

## Department of Mathematics and Statistics

### Information for all MAT and STA Courses

*For each class you take in this department, you will receive a syllabus with specific information about the section in which you are enrolled. The following information applies to all courses in the department.*

#### PREREQUISITES

Prerequisites for all mathematics and statistics courses are listed in the NKU catalog and in each semester's Schedule of Classes. These are meant to convey the background knowledge expected of each student in the course. History indicates that students who do not meet the prerequisites for a course are unlikely to succeed in the course. Our Department would like you to be successful in these courses; we think that it is imperative that you not take a course until you have mastered the prerequisites for that course. Prerequisites are typically one of two types: either (i) completion of specific NKU courses, or (ii) placement by satisfactory performance on a standardized exam. Students are responsible for ensuring that they comply with the stated prerequisites. The department also checks prerequisites; ***students will be withdrawn from a course if they are found to have not met the course prerequisites.***

#### RESTRICTED CLASSES

Some courses are listed in the catalog or Schedule of Courses as “*open only to*” certain students while others may be listed as “*not open to*” certain students. These restrictions are strictly enforced. If a course is listed as “*open only to*” students in certain majors, then only students who are ***officially declared*** in those majors may enroll.

The obligation to meet course or section restrictions rests with the student. Students who enroll in a restricted course or section without meeting the specified conditions will be withdrawn from the course as soon as their ineligibility is discovered. This can occur at any time during the semester. If discovered after completion, the course may not be allowed to count toward graduation.

#### COURSE WORKLOAD

You cannot learn mathematics or statistics by simply being a spectator – it is not enough to watch someone else working problems. You must invest time and effort outside of class in studying the material and, most importantly, in working on assigned problems, exercises, projects, etc. For most three credit courses in the department, a typical student will need to spend 6-8 hours per week studying outside of class. Some students

will require more time than this; very few can get by with less. Students must take this out-of-class study time into account when developing course schedules. If you are unable to make the needed commitment of time for both class attendance and out-of-class study, then you should consider taking the course some other time when your schedule will allow you to devote sufficient time to the material. Success in mathematics and statistics courses requires students to read assigned material carefully, paying particular attention to examples, and to do the homework and projects on a regular basis.

#### MID-TERM GRADES

All undergraduate students enrolled in courses numbered 100-499 will receive mid-term grades. Mid-term grades will be posted in myNKU by the deadline established in the Academic Calendar (<http://registrar.nku.edu/academiccalendar.html>). Mid-term grades are not part of a student's permanent record.

#### ACADEMIC HONESTY

The work you do in this course is subject to the Student Honor Code, which is a part of the *Code of Student Rights and Responsibilities* (<http://deanofstudents.nku.edu/policies/student-rights.html>). The Honor Code is a commitment to the highest level of ethical standards in academic conduct, a commitment that, individually and collectively, the students of Northern Kentucky University will not lie, cheat, or plagiarize in order to gain an academic advantage over fellow students or to avoid academic requirements. All work to be graded is expected to be completely and solely the student's own, unless specific exceptions are made by the instructor. Any behavior not in keeping with this policy may result in a failing grade for the course.

You are bound by the Student Honor Code to neither give nor receive any unauthorized aid on any assignment. This does not mean that students should not work together in order to study and learn the material; we encourage you to do so. However, collaboration should not generally extend to individual work that is to be submitted for grading.

## **CLASSROOM BEHAVIOR**

The department attempts to maintain a classroom environment that is conducive to learning. Disruptive student behavior will therefore not be tolerated. Disruptive behavior can include the use of cell phones, excessive chatter and noise, eating or drinking, arriving late, sleeping in class, bringing small children, and monopolizing class time. Any threatening behavior will certainly be considered disruptive. According to the *Code of Student Rights and Responsibilities*, "If disruptions persist in spite of an instructor's best efforts, the instructor may dismiss a student immediately from the classroom... Students who fail to leave the classroom may face removal by University Police, possible legal action, and charges under this Code."

## **OFFICE HOURS**

The instructor's designated office hours are an indication of when he or she is usually available in the office for consultation. Other commitments will occasionally require an instructor to be away from the office during these times, so for important matters it is best to set up an appointment in advance. On the other hand, you should not feel restricted to seeing faculty only during office hours. The faculty are here to help you, and your instructor is the first person you should turn to for assistance in your class.

## **WITHDRAWING FROM A CLASS**

The deadline for withdrawing from class with a grade of W is listed in the Academic Calendar on the NKU web site. It is your responsibility as a student to be aware of this deadline. To withdraw from class, a student must process the request online via [my.nku.edu](http://my.nku.edu). Students who stop attending class without officially withdrawing will receive a grade of F.

Students are generally not permitted to withdraw after the deadline; after that date they must either complete the course successfully or receive a failing grade. Exceptions are made only for very unusual extenuating circumstances involving some change in the student's situation after the deadline. This will require documentation and the permission of the department chair and the dean. Permission for late withdrawal will not be given to students who merely seek to avoid a poor grade.

## **CHANGES IN THE SYLLABUS**

The syllabus is a projection of what the instructor anticipates for the course. The instructor has the right to modify the syllabus in order to adjust to changing circumstances.

## **RELATIONSHIP TO OTHER COURSES**

Many students take mathematics or statistics courses as requirements for their major. Many of our courses serve a diverse clientele who need to acquire certain ideas or learn techniques for subsequent work. Applications are included where appropriate but, particularly in elementary courses, these are often simplified versions of real problems. Even when the applicability of the material is not immediately apparent, these courses provide general skills in problem-solving and logical analysis that are valuable in all disciplines.

## **ACCESS TO *Mathematica***

NKU's site license for *Mathematica* enables students to access this software in a variety of ways. Detailed instructions are available at <http://oit.nku.edu/svccatalog/software/softwarecatalog/Mathematica.html>

## **DEPARTMENT OFFICE**

The office of the Department of Mathematics and Statistics is located in MEP 401. The department's phone number is 859-572-5377.

## **DISABILITY SERVICES**

The University is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by the University. To this end, Northern Kentucky University will provide reasonable accommodations for persons with documented qualifying disabilities. If you have a disability and feel you need accommodations in this course, you must present a letter to me from the Disability Programs and Services Office (SU 303), indicating the existence of a disability and the suggested accommodations. More information can be found at <http://disability.nku.edu>.

## **SECONDARY EDUCATION STUDENTS**

Additional information concerning Secondary Education Students is available on the Department's web page, at <http://artscience.nku.edu/content/dam/math/docs/MathEdInfoSyllabus.pdf> )

## Student Evaluation of Instructor and Course

Northern Kentucky University takes Instructor and Course Evaluations very seriously as an important means of gathering information for the enhancement of learning opportunities for its students. It is an important responsibility of NKU students as citizens of the University to participate in the instructor and course evaluation process. During the two weeks\* prior to the end of each semester classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your instructor has played in the learning process. It is very important that you complete the online evaluations with thoughtfully written comments.

Student evaluations of courses and instructors are regarded as strictly confidential. They are not available to the instructor until after final grades are submitted, and extensive precautions are taken to prevent your comments from being identified as coming from you. Students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation) should expect to incur a two week delay in access to his or her course grade beyond the university's official date for grade availability. To complete online evaluations go to <http://eval.nku.edu>. Click on "student login" and use the same USERNAME and PASSWORD as used on campus.

In addition, you should be aware of:

- Evaluations can affect changes in courses. Evaluations without comments are less valuable and less credible than those filled out thoughtfully. Comments that are expressed well are more effective than those that are not.
- Positive feedback is just as important as criticism. Moreover, negative evaluations without any explanation and specifics are not especially useful.
- Once grades are submitted, all evaluations are read not only by the instructor, but also by the instructor's department chairperson.
- Evaluations not only provide feedback to your instructor, but also provide information to the department chair for use in performance evaluations. This information affects reappointments, promotions, salaries, and teaching assignments.

## Student Honor Code

This Student Honor Code [the "Honor Code"] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements.

The purpose of the Honor Code is to establish standards of academic conduct for students at Northern Kentucky University and to provide a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these rules. Each Northern Kentucky University student is bound by the provisions of the Honor Code and is presumed to be familiar with all of its provisions. Students also should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity in all matters, whether covered in the Honor Code or not. The success of this commitment begins in the diligence with which students uphold the letter and the spirit of the Honor Code. Students may view the complete honor code at <http://deanofstudents.nku.edu/policies/student-rights.html#policies>.

## Credit Hour Policy Statement

In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments.

Following are estimates of the minimum time required for a typical student to complete expectations for specific courses. Estimates for individual course sections may vary; if a different estimate appears in the syllabus for a particular section of a course, then that estimate takes precedence over the ones below.

**For face-to-face sections of MAT 109, 110, 112, 114, 115, 117, 119, 128, 140, 141, 185, 227, 228, 234, 240, 294, 302, 303, 304, 305, 310, 325, 330, 345, 360, 375, 385, 394, 410, 415, 420, 421, 430, 483, 494, 584, 594, and STA 110, 113, 204, 205, 212, 213, 250, 294, 312, 314, 316, 317, 340, 341, 360, 370, 394, 419, 450, 494, 594** (These are 3-credit courses meeting for 150 minutes per week for 15 weeks, plus a final class period in week 16.)

In-Class: 150 minutes per week × 15 weeks	=	37.5 Hours (2250 minutes)
Readings, assignments, and review: 6.5 hrs/wk × 15 wks	=	97.5 Hours
<u>Final review and exam, or final project</u>	=	<u>10.0 Hours</u>
Total	=	145.0 Hours

### For online sections of the above courses

Assignments, review, and exams: 9 hrs/wk × 15 wks	=	135 Hours
<u>Final review and exam, or final project</u>	=	<u>10 Hours</u>
Total	=	145 Hours

### For STA 111 (This is a 1-credit course meeting for the first 5 weeks of the semester)

In-Class: 150 minutes per week × 5 weeks	=	12.5 Hours (750 minutes)
<u>Assignments, review, and exams: 6.5 hrs/wk × 5 wks</u>	=	<u>32.5 Hours</u>
Total	=	45.0 Hours

### For MAT 129 and MAT 329 (These are 4-credit courses meeting for 200 minutes per week)

In-Class: 200 minutes per week × 15 weeks	=	50 Hours (3000 minutes)
Readings, assignments, and review: 9 hrs/wk × 15 wks	=	135 Hours
<u>Final review and exam, or final project</u>	=	<u>10 Hours</u>
Total	=	195 Hours

### For MAT 194 (This is a 1-credit course meeting for 50 minutes per week)

In-Class: 50 minutes per week × 15 weeks	=	12.5 Hours (750 minutes)
<u>Assignments: 6.5 hrs/wk × 5 wks</u>	=	<u>32.5 Hours</u>
Total	=	45.0 Hours

### For MAT 229 (This is a 5-credit course meeting for 250 minutes per week)

In-Class: 250 minutes per week × 15 weeks	=	62.5 Hours (3750 minutes)
Readings, assignments, and review: 11.5 hrs/wk × 15 wks	=	172.5 Hours
<u>Final review and exam, or final project</u>	=	<u>10.0 Hours</u>
Total	=	245.0 Hours

### For MAT 299, 392, 399, 490, 491, 497, 499; STA 299, 370, 392, 399, 470, 490, 491, 499:

Research, Writing, and Reporting: 3 hrs/wk/credit hour × 15 wks = 45 Hours per credit hour  
(45 Hours for a 1-credit course, 90 hours for a 2-credit course, 135 hours for a 3-credit course.)