This syllabus is not complete, it just has some suggested language and formatting. You should create your own syllabus following university guidelines. Feel free to make a copy of this one to edit or just copy/paste sections as desired.

**MA 103:** Topics in Contemporary Mathematics  
**Instructor:**  
**Office:**  
**Office Hours:**

**Course Description**  
Primarily for students in Humanities and Social Sciences. Illustrations of contemporary uses of mathematics, varying from semester to semester, frequently including sets and logic, counting procedures, probability, modular arithmetic, and game theory.

**Textbook**  
Topics in Contemporary Math by Tom Lada. The pdf of this textbook has been pre-loaded into WebAssign.

**Lecture Videos**  
Lecture videos by Dr. Lada can be found at https://mediasite.online.ncsu.edu/online/Catalog/catalogs/ma-103-002-lada

**Homework**  
All homework assignments for MA 103 are submitted through WebAssign. (http://webassign.ncsu.edu)

Lack of planning does not constitute an extension of the assignment. Do NOT procrastinate on any assignment because the system might go down at any time. Working well AHEAD of the schedule is encouraged.

WebAssign is purchased online by each student at http://webassign.ncsu.edu

Note: Difficulties with computer account does not exempt students from doing the assignments. Students are responsible for ALL WebAssign assignments in this course. If a student has difficulties with his/her computer account, they are responsible for getting this problem taken care of within a reasonable period of time and notifying the instructor of these difficulties so that extensions can be given on assignments if necessary.

**Grades**  
This course uses standard NCSU letter grading, with no rounding.
You could drop the lowest test grade (not the final).

**Academic Integrity**
Students are required to comply with the university policy on academic integrity found in the Code of Student Conduct found at [http://policies.ncsu.edu/policy/pol-11-35-01](http://policies.ncsu.edu/policy/pol-11-35-01)
The NCSU Student Code of Conduct covers all work done in this course. Any suspected violations will be promptly reported. Academic dishonesty will result in an automatic failing grade for the course.

**Course Evaluations**
A formal evaluation is conducted by the University at the end of the semester and the goal is to achieve 100% class participation in this survey. Online class evaluations will be available for students to complete during the last two weeks of class. Students will receive an email message directing them to a website where they can login using their Unity ID and complete evaluations. All evaluations are confidential; instructors will never know how any one student responded to any question, and students will never know the ratings for any particular instructor.

**Accommodations for Disabilities**
Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, students must register with the Disability Resources Office ([https://dro.dasa.ncsu.edu/](https://dro.dasa.ncsu.edu/)), 919-515-7653. For more information on NC State's policy on working with students with disabilities, please see the Academic Accommodations for Students with Disabilities Regulation at [http://policies.ncsu.edu/regulation/reg-02-20-01](http://policies.ncsu.edu/regulation/reg-02-20-01).
Schedule
This schedule is tentative and subject to slight modifications depending on how the course progresses, which will be communicated in class and through Moodle.

Insert schedule/index of videos here

Course Website
We will be using the Moodle learning management system (http://wolfware.ncsu.edu) for this course. You will log in using your Unity ID and password. (Refer to online information at http://oit.ncsu.edu/unityid or contact (919) 515-HELP or HELP@ncsu.edu for assistance with your Unity ID). After the beginning of the semester, you will see a link to our course site. Once in the site, you can Bookmark or add the site as a Favorite in your web browser so that you can return directly to that page.

Course Communications
Modes of communication in use for this course include email, office hours, and Moodle. Communication is KEY--if you are having difficulties that relate to this class, please talk to me AS SOON AS POSSIBLE so we can work together.

· Moodle discussion forums will be used to facilitate class discussion. Check these forums often and please feel free to reply to your fellow students’ posts.
· I will do my best to respond to weekday e-mails and posts within 24 hours. Email messages or posts left after 4 pm Friday will be responded to by Monday evening.
· If you would like to speak with an instructor in person and you can’t make it to the posted office hours, please email me to schedule a time that is convenient. Include several time slots that would work for you in your email.

Please be aware that ALL email communications for this course will be sent to your NCSU unity email. If you do not regularly use your ncsu.edu account, there are settings within Gmail that allow you to forward your e-mail to another account. For more information, please see http://google.ncsu.edu/what-best-way-forward-my-nc-state-gmail-non-nc-state-e-mail-address.

If you have a question that the whole class may benefit from hearing the answer to, please post on the “Course Content Q&A” forum. I will check this forum to respond to open questions. You should also check frequently to answer or ask questions.

If you have a question that is very specific to the work you have done (i.e. if you nearly finished your work but got stuck towards the end), you can email me with your question. Including a scan or photo of your work can help.

Make Up Tests
Should you need to miss an in-class test, a cumulative makeup test will be given during class time in the last week of the semester. Everyone will take the same makeup exam, regardless of which test you missed. The grade for the makeup exam will be used in place of the grade for the test you missed. Details about the makeup test will be sent to students eligible to take it later in the semester. Only students who missed a test are eligible to take the makeup exam.
Trans-Inclusive Statement
In an effort to affirm and respect the identities of transgender students in the classroom and beyond, please contact me if you wish to be referred to using a name and/or pronouns other than what is listed in the student directory.

Basic Needs Security
Any student who faces challenges securing their food or housing or has other severe adverse experiences and believes this may affect their performance in the course is encouraged to notify the professor if you are comfortable in doing so. Alternatively, you can contact the Division of Academic and Student Affairs to learn more about the Pack Essentials program https://dasa.ncsu.edu/pack-essentials/

Supporting Fellow Students in Distress
As members of the NC State Wolfpack community, we each share a personal responsibility to express concern for one another and to ensure that this classroom (as well as the campus as a whole) remains a healthy and safe environment for learning. Occasionally, you may come across a classmate whose personal behavior concerns or worries you, either for your classmate’s well-being, for your well-being or for the well-being of others. When this is the case, I would encourage you to report the behavior on the link located on NC State’s Students of Concern website (http://go.ncsu.edu/NCSUcares).

List of Policies
Students are responsible for reviewing the NC State University PRRs (policies, rules and regulations) that pertain to their course rights and responsibilities:
• Code of Student Conduct https://policies.ncsu.edu/policy/pol-11-35-01/
• Grades and Grade Point Average https://policies.ncsu.edu/regulation/reg-02-50-03/
• Credit-Only Courses https://policies.ncsu.edu/regulation/reg-02-20-15/
• Audits https://policies.ncsu.edu/regulation/reg-02-20-04/