INSTRUCTOR’S INFORMATION
(Instructor reserves the right to amend this information as necessary.)

Semester and Year: Spring 2017
Meeting Dates: March 20 – May 11, 2017
Section: 83430
Class time and days: Online
Room: Online
Instructor: Dr C. Hernandez
Contact Info:
Office: SH 207 (inside SH 205) by appointment only. You may email questions to me or set up an appointment to meet with me if our schedules permit. I am always willing to try to schedule an appointment. However, I only get “stood up” once; from then on, you will need to catch me in my office if I am available.

Voicemail: 972-238-6309 (course, section, full name and contact information please!)
Email: chernandez@dcccd.edu
I will respond to emails that are appropriately addressed: course and section number in the subject line and your full name as a signature (NO ID NUMBER in the subject line PLEASE!) within 24 - 48 hours of receipt Monday – Thursday. Emails received after NOON on Friday will probably not be answered until Monday morning. Holiday emails will be answered as soon as possible. Emails with subject lines like “help” or “unit exam” will not be answered since the course and section number are not in the subject line.

Last date to withdraw: April 29, 2017
Final Exam Day and time: The final exam will be available in MyMathLab between 12:01 am and 11:59 pm on Thursday, May 11. It is timed at 110 minutes. Your work must be emailed to me within thirty (30) minutes of your completion of the final exam.

MyMathLab Course ID: In the syllabus in ecampus
Evaluation Procedures: The grade is computed according to the following:
1% Information Sheet
2% Discussion Boards in eCampus (1% each)
13%  MyMathLab Assignment Average  
8%  4 Written Assignments (2% each)  
56%  4 Exams (14% each)  
20%  Final Exam (comprehensive)  

Grades are assigned according to the following scale: 
A: [90, 100], B: [80, 90), C: [70, 80), D: [60, 70), F: [0, 60]  

Grades are based on your performance on graded tasks. (See Evaluation procedures above.) If you find you are not earning the grade you want or need, please make use of appointments, asking questions by email, or the tutors in TLC. No extra work or assignments exist to raise your grade.  

Attendance Policy: In order to be successful, students must attend and participate in enrolled courses. Since this is an online class, there is no actual classroom attendance. However, the class is set up as though you are in class for 1 ½ hours per day, for 5 days per week. You need to plan on about 4 ½ or so per day in order to meet all graded activity due dates/times. (If you were in an on campus class, you would be spending 7 hrs 40 mins per week in class, and hence would be expected to be spending about 23 hours per week in addition to that outside of class.)  

Required Materials:  

1. The textbook required for this course is Briggs/Cochran/Gillett Calculus, ET A La Carte Plus New MyMathLab with Pearson eText – Access Card package, 2e. ISBN: 0321954424  
2. A graphing calculator is required. A calculator from the TI-83 or TI-84 families is recommended. It should be one without a computer algebra system or algebraic manipulation ability.  

A 14-day temporary access to MyMathLab is available so that you may get started on your course immediately. Your access must be updated with a valid, purchased code prior to the end of the 14 days or your access will be closed. Follow the instructions in the email that you received in order to update your account.  

Class Calendar: Class Calendar: All due times are 11:59 pm on the due date listed in the calendar below unless indicated otherwise. “Section” and Review Assignments are in MyMathLab; Information sheet, Discussion Board, and Written Assignments are located in eCampus.  

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<th>Assignments and Due Dates</th>
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<td>Week</td>
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<td>4/13</td>
<td>Written Assignment</td>
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<td>4/14-4/16 Richland College will be closed for the Spring Holiday. No wifi will exist and no buildings will be open</td>
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<td>Week 5 4/17</td>
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Final Exam

5/11 Final Exam is ONLINE and available from 12:01 am pm until 11:59 pm, Thursday, 5/11

Assignments and Mastery Tests are found at the MyMathLab website, pearsonmylabandmastering.com. The due time for on-line work is 11:59 pm on the due date. MyMathLab does not accept work after it is due.

Allow time for computer/internet problems -- do not wait until the last minute to submit work. This is an online class. You are expected to have a computer and internet access available to you. There are computers on campus in the open lab in the 2nd floor lab in Del Rio, but they are only open when the College is open and only during their hours posted on the door. Wifi is turned off when the campus is closed. Those dates are listed in the calendar above.

The website being down or your computer or internet access not working at the last minute is something you should expect. Work ahead.

Instructor Policies and Suggestions for Student Success:

1. How to Proceed through this course:
   For any unit, the sections that each assignment covers are listed in the calendar above. Day 1,
   ✓ Register and enroll in MyMathLab by going to the Website: www.pearsonmylabsandmastering.com. When you register, please use the same name that is used on the official registration at Richland. Any other names will be removed from the course.* The course ID is on the first page of the syllabus that is posted in ecampus in your course, not in the one in econnect. Notice that if you do not have a purchased access code, you may use a temporary access (this is only available once per text title) – it is on the page that requests the code to be input – for the first 14 calendar days of the semester. After that, you must update through the emails you are receiving from Pearson in order to continue access to the course. Notice that the temporary code will NOT carry you through the entire semester.
   ✓ *If you tend to go by your middle name or a shorter version of your name, for example: Nick instead of Nicholas, or Jane instead of Elizabeth Jane, make sure that you let me know that on your Information sheet. Vast differences between names, for example Holly instead of Samantha, or Eric Thomas instead of John Smith will not be accepted.
   ✓ Click on the Button on the right labeled Quizzes and Tests. Change the screen to Homework. Click on “Getting Started in MML” and complete this assignment.
   ✓ Once you have completed the Getting Started assignment, click on the button on the right-hand side labeled Start Homework and expand Chapter 2. Click on section 2.1 and follow the instructions on that page. Then work on that section’s assignment: Section 2.1.
   ✓ Continue on in that fashion through the assignments due on Day 1.
   ✓ The Information sheet is located in the course in ecampus
Days 2 and 3
✓ Continue as above with the sections listed for the set of assignments.
✓ The Discussion Board is in ecampus.

Subsequent days
✓ Review for exams by using the review assignment in MML.
✓ Take the Unit Exam 1. Show work on all problems on your paper. You must submit the work in ecampus within 30 minutes of completing the exam.*
✓ Once you are finished with the Exam, start on the Assignments listed for the following days. Make sure that you are looking for any extra example handouts in the Course Units => Unit # in ecampus as well.
✓ *See Instructions for Submitting work below

2. Instructions for Submitting Written Work
When you do your work for submission, it should have your name on EVERY PAGE, what it is (Unit Exam 1, Written Assignment 1, etc), your course and section number. Without these items, you may not receive credit for your work. You may scan your work or take pictures of it with your phone or camera. If you take individual pictures, see the instructions in ecampus for how to make a pdf document. Make sure that all pages are right-side up; if they are sideways or upside down, they will receive a grade of 0. All documents submitted must be pdf. They may have multiple pages within one document, but I only grade ONE document. (I grade on the computer and I do not download and “fix” anything to grade it, nor do I turn my head sideways or stand upside down to grade.) Upload .pdfs only. If I cannot read it because it is tiny, blurry, too light, etc, I will give no credit. Check your document as it would appear when printed before uploading it.
Documents must be uploaded in the appropriate Upload button (left-handside ) in ecampus.

3. The course is built around the following graded tasks:

Information Sheet
• This is a form that is located in the “Start Here” section of Ecampus. It should be filled out and uploaded in ecampus by the due date listed in the calendar above. Follow all directions for its correct submission in Ecampus. Those are all listed in the folder with the document.
• Typed submissions will receive a grade of zero. This information sheet must be handwritten for credit.
• No late submissions will be considered for a grade.
• You will have until the date of the first exam to inquire about missing information sheets in your grade (if you received a zero). After that, a missing information sheet will not be considered.

Discussion Boards
• Discussion boards are in Ecampus. Their due dates are listed in the calendar above.
• Discussion boards require you to respond to others in the board. If you wait till the last minute, then no one has the opportunity to respond to your post.
• Discussion Boards are graded according to the rubric stated within the instructions for the discussion.
• The discussion boards have you posting as responses solely to my initial post. Pay close attention to the instructions.

MyMathLab Assignments
• Assignments are in MyMathLab and each covers 1 section. The Review Assignments for exams cover the entire unit.
• Assignments are due at 11:59 pm (Dallas time) on the due date listed in the calendar above.
• Almost every assigned problem can be “repeated” up to 4 times by doing a similar problem. Learn from your mistakes until you get it right! Use the Study Plan and the eText in order to really learn the material before working the assignments.
• Counting the Getting Ready assignment and the review assignments, there are 43 assignments and only the highest 35 grades will be used for computing the assignment average.
• After the due date, assignments may be reviewed by going into your grades and clicking on assignment link. This will permit you to review the problems, but will not change the grade.
• No extensions on Due dates exist for any reason. Note in the fifth bullet point, only the top 35 assignment grades apply toward the average at the end of the semester. No extensions are given. Plan ahead – work ahead, if necessary.
• Some assignments contain problems without help features. Be sure to check in ecampus > Course Units > Unit xx for any extra handouts of examples there.

Written Assignments
• These assignments are posted in ecampus within the related Units under Course Units. They cover select concepts from the unit of study.
• Submit assignments as explained in the Instructions for submitting written work. Submit them in the button “Written Asmts – Upload here” in ecampus. Emailed assignments are not accepted.
• Assignments are due by 11:59 pm on the due date listed in the calendar above. Late papers are not accepted.
• After the due date, the solutions to the assignments will be posted in ecampus for you to review against your solutions that you submitted. This will permit you to review the problems, but will not change the grade. This is really important in the learning process so take advantage of it.
• I will grade the assignments in ecampus, usually within 2 – 3 days after the due date and you will receive feedback on the assignment. You may access this feedback by going to “My Grades” in ecampus and clicking on the hyperlinked assignment there.
• No extensions exist for any reason.
Unit Exams

- Unit Exams 1-4 are the major exams that end a unit of study. Unit Exams are based on the content of the assignments and the associated Review Assignments.
- All of the exams are online in MyMathLab and are timed at 90 minutes. Most of the exams consist of 2 parts. One part will be problems in MML where you enter the answers and MML grades the problem; no work gets submitted on those, and they are not graded by me at all. In the other part, the problems in MML will have no answer boxes; you must write out your work on your own paper on those problems and submit it in ecampus within 30 minutes of submitting the exam in MML. If the exam has no written part, then it is solely in MML and no written work will need to be submitted.
- Exams are only available on the days listed in the syllabus calendar above. They are not visible in MML until that time.
- All work for problems in the written part (the part where the problems have no answer boxes) must be shown on your own paper in your own handwriting on each problem in order to receive credit for the problem. You must upload your fully worked out solutions for each problem in ecampus within thirty (30) minutes of submitting the exam in MML. Check your document prior to submitting. But, if you have a problem with the first submission attempt on an exam, there is a second opportunity. The last submission is the one graded, with no exceptions to that. Both submissions must be within the 30 minute submission window. Follow the instructions in the Instructions area posted in ecampus for written submissions.
- Only the last submission of written work in the Exam upload for an exam will be considered for a grade; if two submissions are made, the first one is ignored and is not considered at all. If the second submission is after the 30 minute time period, then the first submission will be graded, provided it is submitted properly and on time.
- The best way to study for the exam is to use the homework assignments and the Review Assignment for the Exam. If you do not take an exam, you will receive the grade of zero. There are no make-ups or retakes for any reason.
- For the problems for which there are no answer boxes provided in MML, you must do all of the exam work on your paper. Keep the exam open in MML until you are finished or time is expired. The submission time in MML and the time on your email must be within 30 minutes of each other in order for the exam to be graded. If that time difference is more than 30 minutes, the grade on the written portion of the exam will be zero (0%). No late papers are considered. Emailed papers are not graded.
- No books or notes are permitted on exams.
- Extensions to exam dates do not exist. If you know you will not be available for a particular exam period, you may schedule to take it earlier. Exams are not given later than the dates stated in the calendar.
- The Final Exam grade will replace the lowest grade of the unit exams, if the Final Exam grade is higher. Make-up exams and retakes do not exist.
- The Exams are Password protected. The password is start. This will make sure you are really ready to open and take the test. Once you type in the password, it is assumed you are taking the exam. It will not be reopened for any reason.
• If your exam, MyMathLab, the internet or anything else fails during the exam, submit your work within ½-hour (30 minutes) of that happening. The exam is not reopened for any reason. If you are not sure of your internet connection, there are computers and internet available at libraries and a number of other places.
• Your exam will immediately submit if you go to any other website, click outside the exam area, or try to access the book or homework problems within MyMathLab. Submit your written work within 30 minutes after the exam auto-submits for any credit to be given for any problems worked on the exam.
• Exams are not reopened for any reason.
• The exams are timed at 90 minutes. You must submit your exam before time runs out.
• TI 89, TI-Nspires, and any other brand calculator with a computer algebra system (CAS) are not permitted.

Final Exam
• The Final Exam is based on the assignments from the semester and the Review Assignment for the Final Exam.
• No books or notes are permitted on exams.
• At the end of the semester when the course average is computed, the Final Exam grade will replace the lowest Unit Exam grade if the Final Exam grade is higher. If two or more Unit Exam grades have the same lowest score, only one will be replaced.
• The Final Exam is required of all students. A missed final exam will earn a grade of zero and that zero will count in the grade. Extensions to the exam date; make ups and retakes do not exist.
• The Final exam is online in MyMathLab and is timed at 110 minutes. It will become available on the day listed in the syllabus calendar above. All work must be shown on your own paper in your own handwriting on each problem in order to receive credit for the problem. You must submit your fully worked out solutions for each problem in ecampus within thirty (30) minutes of submitting the exam in MML.
• The Final Exam is constructed in the same fashion as the rest of the exams in the course with a Part that is graded in MML and a Part that is written.
• The Final Exam is Password protected. The password is start. This will make sure you are really ready to open and take the test. If you type in the password, then you have begun the exam. It will not be reopened for any reason.
• If your exam, MyMathLab, the internet or anything else fails during the exam, submit your work within ½-hour (30 minutes) of that happening. The exam is not reopened for any reason. If you are not sure of your internet connection, there are computers and internet available at libraries and a number of other places.
• Your exam will immediately submit if you go to any other website, click outside the test area, or try to access the book or homework problems within MyMathLab. The exam will not be reopened if this happens. Submit your written work within 30 minutes after the exam auto-submits for any credit to be given for any problems worked on the exam.
• The exam is timed. You must submit your exam before time runs out.
• TI 89, TI-Nspires, and any other brand calculator with a computer algebra system (CAS) are not permitted.

4. On the written work for exams:
• Solutions to equations must totally be justified with supporting work. If exact values are requested, decimal approximations will receive no credit.
• When using formulas, always show the formula, the numbers that you are “plugging into it” in the formula, and any work associated with arriving at the final answer. Don’t round in the middle of a problem. Use the power of the calculator to allow computations to be as accurate as possible.
• Always read all instructions on the exam and on each problem. Method counts, so if you are asked to do a problem in one way and you do it a different way, little or no credit may be earned.
• **Methods used on the exam must come from the Unit that is being covered by the exam or previous units. Methods used from future chapters or courses will receive a grade of zero.**
• Some of the problems in this course require written answers and explanations. Use full sentence answers to the requested information. Make sure you are responding to the request made in the problem. I do not want essays explaining every step in a problem.
• Graphs require a scale that is appropriate for the problem on the axes and the axes should be appropriately labeled with the dependent and independent variables for the graph.
• Make sure that the document you are sending me is legible (open it and look!), has your name, course and section, and what it is (unit exam 1, etc) on each page. It must be full size on the page and not sideways, upside down, or small.
• All pages must be in one document. Multiple documents are not graded.

5. Getting help in the class:
• Tutoring is available in The Learning Center, in M 216. You need a Richland College ID card. There are computers there as well so you can work on your online homework if necessary. Check in M 216 for the times. They are only available while the campus is open.
• Use YouTube videos as necessary. Use others besides Khan Academy because they are sometimes better. Don’t be afraid to search for them. Use the concept or key words from the objective as search words. Video links will sometimes be sent by email to you in the Weekly emails.
• Use any information I have given in eCampus. I will post handouts or a link to a video that will help you through some material that I find needs more explanation or that past students have mentioned could use more explanation. This is especially true of problems in the Assignment which have no help features.
• Come visit me in my office by making an appointment by email. I don’t have scheduled office hours. However, I only get “stood up” once; from then on, you will need to catch me in my office if I am available.
• Send me emails from MyMathLab, from within the Study Plan or an Assignment. Always put your answer into the answer box and attach any work to the email. Send
a scan or image of your handwritten work – this doesn’t have to be pdf and there
may be more than one page attached!

- Email me with specific questions that can’t be sent from Mymathlab. Always attach
pictures of your work to guide me in helping you.

6. There are computers available on campus in case you have issues with internet
connectivity or your computer.

- Computers are available in Del Rio in the General Access lab on the 2nd floor and in
the STEM Center in Wichita Hall. Check those rooms for the times. These labs are
only open during the open hours of Richland College.
- If you take exams on campus, these should be done in one of the labs and not in the
TLC.
- Richland College is wi-fi enabled. This is shut off when the campus is closed. Please
note those dates in the calendar.

7. Although I encourage students to work together on everything EXCEPT EXAMS, your
work should be your own. Reading a paper from one student then reading its duplicate from
another could result in the grade of 0 for both students on that assignment. If you work in
study teams, each student is expected to submit their own work and thoughts.

8. Miscellaneous Items:

- Purchasing the MML code for this course from sources other than the bookstore is
your choice. However, make sure you purchase a new code and that it is the correct
one for this book.
- **PLAN AHEAD:** There are no extensions on any due dates for any reason. If you
wait till the last hour or two to begin an assignment or Exam and a) MyMathLab is
down or b) the exam times out or c) you run out of time and don’t finish, you will
receive the grade earned on the completed portion. If you don’t do the asmt (etc) at
all, you will receive a zero. Basically, you know when all the due dates are in the
schedule above. If you wait till the last day to try to complete something and
MyMathLab is down, or your computer crashes, then you earn a zero on that missed
activity.
- Once a due date has passed, written work will no longer be accepted on any written
activity. The written work for exam problems is due within ½- hour (30 minutes) of
submitting the exam in MML. This is checked and zeros are granted for written work
that is late.
- Sending a question or whatever to me the evening of a due date requesting help on
a question, or stating that whatever won’t open… these emails will usually not be
received until the next day. That will probably be too late to help, although I will still
respond. Please plan ahead and try to work ahead so that if you send an email
question in the evening, its response email will be before the due date for you.
- Studying for math is different than studying for other subjects. Just looking through
your notes or homeworks or the book and saying to yourself “oh, I remember that…”
is not studying. You must actually work problems out and practice mathematics in
order to learn it. Watching someone else (even if it was your own work “yesterday”)
doesn't help you much. Students, who are successful in this course, work a lot of problems for practice. Math must be studied with pencil and paper.

- I will respond to emails that are appropriately addressed (course and section number in the subject line and your full name as a signature) within the time frame described on the first page of this syllabus. I am a little slower on emails that are not addressed correctly as I don’t always recognize the email address and may assume it is spam. It may also be deleted and not even read to begin with. Emails with subject line: “help” or “unit exam” will not be answered since the course and section number are not in the subject line.
- Grades are not automatically transferred from MyMathLab to ecampus – I must enter them. For grade entry issues in Ecampus, send me an email. Sometimes, I mistype. I will catch the errors at the end of the semester, but if you catch them earlier please let me know and I will fix them.
- I send out a weekly (or more often) email with reminders on due dates and other comments about content. That is NOT a replacement for the calendar above. The list of due dates in MML does not include items not in MML. The calendar above has the full list and should be followed closely.
- Not knowing that when something is due is not acceptable; the dates are in the calendar in this syllabus.
- Allow time for computer and/or internet problems – do not wait until the last minute to submit work. You have the option of either working from your home computer or from computers that are available on campus. If you choose to work from your personal computer, it is your responsibility to maintain both it and your internet service in good working order. If you choose to do your work at school, it is your responsibility to know the hours that a computer lab is available. Please note that the College is closed from 11:30 pm on Thursday, 4/14 – 6 am on Monday, 4/17, and there will be no Wi-Fi service during that time.
- Each student must provide his/her own graphing calculator. Under no circumstance can calculators be shared during any quiz, test, or exam. Phone calculators and computer calculators will not be permitted on quizzes, tests, or exams. TI-89, T-Nspires, and any other calculator with a CAS is not permitted.

9. **I am not tech support!**
   - If you have concerns about MML, you must contact Tech support for MyMathLab: 1-800-677-6337, or email at [Contact MyMathLab](http://www.mymathlab.com/contactus.html)
   - If you have concerns about Ecampus, you must contact Tech support for Ecampus. Check ecampus Help for information on how to contact them.

10. Use of books or notes or any other unauthorized materials on the written exams is considered cheating and will earn a zero on the exam. This includes using any online problem solvers (like WolframAlpha, etc). Your name will also be turned in to the Dean of Students who could follow up with other action. **Anyone caught cheating on an exam (including online ones) will forfeit the right to replace the lowest test score with the final exam for the entire course.**
COURSE SPECIFIC INFORMATION

Catalog Course Description
This course is a study of limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.

Prerequisites
Math 1348, Math 2412 or equivalent.

Learning Outcomes
Upon successful completion of this course, students will:
1. Develop solutions for tangent and area problems using the concepts of limits, derivatives, and integrals.
2. Draw graphs of algebraic and transcendental functions considering limits, continuity, and differentiability at a point.
3. Determine whether a function is continuous and/or differentiable at a point using limits.
4. Use differentiation rules to differentiate algebraic and transcendental functions.
5. Identify appropriate calculus concepts and techniques to provide mathematical models of real world situations and determine solutions to applied problems.
6. Evaluate definite integrals using the Fundamental Theorem of Calculus.
7. Articulate the relationship between derivatives and integrals using the Fundamental Theorem of Calculus.

Core Statement
Math 2413 is a core course for Core 2015. It is in the Foundational Component Area of Mathematics. Courses in this category focus on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools to everyday experience.

The following core objectives will be addressed and assessed through the content covered in this course:
- Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation and syntheses of information
- Communication Skills: to include effective development, interpretation and expression ideas through written, oral and visual communication
- Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Specific Content Coverage

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<th>Section</th>
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Academic Dishonesty in Math Classes

Academically dishonest behavior is, in general, the representation of another’s work as one’s own. This includes unauthorized collaboration between students, and on exams it includes using books, notes, or other unauthorized materials or websites during the exam. Students who behave in academically dishonest ways may have their grade penalized, or be subject to disciplinary action by the Dean of Students. Students who collaborate during exams or use unauthorized materials or websites on exams may, at the instructor’s discretion, have the exam grade lowered or be given a grade of zero. In the instance that a student is given the grade of zero on a unit exam, the right of having this grade replaced
with the Final Exam grade is forfeited. Students who are academically dishonest on the Final Exam may, at the instructor's discretion, have the grade lowered, be given a grade of zero on the final, or be given the grade of F in the course.
RICHLAND COLLEGE POLICIES AND PROCEDURES

Academic Honesty
Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct available at Richland College Student Code of Conduct.

Academic Progress
Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check Richland College Advising for more details.

Americans with Disabilities Act
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-238-6180 (Voice/TTY), visit Thunderduck Hall, suite T120, or go to Richland College Disability Services Office.

Campus Emergency Operation Plan
Richland College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus. To familiarize yourself with these procedures, please take time to watch the overview video: DCCCD Media Video. The complete Emergency Operations Plan can be viewed and printed at the following website: Richland College Emergency. If you have questions or concerns, please contact the Richland College Office of Emergency Management. This office can be reached by phone (972-238-3794) or by e-mail at BOrton@dcccd.edu.

Contingency Plan
Richland College has developed an Instructional Contingency Plan for Temporary College Closing for On-Campus Courses. Please discuss this contingency plan with your instructor. For distance learning courses, your instructor will use email to contact students in the event of extended technology downtime. To assure work in the class continues, it is important for all students to have an accurate email address recorded in both eCampus and eConnect.

Discrimination and Sexual Misconduct Reporting Information and Requirements
Richland College is committed to ensuring that all community members learn and work in a welcoming and inclusive environment. We support the well-being and development of our students. Richland College prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, national origin, age, disability, sex, sexual orientation, gender, gender identity, gender expression, or any other basis prohibited by law.
Title VII of the Civil Rights Act of 1964 prohibits retaliation or discrimination based on race, color, religion, age, and national origin. Title IX prohibits discrimination based on sex, sexual orientation, gender identity, and/or gender expression (failure to conform to stereotypical notions of masculinity or femininity); sexual misconduct (including sexual
harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation); and sex/gender-based harassment. Richland College faculty and staff members, unless deemed a confidential resource by law, have an obligation to report and respond to certain issues relating to the health and safety of college community members. This includes information shared with faculty and staff members in person, through electronic communications, or in class assignments. Faculty and staff members must report to the appropriate college officials any allegation of discrimination or harassment. In addition to reporting all discrimination and harassment claims, faculty and staff members are required to report allegations of dating or domestic violence, stalking or retaliation, child abuse or neglect, and/or credible threats of harm. After receiving a report made by an employee, a Richland College official may want to contact the individual who initially shared the information with the employee. In almost all cases, the individual who shared the information with an employee may choose whether or not to speak with the Richland College official. The college does not guarantee the confidentiality of a report of sexual misconduct or discrimination unless the report is made to a Richland College Licensed Professional Counselor Richland College Counseling Services, who does not have this reporting responsibility. Limits to counselor confidentiality are available at Richland College Counseling Services Confidentiality. A report may also be made directly to the Richland College Title IX/EO Coordinator or Deputy Coordinator:
Bill Dial, PhD, PHR, SHRM-CP
Executive Director of Human Resources
Title IX Coordinator
bdial@dccc.edu
972-238-6386
Ms. Gloria Williams
College Director of Employee Relations
Deputy Title IX Coordinator
gloriawilliams@dccc.edu
972-238-6241
Further information may be found on the College website: Richland College Human Resources - TITLE IX - Sexual Misconduct

Financial Aid Attendance and Participation Requirements
Your instructor is required by law to validate/certify your attendance in your on-campus or online course(s) in order for you to receive financial aid. To meet the attendance requirement, you must attend and participate in your on-campus or online course(s) prior to the course certification date and continue beyond the course withdrawal date. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or participating in an online discussion about academic matters relating to the course. In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must
demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

**Religious and Ethnic Holiday Observance**
Richland College honors the right of each student to observe the practices of their belief system. It is the student’s responsibility to provide their instructors a written justification for a religious accommodation by the third class meeting or the fourth day after the course begins for online courses. It is the responsibility of the instructor and student to negotiate completion of all missed assignments prior to the absence, if possible.

**Repeating a Course**
Dallas County Community Colleges charge additional tuition to students registering the third or subsequent time for a course taken at any of the DCCCD colleges since the fall 2002 semester. All third and subsequent attempts of the majority of credit and continuing education/workforce training courses will result in an additional tuition charge. Developmental Education and some other courses will not be charged a higher tuition rate. See Third Attempt to Enroll in a Course at [DCCCD Third Course Attempt](#).

**Richland College’s Quality Enhancement Plan**
Richland College is implementing its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto [Richland College Quality Enhancement Plan](#).

**Six Drop Rule**
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access [DCCCD Six Drop Rule](#).

**Student Survey of Instruction**
The Student Survey of Instruction (SSI) is designed to acquire information on the student perception of the quality of courses, faculty, and instruction, and to provide feedback information for improvement. In order to minimize the disruption in the classroom, the SSI is now being administered online in select courses. Students will take the survey through a link in eCampus. If you receive a request to complete the SSI, please do so as soon as possible. By completing this questionnaire, you will help the college and your instructors determine how we might improve your educational experiences. Your identity will remain strictly confidential and anonymous.

**Syllabus Change Disclaimer**
Instructors reserve the right to amend a syllabus as necessary.

**Texas Success Initiative Assessment Requirements and Course Placement Guidelines**
The Texas Success Initiative Assessment (TSIA) was designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSIA requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. Passing the TSIA is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, and Math 1314. Students who do not meet assessment standards must complete developmental courses in the deficient area with a grade of C or higher. **Additional information is available from the TSI Office in T170T or T170S (phone no. 972-238-6115 or 972-238-3787) or at Richland College Texas Success Initiative - TSI.**

**Third Attempt to Enroll in a Course**
See the policy at [DCCCD Third Attempt to Enroll in a Course](#).

**Withdrawal Policy**
If you are unable to complete this course, it is your responsibility to officially withdraw by the official drop date for this course. Failure to do so will result in a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop deadline, you will receive a “W” (withdraw). For more information about withdrawal procedures access the [Richland College Admissions page on policy/procedures](#) or contact the [Admissions/Student Records office](#) at 972-238-6948 (Thunderduck Hall, T170).