Their phone number is (416) 287-7560.
- (b) Their office location is Room SW-302.
- (c) Their web site is www.utsc.utoronto.ca/accessability
- (d) Their email address is ability@utsc.utoronto.ca

Administrative Problems/Issues: Direct any of your course administrative issues or concerns (e.g. web site concerns, AccessAbility issues, tutorial/TA concerns, missing a quiz, missing the midterm test, etc.) to Professor Grinnell. You can contact him by email (grinnell@utsc.utoronto.ca), phone, or in person.

Student Responsibilities: As a student in MATA33S, you are responsible for the following:

1. enrolling in a tutorial not later than the end of Thursday Jan 11.
2. memorizing your TA's full name, your tutorial number, day, and time.
3. keeping a record of your quiz scores and your midterm test score.
4. if you miss a quiz or the midterm test (and you wish compensation), you are responsible for the appropriate DCRE documentation and communication as per the policy above.
5. you are expected to attend all of your lectures and tutorials, and to not disrupt any of these by irrelevant talking, electronic activity, or other annoying behavior.
6. you are expected to have attained a mark of at least 50% in MATA32 (or approved equivalent).
7. you are expected to have read and know the contents of this General Course Information Sheet, the Course Outline and Schedule Sheet, and all postings to the MATA33 web site as they become available.
8. all students are expected to be familiar with and abide by the University of Toronto Code of Behavior and Code of Student Conduct found in the UTSC Calendar and the UTSC Registrar's website.