RICHLAND COLLEGE DEPARTMENT OF MATHEMATICS
School of Mathematics, Science, and Health Professions
Course Syllabus For Math 2414: Calculus II
4 credit hours

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

Semester and Year: Spring 2017
Meeting Dates: January 17 – May 9, 2017
Section: 83431
Class time and days: Online – Class uses eCampus and MyMathLab
Room: Online in eCampus & MyMathLab
Instructor: Dr. Schulle
Contact Info: Office: Crockett Hall – C 223
Office Hours: MW 9:15 am – 10:15 am; TR 11:25 am – 12:30 pm; F 9:15 – 10:15 am (online), or by appointment
Email: pschulle@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 PLEASE!) within 48 hours of receipt. Emails received after noon on Friday will probably not be answered until Monday morning. This extends to the day prior to a holiday and to the day following a holiday, if the case arises.
Phone: 972-761-6882

Last date to withdraw: Friday, April 28, 2017
Final Exam Day and time: The final exam will be available in MyMathLab between 12:01 am on Wednesday, 5/10, and 11:59 pm on Wednesday, 5/10. It is timed. Your work must be emailed to me within 30 minutes of clicking the submit button in MyMathLab; otherwise, the final exam grade will be zero.

MyMathLab Course ID: You can find this in eCampus. Click on the “Get Started” button.

Evaluation Procedures: 1% Information Sheet
2% 2 Discussion Boards in eCampus (1% each)
9% 3 Written Assignments (3% each)
15% MyMathLab Assignment Average
53% 3 Exams (17.6% each)
20% Final Exam (comprehensive)

All due times for the above assessments are Dallas, Texas time (Central Daylight Time).

Course Letter Grades are then 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. If you find you are not earning the grade you want or need, please make use of appointments, asking questions via email, or the tutors in The Learning Center (TLC) on the campus of Richland College.

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, you are expected to be spending the equivalent of class time for a 16 week class and study time (whatever it takes per day – rule of thumb is 3 hours for every hour in class, i.e. for this course that means a minimum of 9 hours per week) in order to meet all graded activity due dates and times.

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.

If you are continuing from Math 2413 ONLINE from Richland College since Fall 2015, you do not need to purchase a new MyMathLab access code or book.

Class Calendar:

**MATH 2414**

**Spring 2017 Tentative Course Calendar**

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<tr>
<td>&quot;How to enter answers in MML&quot; assignment due</td>
<td>HW 6.3</td>
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*Last Day to Drop*
Instructor Policies and Suggestions for Student Success:
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. The website being down or your computer or internet access not working at the last minute is something you should expect. No extensions are given for any reason.

NOTE: A 17-day temporary access is available so that you may begin immediately on the first day of class. You must purchase a code prior to the end of those 17-days or all work will be “lost” until you update with a purchased code. During that “lost” time, even the instructor has no access to your work, hence yielding a grade of 0 on all work until you update with a purchased code. If you choose to complete all or at least as much of the online work possible prior to the end of the 17 day period, and never update, your grade at the end of the semester will be 0 for all MML grades because the instructor will not have access to any of your grades at the end of the semester. It will be as though you were never in MML.

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Instructions for Submitting Written Work (Test work)
When you do your work for submission, the upper right-hand corner should have your name on EVERY PAGE, what it is (Unit Exam 1, etc), your course and section number. Without these items, you may not receive credit for your work.

There are several scanning apps students have found helpful. One of them is CamScanner. It is free. Practice using it before the test.

You may scan your work or take pictures of it with your phone or camera. Only one (1) document should be submitted in the email (.pdf only). If you have multiple pages, then the pages must all be sent in one document, with each page on its own page in the document.

The file name should contain the following information: your name, course number, section number, and what it is (eg: For the first written assignment: Schulle_Dr_2414_83431 WA1). Once you have done this, open the document and check that it is readable and that each piece of paper that you used is full size (8.5 by 11 inches) and each page is on a separate page in the document.

For tests, work no more than three problems per page leaving at least 2 inches of space between each problem. I often make comments on your paper, and I need room to do that so that you can actually read the comments.
If I cannot read your work because it is tiny, blurry, etc, I will give no credit. Check your document as it would appear when printed before sending it (I print the papers out to grade them). I only open ONE DOCUMENT per student. If you send multiple attachments, one and ONLY ONE will be opened and will count for your work. Again, only one attachment is opened per student. If you did the test on three pages and sent three attached files, the first file attachment (page 1 of your work) will be opened, and the remaining file attachments will be ignored. Send only one attachment containing all pages of your written work.

Documents must be sent as attachments to emails, and they must be .pdf (not Word documents). They cannot be google docs or one-drive docs or zip folders, or anything that I must download and open or log in to. I cannot open those and you will receive no credit for your work.

If multiple documents are emailed, then one will be printed and graded. The others will be as though they do not exist. Please follow directions for submission of written work.

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Graded Tasks:

Information Sheet (1% of course grade)
- This is a form that is located in the “Get Started” section of eCampus. It should be filled out and emailed to me by 11:59 pm on the date in the calendar. Follow all directions for its correct submission in eCampus. Those are all listed in the folder with the document in eCampus.

Discussion Boards (2% of course grade)
- There are 2 discussion boards in eCampus. The due dates are listed in the calendar above.
- The instructions for each discussion board are listed in eCampus. Login to eCampus, click on the Discussions button. Click on the title of the discussion board, and respond to the thread already posted in the forum. You do not have the option to create a new thread.
- Each discussion board requires 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.

Homework Assignments (15% of course grade.)
- Assignments are in MyMathLab.
- Assignments are due at 11:59 pm on the due date, Dallas, TX time (CDT).
- Every assigned problem can be “repeated” up to 4 times by doing a similar problem. Learn from your mistakes until you get it right! Repeat working the problem until you can do it by yourself without using any help features. MyMathLab keeps your highest grade on each problem.
- The three lowest homework assignment grades will be dropped at the end of the semester.
- After the due date, assignments may be reviewed by going into your grades and clicking on Review. This will permit you to review the problems but will not change the grade.
- No extensions on due dates exist for any reason. Note that the three lowest homework assignment grades will be dropped at the end of the semester. It is in your best interest to work a few problems each day and endeavor to work ahead as a precaution to any unforeseen emergency situations or computer problems.
- The last homework assignment in each unit covers all sections of that unit. Test questions are based on this homework assignment.
Written Assignments (9%)

- These 3 assignments are posted in eCampus within the specific Units in Course Units:
  - Unit 1: Written Assignment 1
  - Unit 2: Written Assignment 2
  - Unit 3: Written Assignment 3
- Assignments are to be submitted by email. (See above for Instructions for submitting written work.)
- Assignments are due by 11:59 pm on the due date listed in the calendar. (Time stamps on emails are considered.) Late papers are not accepted.
- No extensions on Due dates exist for any reason.

Unit Exams (53% of course grade.)

There are three Unit Exams that you will take during the semester.

- Unit Exams are the major exams that end a unit of study.
- Unit Exams have two parts: Part 1 (Graded by MML) and Part 2 (Graded by the professor; commonly referred to as the “show work” portion)
- If a Unit Exam is missed, the grade assigned will be a zero. However, the Final Exam grade will replace the grade on one missed exam, or, if no exams have been missed, then the Final Exam grade will replace the lowest of the Unit Exam grades if it is higher.
- All work must be shown on each problem in the “show work” portion of the exam in order to receive credit for the problem.
- You must send your fully worked out solutions for each problem to your instructor within 30 minutes of completing the exam in MML. On the “show work” problems, no credit will be given for answers in MML without supporting work.
- The best way to study for the exam is to use the homework assignments.
- If you do not take the exam, you will receive the grade of zero.
- There are no make-ups or retakes for any reason.

Final Exam (20% of course grade.)

- The Final Exam is based on the previous exams and review assignments, and it covers the objectives that can be found at the end of this syllabus.
- 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 grade will not replace any grades other than those specifically mentioned above.
- The Final Exam is required of all students. A missed final exam will earn a grade of zero.
- The Final Exam has two parts: Part 1 (Graded by MML) and Part 2 (Graded by the professor; commonly referred to as the “show work” portion)
- All work for the “show work” problems must be shown in order to receive credit for the problem. You must send your fully worked out solutions for each problem to your instructor within 30 minutes of completing the exam in MML. On the “show work” problems, no credit will be given for answers in MML without supporting work.
- The best way to study for the exam is to use the homework assignments and the review assignment.
- You should work the problems until you can do them without using any of the help features, formula sheets or notes.
If you do not take the exam, you will receive the grade of zero. There are no make-ups or retakes for any reason.

Exam Details:

- **Unit Exams and Final:** These timed online exams cover the content covered in the assignments and Review Assignment for that unit. You must show work on all of the problems and submit it according to the instructions above (Instructions for submitting written work). Your score on the exam will be shown after the exams are graded. You could receive little or no credit on problems where the work doesn’t support the answer, even if the answer is correct. Work must be sent within 30 minutes of submitting the exam in MML. Be sure to check your document to make sure that it has all of the pages that you graded, that the problems are numbered, that it is legible (in the document), and that your name, course and section number, and Unit Exam are written on every page.
- The Exams are **Password protected. The password is start. Having to input a password will ensure you are really ready to open and take the test.**
- If your exam, MyMathLab, the internet or anything else fails during the exam, submit your work within 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, Richland College, and a number of other places. Have a good internet connection before starting an exam!
- No books or notes are permitted on exams.
- Your exam will immediately submit if you go to any other website or try to access the book or homework problems within MyMathLab. The exam will not be reopened if this happens. In this case, submit the work you have done within 30 minutes.
- The exams are timed. You must submit your exam in MyMathLab before time runs out or you will be locked out of MyMathLab and will need to contact your instructor to regain access.
- Extensions to exam dates do not exist.
- TI 89, TI-Nspires, and any other brand calculator with a computer algebra system (CAS) are NOT permitted.

On the written work for exams and written assignments:

- All written work on written assignments and exams must be handwritten. Typed answers will receive no credit.
- Graphs should show appropriate scales and some exact points (at least three should be shown; for trigonometric graphs, show all of the key points and any asymptotes). Label your axes appropriately with the variables. The scale should be indicated on both the x-axis and y-axis. Graph paper must be used for sketching graphs for written assignments and exams.
- Solutions to equations must totally be justified with supporting work. If exact values are requested, decimal approximations will receive no credit.
- Always read all instructions on the exam and on each problem. Method counts, so if you are asked to solve an equation in one way and you do it a different way, no credit will be earned.
- Word problems require full sentence answers to the requested information. (In other words, answer the question with a full sentence answer.)
- Make sure that the document you are sending me is legible (open it and look!), has your name, course and section, and the title of the assessment on each page.

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.
• Use any information I have given in eCampus. Sometimes 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.
• 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).
• Email me with specific questions that can’t be sent from MyMathLab.

Computer Labs:
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 during open lab hours in D 248. Check those rooms for the times. These labs are only open during the open hours of Richland College.
• Richland College is Wi-Fi enabled. This is shut off when the campus is closed. Please note those dates in the calendar.

Miscellaneous Items:
• **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.
• The written work for exam problems is due within 30 minutes of submitting the exam online.
• 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 homework 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. Emails without the course and section number in the subject line may be viewed as spam. The email may also be deleted without being read. When it involves questions about an assignment the course information is very important as I teach several courses. If you want a prompt reply, please include the requested information to let me know what course you are taking in addition to your name.
• Emails coming from MML give all of the descriptors required, however, it really helps me out to answer your question if you give me details about your questions! Emails received on Fridays or on the weekends will probably not be answered until the next Monday morning.
• Emails with subject line: “help” or “unit exam” or “question” will not be answered since the course and section number are not in the subject line.
• Grades are not automatically transferred from MyMathLab – I must enter them manually into eCampus. If you notice a grade in eCampus that does not correspond with MyMathLab, please send me an email.
• 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.
• Exams MAY NOT be taken in The Learning Center at Richland College or any tutoring center. Doing so may result in a grade of zero on the exam.
• 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.

I am not tech support! However, please let me know if you are having difficulties, and get help with the issue using the information below.
• If you have concerns about MML, you must contact Tech support for MyMathLab: 1-800-677-6337, or email at Contact MyMathLab (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.
COURSE SPECIFIC INFORMATION

Catalog Course Description
This course is a study of differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

Prerequisites
Math 2413 or equivalent

Note: Math 1325 (Business Calculus) does not satisfy this equivalence.

Learning Outcomes
Upon successful completion of this course, students will:
1. Use the concepts of definite integrals to solve problems involving area, volume, work, and other physical applications.
2. Use substitution, integration by parts, trigonometric substitution, partial fractions, and tables of anti-derivatives to evaluate definite and indefinite integrals.
3. Define an improper integral.
4. Apply the concepts of limits, convergence, and divergence to evaluate some classes of improper integrals.
5. Determine convergence or divergence of sequences and series.
6. Use Taylor and MacLaurin series to represent functions.
7. Use Taylor or MacLaurin series to integrate functions not integrable by conventional methods.
8. Use the concept of polar coordinates and parametric equations to find areas, lengths of curves, and representations of conic sections.

Core Statement
Math 2414 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

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<td>10.1</td>
<td>Parametric Equations</td>
<td>8</td>
</tr>
<tr>
<td>10.3</td>
<td>Calculus in Polar Coordinates</td>
<td>8</td>
</tr>
</tbody>
</table>

**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@dcccd.edu
972-238-6386
Ms. Gloria Williams
College Director of Employee Relations
Deputy Title IX Coordinator
gloriawilliams@dcccd.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](https://www.dcccd.edu/policies-and-procedures/third-attempt-to-enroll-in-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](https://www.richland.edu/admissions/admissions-and-records/policies-and-procedures) or contact the Admissions/Student Records office at 972-238-6948 (Thunderduck Hall, T170).