Carleton University  School of Mathematics and Statistics

MATH 1401 A – Elementary Mathematics for Economics I – SUMMER 2018

Instructor: Luc Bourbonnais

Office: 4220 HP (x. 4225) e-mail: CULearn mail service, or lbourb@math.carleton.ca

Objectives of the course:
- Learn and understand mathematical concepts (functions, calculus, and algebra).
- Learn, understand and properly use techniques related to these mathematical concepts.
- Become familiar with applications in the field of economics that make use of these concepts.

Prerequisites: Ontario Grade 12 U Advanced Functions, or MATH 0005, or equivalent; and ECON 1000 or FYSM 1003, which may be taken concurrently with MATH 1401/ECON 1401.

Office Hours and appointments: Either come see me before/after class or send me an e-mail to make an appointment. Note that the best time to meet is: Tuesday or Thursday, from 5:30-6:30pm, and after the lectures, at 8:00pm. I will consider other times when we can meet.


Material covered: The lectures will cover selected topics from Chapters 1 – 13 of the textbook, plus additional material. Not all sections of every chapter will be covered. Also note that chapters 1 and 2 are left up to the students to cover by themselves.

Attendance: Attendance will be taken during lectures, tutorials and tests. Your attendance during lectures will count for up to 5% of your overall mark. During a tutorial or test, you may not leave the classroom until this activity is completed by your TA.

Lectures: Tuesday and Thursday from 6:30 – 8:00pm in SA 517.

Tutorials and tests: There are 7 tutorials and 4 term tests, for a total of 11 sessions, held on Thursday before the lecture (5:30pm). The tutorial will be held in Canal bldg 2400.

No make-up, early, or delayed tutorials and tests will be held.

All the lecture, tutorial and test dates are detailed in a document entitled “Term Schedule”, on the home page of the course CULearn website.

Tutorials: As summer classes are small, you are encouraged to work with one other student on sets of problems handed out to you. You may work alone if you wish. If the situation warrants it, your TA will go over examples from the material covered in class. There will be a short quiz (out of 5 marks) at the end of the tutorial session (1 or 2 questions). Your quiz work must be handed in at the end of the tutorial hour for grading. Your tutorial work at the beginning of the session is not graded, but you will be given an attendance grade (5 marks). If you arrive late at the session, you will not be given attendance marks.
**Tests:** There will be **four 50-minute (closed-book) tests** administered during the tutorial hour (in the same room as the tutorials).

The dates for the four (4) term tests are as follows:

- **May 31st, June 14th, July 12th and August 2nd.**

**NB** – If you require a revision of your test, please do so with me within one week of receiving the test. Under normal circumstances, you can expect the TA’s to return your tests one week after the test was written, in the tutorial hour.

**Missed tests or tutorials: Missed tests or tutorials carry a mark of zero (0).** However, students who can document a compelling reason for missing a test or tutorial will be excused and their test/tutorial grade will be based on their performance in the rest of the test/tutorial work. Valid reasons include, for example, a medical reason, with a doctor’s note, or bereavement, with some form of documentation. **IMPORTANT:** This documentation must be presented to me within a reasonable delay. You must either present me the document during the lecture following the tutorial/test date, or have sent me an e-mail making me aware of your absence. Please send the e-mail as soon as possible. In this e-mail, I expect to be informed on when you plan on returning to class. Upon your return I expect to be presented with the documented note. I will not accept a documented note that is presented to me too late, or without having been notified by e-mail.

Note that it is advisable to warn me in advance if an absence during the semester is foreseen.

**Term mark:** Grades for tutorials and tests will be posted in CULearn. You have the responsibility to bring to the attention of your instructor any missing or incorrectly recorded grade within two weeks of the day the grade is available to you (i.e. posted in CULearn). An original test or tutorial paper must be presented to make any corrections.

PLEASE NOTE that I use CULearn as a repository of raw evaluation marks ONLY. I do not use it to compute your term grade, overall grade, etc. Thus, columns like “Overall tutorial mark” in the grade book that are meaningless up until the end of the semester, when I finally upload all the marks used to compute your final overall grade. In addition, it is entirely possible that the maximum score for term tests is incorrect. It is set to ‘30’ at the beginning of the semester, but a term test might end up being out of 28, 32, etc. I will correct this at the end of the semester when computing the term grade and the overall grade.

Your term grade (i.e. your mark out of 55 prior to writing the final exam) is based on the average mark for the 7 tutorials counting for a maximum of 10, and the average of the **best three** test results counting for a maximum of 40 and your attendance record (during lectures) counting for a maximum of 5. **IMPORTANT:** This marking scheme for tests assumes that all four tests have been written and that a minimum of 25% was obtained on all of them. If this minimum requirement is not met then the average of all four tests is used.

**Overall Marking Scheme:**

- Attendance during lectures 5%
- Tutorials 10%
- Tests 40%
- Final Exam 45%
Final Exam: The final exam is a cumulative **three-hour closed book exam** scheduled by the university. Please consult the undergraduate calendar for the dates/location of the exam period for this Summer 2018 semester. Failure to write the final examination when the student has achieved satisfactory performance during the term will result in a grade of F. See Academic Regulation 2.3 ([https://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/acadregsuniv2/](https://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/acadregsuniv2)) for the official meanings of these grades, and note that it stipulates that no course grades are final until approved by the Faculty Dean. Application to write a deferred final examination must be made at the Registrar’s Office.

**Note:** Students wishing to see their examination papers must make an appointment within three weeks of the examination to do this. Please note that this privilege constitutes an opportunity to review any mistakes made, and not to negotiate a better grade.

Calculators: Only non-programmable, non-graphing calculators are allowed for all evaluations (tutorials, tests, final exam). I reserve the right to confiscate any calculator during a test or exam. Other electronic devices (phones, computers, etc.) are not acceptable to use as calculators.

Withdrawal: Please consult the Undergraduate Calendar to know the last day for withdrawal from summer courses.

Academic accommodations: Students with disabilities requiring academic accommodations in this course must register with the Paul Menton Centre for Students with Disabilities (PMC) for a formal evaluation of disability-related needs. Documented disabilities include but are not limited to mobility/physical impairments, specific Learning Disabilities (LD), psychiatric/psychological disabilities, sensory disabilities, Attention Deficit Hyperactivity Disorder (ADHD), and chronic medical conditions. Registered PMC students are required to contact the PMC every term to have a Letter of Accommodation sent to the Instructor by their Coordinator. In addition, students are expected to confirm their need for accommodation with the Instructor no later than two weeks before the first assignment is due or the first in-class test/midterm. If you require accommodations only for formally scheduled exam(s) in this course, you must request accommodations by the last official day to withdraw from classes in each term. **Please consult the Undergraduate Calendar to know the deadline for submitting completed forms to the Paul Menton Centre for the final examination.**

You may need special arrangements to meet your academic obligations during the term because of disability, pregnancy or religious obligations. Please review the course outline promptly and write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist.

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IMPORTANT NOTES CONCERNING MARKING:

1. To be permitted to write the final exam, you must have accumulated at least 16.5 marks out of 55 (i.e. 30%) from your term tests, tutorials and attendance record. Students who fail to achieve this minimum requirement will automatically receive a letter grade of F in the course.

2. Students who fail to achieve an equivalent mark of at least 30% on the final exam will automatically receive a letter grade of F in the course regardless of their term mark.