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

Semester and Year: Spring 2018
Meeting Dates: December 8, 2017, - January 5, 2018
Section: 82489
Class time and days: Online
Room: Online
Instructor: Dr. C. Hernandez
Contact Info: Email: chernandez@dccc.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.
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.

Sometimes my emails to you go to your spam/junk mail. Make sure your email account is set to receive emails from me. I do respond to every email that I receive from you to the best of my ability.

Last date to withdraw: December 22, 2017
Final Exam Day and time: The final exam will be available in MyMathLab between 12:01 am on Thursday, January 4 and 11:59 pm on January 5, 2018. It is timed at 110 minutes. Your work must be posted in ecampus within 20 minutes of your submission of the exam in MML.

MyMathLab Course ID: In the syllabus in ecampus
Evaluation Procedures 16% Assignment average (from MyMathLab) 52% Exams (4) 20% Final exam 4% Discussion boards (3) and Information sheet 8% Written assignments (4)

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, it is considered to meet every day Monday through Sunday, from December 8 – January 5, except Monday, December 25 and Monday, January 1. You should be spending roughly 2-5 hours per day on this course; some days may be more others may be less.

**Required Materials:**

2. 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:**
All due times are 11:59 pm Dallas time. Due Dates are the same day as the content to be covered unless otherwise indicated in the calendar below.

Asmts, Review Assignments, and Exams are all in MML. The Information sheet, Discussion Board, and Written Assignments are all in eCampus, along with their respective upload areas. The upload areas for Unit Exams are in ecampus.

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<td>(This is actually due on 12/25, even though that is not a class day, giving you two days to get this assignment done.)</td>
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<td>(These are actually due on 1/1, even though that is not a class day, giving you two days to get these assignments done.)</td>
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Assignments and Mastery Tests are found at the MyMathLab website, [pearsonmylabandmastering.com](http://www.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.

It is recommended that you use Edge or Internet Explorer with ecampus/blackboard if you are running Windows 10.

**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](http://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 ecnnect. 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 Start Homework. Click on Chapter 1, section 1, then click on 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 1. Click on section 1.1 and follow the instructions on that page. Then work on that section’s assignment: Section 1.1.

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 20 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 will most likely have multiple pages within one document, but I only grade ONE document. 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.

Any document submitted in a form other than a multi-page (if necessary) PDF will receive the grade of ZERO. (Hint: jpeg, jpg, other picture formats, unique-to-Macs formats, and any format that is NOT pdf will receive the grade of zero.)

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 about 4 - 5 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 approximately 42 assignments but only the highest 35 grades will be used for computing the assignment average. This accounts for technological issues that may arise and the inability to finish an assignment, if necessary. Extensions do not exist.  
- After the due date, assignments may be reviewed by going into your grades and clicking on the 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 fourth 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.

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.  
- 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 1 – 2 days after the due date and you will receive feedback on the assignment.

No extensions exist for any reason. Feedback is “written” on your work. You may view the feedback by going into MyGrades in ecampus and clicking on the link to your submission. Solutions are posted in ecampus so that you may compare your work to mine.

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 20 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. That 20 minutes is the submission time only; not the time to finish the exam.

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 twenty (20) 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 20 minute submission window.

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 20 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.

Exams are not reopened 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 20 minutes of each other in order for the exam to be graded. If that time difference is more than 20 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. See the third bullet in the Final Exam section on the next page.
- 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 20 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 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 20 minutes after the exam auto-submits for any credit to be given for any problems worked on the exam.
- The exams are timed at 90 minutes. You must submit your exam in MML before time runs out.
- TI 89, TI-Nspires, and any other brand calculator with a computer algebra system (CAS) are not permitted.
- Feedback is “written” on your work. You may view the feedback by going into MyGrades in ecampus and clicking on the link to your submission. Solutions are posted in ecampus after the due date so that you may compare your work to mine.

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. This is so that if technological glitches occur, then the 0 or lowest grade on an exam will be replaced (this happens only once). See the comments about zeros due to academic dishonesty in Policy #10 and the Academic Dishonesty section at the end of the syllabus.
- 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(s) 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 twenty (20) 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 20 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 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 20 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 in MML 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 (applies to written assignments as well):

• 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” 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 solve an equation 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 from 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. Word problems require full sentence answers. For example:

  If the problem says:

  Find the dimensions of the rectangle with the largest area.

  The full sentence answer would be something like:

  The dimensions of the rectangle are 8 inches by 4 inches.

  Explaining that you took a formula and plugged numbers in is not the sentence that is requested and it will receive no credit.
• 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. It should not be a sloppy sketch of what your calculator gave you when you plugged it in with window settings that make no sense for the function begin graphed.

• Pay attention to how work is presented on my handouts, in the Help me solve it, in the book, in the View an Example and in the videos. If your work is not presented in a logical fashion, using proper notation, and is “all over the place” on the page, it will receive little or no credit. This isn’t scratch work being turned in.

• 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.

• When work is similar or identical to the work presented on websites that do the work for you, it will be assumed that you are copying that work from that site, whether directly or indirectly. (See Policy #10 below). That work will receive no more than 1 point credit for a totally correct answer.

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 also be posted in eCampus and sent by email to you occasionally.
• 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.
• 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. Be mindful in copying from websites that do the problem for you. This is considered academic dishonesty.

8. Miscellaneous Items (Miscellaneous):
   - 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.
   - **If an exam “crashes” for any reason while you are taking it, the exam will not be reopened.** The written work should then be submitted within the 20 minute window of MML “crashing”. The exam will not be reopened.
   - 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 20 minutes of submitting the exam in MML.
   - 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 hopefully 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 daily or bi-daily 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 and in email reminders that I send. Set up all the due dates in your calendar on your phone or other electronic device so that you can keep up with the course.

• 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. Keep in mind that technology glitches can occur at any 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 (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 (including my example notes, other people, etc) on the written exams is considered cheating and will immediately earn a zero on the exam. This includes using any online problem solvers (like Wolfram Alpha, Symbolab, etc). When work is similar or identical to the work presented on websites that do the work for you, it will be assumed that you are copying that work from that site. 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
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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

Specific Content Coverage
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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 or apps 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 or apps 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 any unit exam 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 INSTITUTIONAL POLICIES

Institutional Policies relating to this course can be accessed from the following link:
www.richlandcollege.edu/syllabipolicies