

Course Information and Policies (4 pages)

Web Site: All course documents and announcements will be posted at our web site:

<http://www.math.utsc.utoronto.ca/a32f/>

Quercus (i.e. the Portal) will only be used for email communication to students. No course documents will be posted at Quercus.

Course Instructors:

Lec01 and Lec02: Raymond Grinnell (Course Coordinator) Email: grinnell@utsc.utoronto.ca
Office: IC - 466 Phone: (416) 287-5655

Lec03: Kathleen Smith Email: smithk@utsc.utoronto.ca
Office: IC - 458 Phone: (416) 287 - 7272

Email Communication with Instructors: Please use a UTSC or UTORONTO email address when emailing either instructor. Put the word "MATA32F" in the subject line of your email and include your names and your U of T student number. Instructors will not respond to emails that are sent using an email address different than a UTSC or UTORONTO address or that do not include your names and U of T student number.

Textbook: Introductory Mathematical Analysis for Business, Economics and the Life and Social Sciences, 14th edition, by E. Haeussler, R. Paul and R. Wood. This book is in the UTSC Bookstore and is easy to find on-line as an e-book or other formats. The 13th edition of this book was used in MATA32 and MATA33 for the past few years. If you use the 13th edition instead of the 14th edition, you run the risk of some lecture material and assignment material being confusing to you.

Grading Scheme:

Five Tutorial Quizzes	20%	(4% each)
Midterm Test	30%	(Date/Time/Place TBA)
Final Examination	50%	(Date/Time/Place TBA)

Days, times, location(s) for the midterm test and final exam will be posted at our web site, announced in lectures, emailed to students, and stated in some assignments.

Prerequisite: Ontario Grade 12 Vectors and Calculus or equivalent. If you do not have this prerequisite or an equivalent prerequisite, then you cannot take MATA32F. If you do not have this prerequisite, or equivalent, you may be removed from the course.

Course Schedule Overview: The first day of classes for MATA32F Lec01 is Tuesday Sept 4, for Lec02 is Wednesday Sept 5, and for Lec03 is Friday Sept 7.

Lecture Week 1 is Tuesday Sept 4 - Monday Sept 10. Lecture Week 2 is Tuesday Sept 11 - Monday Sept 17. Lecture Week 3 is Tuesday Sept 18 - Monday Sept 24, and so on. There are 24 lectures in total for each section of MATA32F. One of your lectures is 1-hour long and another is 2-hours long. There are no MATA32F lectures or tutorials for the "Thanksgiving Weekend/Study Week": Monday Oct 8 - Friday Oct 12.

Our course is divided into three parts. In the first part we study elementary mathematics of finance for about two weeks (Sections 5.1 - 5.4 in our textbook). The second part consists of 4-5 weeks of studying differential calculus (Sections 10.1 - 10.3, Chapters 11 and 12, and most of Chapter 13). The third part of the course consists of 4 - 5 weeks of studying integral calculus (most of Chapter 14 and some of Chapter 15). For a detailed syllabus and week-by-week lecture schedule, see our "Syllabus and Schedule" document posted at our home page.

Assignments: Assignments will be posted at the MATA32F web site generally on a week-to-week basis. These assignments contain practice problems from the textbook (14th edition) and other problems, information about study sections from the text, and usually some important notes or remarks about upcoming events (i.e. a quiz, the midterm test or final exam). Assignment problems are not to be handed in. You are strongly encouraged to work hard and consistently on the assignment problems. Detailed solutions to many of the assignment problems will be posted at our home page.

Tutorials and Quizzes: You will have a 1-hour tutorial each week starting in the week of Monday Sept 10 - Friday Sept 14. If you have not done so, you must enroll in a tutorial by Friday Sept 7. It is your responsibility to be officially enrolled in a tutorial by Friday Sept 7 and to memorize your tutorial number, day, and time. It is also your responsibility to know your Teaching Assistant's (TA) names once you have had your first tutorial. You may have to ask for his/her names.

Starting in the week of Monday Sept 17 - Friday Sept 21 and continuing every other week, you will have a quiz in your tutorial. The quiz will be on material from assignments, solutions, and lecture/text material from the previous couple of weeks. The quiz will take essentially all of the tutorial time. Your TA will mark your quiz out of 30, they will record your grade out of 30 in the course database, and they will return your quiz in the following tutorial. There is no quiz in the first tutorial.

There are five tutorial quizzes in total. They take place in your tutorial that occurs in the following weeks:

Quiz 1 Monday Sept 17 - Friday Sept 21

Quiz 2 Monday Oct 1 - Friday Oct 5

Quiz 3 Monday Oct 22 - Friday Oct 26

Quiz 4 Monday Nov 5 - Friday Nov 9

Quiz 5 Monday Nov 19 - Friday Nov 23

The five quiz scores will each contribute 4% to your course grade. You may only write a quiz in the tutorial you are officially registered in. If you write a quiz in any tutorial you are not officially registered in, your score will be 0. In weeks that there are no tutorial quizzes, your TA will demonstrate problem solving, they will explain supplemental course material, and they will answer any math related questions you may have.

Changing Tutorials: There will be an announcement at the MATA32F web site as to how tutorial changes are made.

Calculators: You will need a standard hand-held calculator during the writing of quizzes 1 and 2, and the midterm test only. Your calculator must be a standard hand-held calculator and it cannot transmit or receive data and it cannot be a smart phone or watch calculator. If your calculator transmits or receives data, then you cannot use it in any quiz or the midterm test. You cannot use any calculator during the writing of quizzes 3, 4, 5, and the final exam.

The following electronic devices are prohibited during quiz/test/exam writing either by accident or intent: smart phones, smart watches, i-Pods, laptop computers, tablets, cell Phones, i-Phones, or any other electronic calculating/data storage/data transmission device, or electronic/paper dictionaries/translation devices. You may only use one calculator during the writing of quiz 1 and 2, and the midterm test.

Office Hours: The course instructors and TA's will have office hours where you can get help with MATA32F and math in general. A schedule and location of office hours will be posted at our home page within the first couple of weeks of classes.

Policy on Missing a Quiz or the Midterm Test: If you miss a quiz or the midterm test because of any of the following reasons: severe illness, severe injury or accident, family catastrophe, religious obligations, or legal obligations, and you wish for compensation, then you must provide a paper documentation note to Professor Grinnell (the course coordinator) not later than **three business days** (i.e. Saturday, Sunday, and holidays do not count) after the missed quiz or missed midterm test.

If you miss a quiz or the midterm test due to illness, then you must submit a completed UTSC paper verification of illness/medical certificate (available as a down load at the UTSC Registrar's home page). You may get your paper note and documentation to Professor Grinnell in person or you may have someone else get it to him on your behalf. Do not send your documentation to your TA or a course instructor other than Professor Grinnell and do not send email documentation.

In order for your documentation to be valid and complete, it must be on paper and clearly state:

- our course, MATA32F
- your names printed, your U of T student number, and your signature
- your TA's name and your tutorial number (not just the day and time)
- the printed names of an authenticating reference (e.g. parent, police, doctor, lawyer)
- their position of authentication and their signature
- a thorough statement of the very good reason(s) why you missed a quiz or the midterm test.

An email note is insufficient to warrant any sort of compensation. But an email is useful in informing Professor Grinnell that a quiz or the midterm test has been missed and that a paper documentation note is forthcoming. If your paper note/documentation is missing any of the items above, Professor Grinnell will not consider your request for compensation.

The following reasons **will not be considered** for any sort of compensation for a missed quiz or midterm test: personal obligations that are not severe, catastrophic, or unplanned; work obligations; slight illness; misreading the time of day or location; lateness; timetable or other course conflict; traffic or other transportation issues; other conflicting campus or university events

(e.g. clubs, meetings), travel arrangements (e.g. flight tickets that have already been purchased or arranged).

Professor Grinnell will reserve judgement on your paper note and paper documentation as to whether it warrants any sort of compensation. If you miss a quiz or the midterm test, and go beyond the three day grace period, or you do not present sufficient paper documentation within three days, your score on the missed item will be zero. There are no make-up quizzes or opportunities to write a quiz in a place or time different than that for your official tutorial. The granting of, nature of, and timing of compensation is entirely at Professor Grinnell's discretion.

Missing the Final Exam: This is a very 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 2017/2018 UTSC Calendar and at the UTSC Registrar's web site.

Accommodations for Students with Ability Issues: Services and information available for students with ability issues can be found at UTSC AccessAbility Services, Room S302
www.utoronto.ca/ability

Administrative Problems/Issues: Professor Grinnell is the Course Coordinator for MATA32F. Direct any of your MATA32F course administrative issues, TA concerns, or other questions of an administrative nature to him. You can contact him by email (grinnell@utoronto.ca), phone, or in person.

Student Responsibilities: As a student in MATA32F it is assumed you have read and understood this entire document by Friday Sept 7. You also have the responsibilities in the list below. At no point in our course after Friday Sept 7 will it be an acceptable excuse or reason that you have not read or not accepted these responsibilities or contents of this entire document as justification for special consideration due to some troublesome administrative issue or otherwise.

1. You have officially enrolled in a tutorial by Friday Sept 7.
2. You memorize your TA's full name, your tutorial number, day, and time.
3. You keep 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 paper documentation and communication as per the policy above.
5. You pay attention in all of your lectures and tutorials and you do not be late (lectures/tutorials start at 10 minutes after the hour).
6. You do not disrupting any student or instructor in any lecture or tutorial by irrelevant talking, irrelevant smart phone/cell phone/laptop electronic activity like texting or surfing, or other annoying behavior.
7. You have read and understood the contents of this General Course Information and Policy document and the Course Outline and Schedule document.
8. You read and understand all postings to the MATA32F web site as they become available.
9. You are familiar with and abide by the University of Toronto Code of Behavior and Code of Student Conduct (see the UTSC 2018/2019 Calendar or the UTSC Registrar's web site).