Tutorial Letter 101/3/2023

Quantitative Modelling 1

DSC1520

Semesters 1 and 2

Department of Decision Sciences

Important information:

This tutorial letter contains important information about your module.

Please read carefully.

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Dear Student

It is pleasure to welcome you to this module, *Quantitative Modelling 1*.

We hope that you will find this module interesting and enjoyable and that you will complete it successfully. This is a fully online module. You will therefore see that all your study material, assessments and engagements with your lecturer and fellow students will take place online. This tutorial letter is intended to offer you some guidance in this regard.

Getting started.

Owing to the nature of this module, you can read about and find study material online. Go to the website at http://my.unisa.ac.za/ and log in using student number and password. We wish you every success with your studies!

1 LECTURER(S) AND CONTACT DETAILS

You are welcome to contact your lecturer(s), the Department of Decision Sciences or the university when you encounter study related problems during the semester.

Use your Mylife email and provide your student number and module code whenever you contact us.

1.1 Lecturer(s)

You will find the name of the lecturer responsible for this module on the DSC1520 site on myUnisa. We suggest that you write the name and contact details of the lecturer in the space below so it will be available whenever you need to contact him/her.

Your lecturer will assist you with problems you may have study material (not administrative matters). You may contact him/her by means of email or telephone. You may also visit him/her at the office, but only by appointment.

1.2 Department

You can reach the Department of Decision Science in one of the following ways:

E-mail: DSC1520@unisa.ac.za

Tel: 012 433 4684

1.3 University

To contact the University, follow the instructions on the Unisa website: http://www.unisa.ac.za/sites/corporate/default/Contact-us/Student-enquiries.

Please include the student number in all correspondence

2 RESOURCES

2.1 Joining myUnisa

The myUnisa learning management system is the University's online campus which will help you communicate with your lecturer, other students, and the administrative departments within Unisa. To claim your myUnisa account, please follow the steps below:

1. Visit the myUnisa website at https://my.unisa.ac.za/portal
2. Click on the "**Claim Unisa login**" link on the top of the screen under the orange user ID box.
3. A new screen will load prompting you to enter your student number. Please enter your student number and click "**continue**".
4. Enter your surname, your full name, your date of birth and, finally, your South African ID number (for South African citizens) OR your passport number (for foreign students). The click "**continue**". **Remember to enter either an ID number or passport number, NOT both**
5. Please read through the guidelines and **click all the check boxes** to acknowledge that you have read all the information provided. Once you are done, click "**Acknowledge**" button to redirect you to the final page in the process.
6. The final page will display your myLife e-mail address, and your **myLife AND myUnisa password.** This password will also be sent to the cellphone number displayed on the page for safekeeping.
7. Please note that it can take up to 24 hours for your myLife e-mail account to be created.

Remember, the password provided is your myUnisa AND myLife password.

3 CURRICULUM TRANSFORMATION

Unisa has implemented a transformation charter, in terms of which the university has placed curriculum transformation high on the teaching and learning agenda. Curriculum transformation includes student-centred scholarship, the pedagogical renewal of teaching and assessment practices, the scholarship of teaching and learning, and the infusion of African epistemologies and philosophies. All of these will be phased in at both programme and module levels, and as a result of this you will notice a marked change in the teaching and learning strategy implemented by Unisa, together with the way in which the content is conceptualised in your modules. We encourage you to embrace these changes during your studies at Unisa in a responsive way within the framework of transformation.

4 STUDENT SUPPORT SERVICES

The *Study @ Unisa* brochure is available on myUnisa: www.unisa.ac.za/brochures/studies

This brochure contains important information and guidelines for successful studies through Unisa.

If you need assistance with regard to the myModules system, you are welcome to use the following contact details:

- Toll-free landline: 0800 00 1870 (Select option 07 for myModules)
- E-mail: mymodules22@unisa.ac.za or myUnisaHelp@unisa.ac.za

You can access and view short videos on topics such as how to view your calendar, how to access module content, how to view announcements for modules, how to submit assessment and how to participate in forum activities via the following link: https://dtls-ga.unisa.ac.za/course/view.php?id=32130

Registered Unisa students get a free myLife e-mail account. Important information, notices and updates are sent exclusively to this account. Please note that it can take up to 24 hours for your account to be activated after you have claimed it. Please do this immediately after registering at Unisa, by following this link: myLifeHelp@unisa.ac.za

Your myLife account is the **only** e-mail account recognised by Unisa for official correspondence with the university, and will remain the official primary e-mail address on record at Unisa. You remain responsible for the management of this e-mail account.

4.1 The Unisa First-Year Experience Programme

Many students find the transition from school education to tertiary education stressful. This is also true in the case of students enrolling at Unisa for the first time. Unisa is a dedicated open distance and e-learning institution, and it is very different from face-to-face/contact institutions. It is a mega university, and all our programmes are offered through either blended learning or fully online learning. It is for this reason that we thought it necessary to offer first-time students additional/extended support to help them seamlessly navigate the Unisa teaching and learning journey with little difficulty and few barriers. We therefore offer a specialised student support programme to students enrolling at Unisa for the first time – this is Unisa's First-Year Experience (FYE) Programme, designed to provide you with prompt and helpful information about services that the institution offers and how you can access information. The following FYE services are currently offered:

- FYE website: All the guides and resources you need in order to navigate through your first year at Unisa can be accessed using the following link: www.unisa.ac.za/FYE
- FYE e-mails: You will receive regular e-mails to help you stay focused and motivated.
- FYE broadcasts: You will receive e-mails with links to broadcasts on various topics related to your first-year studies (e.g. videos on how to submit assessments online).
- FYE mailbox: For assistance with queries related to your first year of study, send an e-mail to fye@unisa.ac.za .

4.2 Students with disabilities

Information about services that are available to students living with disabilities can be obtained from https://www.unisa.ac.za/sites/corporate/default/Apply.for.admission/Students.with.disabilities. A form that can be completed to get special assistance for students with disabilities can be obtained from the link http://www.unisa.ac.za/sites/corporate/default/Register.to.study.through.Unisa/Forum.&.codes. Select form “AECSWiDO1” and a PDF form named “ARCSWiD o1” will open.

Information about services that the library provide to students living with disabilities can be obtained from the link https://libguides.unisa.ac.za/c.php?g=355436&p=2399892.

Visual impaired students should contact the lecturer as soon as possible after registration.

4.3 E-Tutors

E-tutoring entails the delivery of teaching and learning online via the internet. The e-tutors for DSC1520 undertake to support students to be successful in this module. Students are assisted on the DSC1520 main site by e-tutors after the registration process has ended. You can contact and communicate with your e-tutors through the main site on myUnisa named DSC1520-S1 or DSC1520-S2.

5 How to Study Online

Studying fully online modules differs completely from studying some of your other modules at Unisa:

All your study material and learning activities for online modules are designed to be delivered online on myUnisa.

All your assignments must be submitted online. This means that you will do all your activities and submit all your assignments on myUnisa. In other words, you may NOT post your assignments to Unisa using the South African Post Office.

All communication between you and the University happens online. Lecturers will communicate with you via e-mail and SMS, and use the **Announcements, the Discussions and the Questions and Answers tools**. You can also use all of these platforms to ask questions and contact lecturers.

5.1 myUnisa tools

The main tool that we will use is the Lessons tool. This tool will provide the content of and the assessments for your module. At times you will be directed to join discussions with fellow students and complete activities and assessments before you can continue with the module.

It is very important that you log in to myUnisa regularly. We recommend that you log in at least twice a week to do the following:

Check for new announcements. You can also set your myLife e-mail account so that you receive the announcements e-mails on your cellphone.

Do the Discussions activities. When you do the activities for each learning unit, we want you to share your answers with the other students in your group. You can read the instructions and even prepare your answers offline, but you will need to go online to post your messages.

Do other online activities. For some of learning unit activities you might need to post something on the **Blog tool**, take a quiz or complete a survey under the **Self-Assessment tool**. Do not skip these activities because they will help you complete the assignments and activities for the module.

We hope that by giving you extra ways to study the material and practise all the activities, this will help you succeed in the module. To get the most out of the online module, you **MUST** go online regularly to complete the activities and assignments on time.

5.2 myLife

Announcements, marked assignments and other forms of communication from Unisa will be sent to your myLife e-mail address. This e-mail should be used for all communications with university.

5.3 Cellular number

Make sure that your cellular number on the system is correct. Sometimes we will communicate with you using short SMS messages.

6 STUDY MATERIAL

The study material for this module consists of the following:

1. Tutorial letter 101, 2023 (this tutorial letter).
2. A study guide for the module.
3. Additional tutorial letters that will be posted on myUnisa (under Additional Resources) during the semester.

6.1 Printed study material

Printed copies of Tutorial letter 101 and the Study guide will be sent to all students. These are exactly the same as the electronic versions available on myUnisa. If you haven't received the printed version, please do not waste valuable time by waiting for it to arrive before starting with your studies. Download it from myUnisa and print it for yourself.

7 OVERVIEW OF DSC1520

7.1 Purpose and outcomes

The purpose, specific outcomes and assessment criteria of this module are available on myUnisa, under Additional resources.

7.2 Syllabus

The study material is subdivided into four study units, namely

Study unit	Topic
1	Linear functions
2	Nonlinear functions
3	Differentiation
4	Integration

Details regarding the contents of each study unit can be found in the table of contents of the Study guide.

8 ASSESSMENT

8.1 Assessment criteria

This module is assessed by means of 4 compulsory assignments, a mock exam (formative assessment) and an online examination (summative assessment).

8.2 Assessment plan

- To complete this module, you will be required to submit 4 assessments (assignments) and 1 mock exam.
- All information about when and where to submit your assessments will be made available to you via the myModules site for DSC1520.
- Due dates for assessments, as well as the actual assessments are available on the DSC1520 site for this module.
- To gain admission to the examination, you will be required to submit 4 assignments (assignments) and 1 mock exam.
- To gain admission to the examination, you need to obtain a year mark average of 40 for the assignments.
- The assignment weighting for the DSC1520 is 20% each and 20% for the mock exam towards the semester mark.

- You will receive examination information via the myModules sites. Please watch out for announcements on how examinations for the modules for which you are registered will be conducted.
- The semester mark will count 20% towards the final module mark.
- The examination will count 80% towards the final module mark. A subminimum of 40% applies to the examination. This means that your semester mark will not be considered if your examination mark is less than 40%. In this case your examination mark will also be your final mark.

8.3 Assessment due dates

- There are no assignment **due dates** included in this tutorial letter.
- Assignment due dates will be made available to you on the myUnisa landing page for this module. We envisage that the due dates will be available to you upon registration.
- Please start working on your assessments as soon as you register for the module.
- Log on to the myUnisa site for this module to obtain more information on the due dates for the submission of the assessments.

8.4 Submission of assessments

- Unisa, as a comprehensive open distance e-learning institution (CODeL), is moving towards becoming an online institution. You will therefore see that all your study material, assessments and engagements with your lecturer and fellow students will take place online. We use myUnisa as our virtual campus.
- The myUnisa virtual campus will offer students access to the myModules site, where learning material will be available online and where assessments should be completed. This is an online system that is used to administer, document, and deliver educational material to students and support engagement between academics and students.
- The myUnisa platform can be accessed via https://my.unisa.ac.za. Click on the myModules 2023 button to access the online sites for the modules that you are registered for.
- The university undertakes to communicate clearly and as frequently as is necessary to ensure that you obtain the greatest benefit from the use of the myModules learning management system. Please access the announcements on your myModules site regularly, as this is where your lecturer will post important information to be shared with you.
- When you access your myModules site for the module/s you are registered for, you will see a welcome message posted by your lecturer. Below the welcome message you will see the assessment shells for the assessments that you need to complete. Some assessments may be multiple choice, some tests, others written assessments, some forum discussions, and so on. All assessments must be completed on the assessment shells available on the respective module platforms.

- To complete quiz assessments, please log on to the module site where you need to complete the assessment. Click on the relevant assessment shell (Assessment 1, Assessment 2, etc.). There will be a date on which the assessment will open for you. When the assessment is open, access the quiz online and complete it within the time available to you. Quiz assessment questions are not included in this tutorial letter (Tutorial Letter 101) and are only made available online. You must therefore access the quiz online and complete it online where the quiz has been created.

- It is not advisable to use a cell phone to complete the quiz. Please use a desktop computer, tablet or laptop when completing the quiz. Students who use a cell phone find it difficult to navigate the **Online Assessment** tool on the small screen and often struggle to navigate between questions and successfully complete the quizzes. In addition, cell phones are more vulnerable to dropped internet connections than other devices. **If at all possible, please do not use a cell phone for this assessment type**.

- For written assessments, please note the due date by which the assessment must be submitted. Ensure that you follow the guidelines given by your lecturer to complete the assessment. Click on the submission button on the relevant assessment shell on myModules. You will then be able to upload your written assessment on the myModules site of the modules that you are registered for. Before you finalise the upload, double check that you have selected the correct file for upload. Remember, no marks can be allocated for incorrectly submitted assessments.

8.5 The assessments

As indicated in previous section, you need to complete 4 assessments and 1 mock exam for this module. All assignments are provided online. You need to access the DSC1520-23-S1 or DSC1520-23-S2 site on myUnisa for more information.

8.6 Other assessment methods

This module has 5 short quizzes. All these quiz does not contribute to the semester mark, but you need to complete them before each assignment. For example, you must complete quiz 1 before you can complete assignment 1, quiz 2 before assignment 2; quiz 3 before assignment 3 act.

8.7 The examination

Examination information and details on the format of the examination will be made available to you online via the myUnisa site. Look out for information that will be shared with you by your lecturer and e-tutors (where relevant) and for communication from the university.

8.7.1 Invigilation/proctoring

Since 2020 Unisa conducts all its assessments online. Given stringent requirements from professional bodies and increased solicitations of Unisa's students by third parties to unlawfully assist them with the completion of assignments and examinations, the University is obliged to assure its assessment integrity through the utilisation of various proctoring tools: Turnitin, Moodle Proctoring, the Invigilator App and IRIS. These tools will authenticate the student's identity and flag suspicious behaviour to assure credibility of students' responses during assessments. The description below is for your benefit as you may encounter any or all of these in your registered modules:

Turnitin is a plagiarism software that facilitates checks for originality in students' submissions against internal and external sources. Turnitin assists in identifying academic fraud and ghost writing. Students are expected to submit **typed** responses for utilisation of the Turnitin software.

The **Moodle Proctoring tool** is a facial recognition software that authenticates students' identity during their Quiz assessments. This tool requires access to a student's **mobile or laptop camera**. Students must ensure their camera is activated in their browser settings prior to their assessments.

The Invigilator "mobile application-based service does verification" of the identity of an assessment participant. The Invigilator Mobile Application detects student dishonesty-by-proxy and ensures that the assessment participant is the registered student. This invigilation tool requires students to download the app from their Play Store (Google, Huawei and Apple) on their **mobile devices** (camera enabled) prior to their assessment.

IRIS Invigilation software verifies the identity of a student during assessment and provides for both manual and automated facial verification. It has the ability to record and review a student's assessment session. It flags suspicious behaviour by the students for review by an academic administrator. IRIS software requires installation on students' **laptop devices** that are enabled with a webcam.

Students who are identified and flagged for suspicious dishonest behaviour arising from the invigilation and proctoring reports are referred to the disciplinary office for formal proceeding.

Please note:

Students must refer to their module assessment information on their myModule sites to determine which proctoring or invigilation tool will be utilised for their formative and summative assessments.

9 ACADEMIC DISHONESTY

9.1 Plagiarism

Plagiarism is the act of taking the words, ideas and thoughts of others and presenting them as your own. It is a form of theft. Plagiarism includes the following forms of academic dishonesty:

- Copying and pasting from any source without acknowledging the source.
- Not including references or deliberately inserting incorrect bibliographic information.

- Paraphrasing without acknowledging the original source of the information.

9.2 Cheating

Cheating includes, but is not limited to, the following:

- Completing assessments on behalf of another student, copying the work of another student during an assessment, or allowing another student to copy your work.
- Using social media (e.g. WhatsApp, Telegram) or other platforms to disseminate assessment information.
- Submitting corrupt or irrelevant files, this forms part of examination guidelines
- Buying completed answers from so-called “tutors” or internet sites (contract cheating).

For more information about plagiarism, follow the link below:

https://www.unisa.ac.za/sites/myunisa/default/Study-@-Unisa/Student-values-and-rules

10 FREQUENTLY ASKED QUESTIONS

Please check the frequently asked questions list under additional resources on myUnisa, under DSC1520 site.

11 IN CLOSING

Do not hesitate to contact us by e-mail if you are experiencing problems with the content of this tutorial letter or with any academic aspect of the module. We wish you a fascinating and satisfying journey through the learning material, and trust that you will complete the module successfully. Enjoy the journey!

Lecturer for DSC1520

DEPARTMENT OF DECISION SCIENCES