Calculus with Analytic Geometry II (Traditional)
MAC 2312
4 Credit Hours
Spring 2022

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Office Hours:	TBD
Lecture:	MWF 1:55pm-2:45pm in PUGH 170
Instructor:	Kwai-Lee Chui
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Office Hours:	TBD
Lecture:	MWF 3:00pm-3:45pm in NRN 1020
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Prerequisites Appropriate score on the ALEKS placement assessment, or MAC 2311 with a C (2.0) or better.

Course Description MAC 2312 is the 2nd semester in the three-semester sequence MAC 2311, MAC 2312, MAC 2313 covering basic calculus. The course begins where MAC2311 left off at integration techniques, followed by some applications of integration. The next part of the course covers infinite sequences and series, culminating with Taylor Series and applications. MAC 2312 concludes with a study of parametric equations and polar coordinates.

Required Materials There are no required textbooks for this course. We will make use of a free online textbook available at Openstx Calculus Volume 2. We will use the online Guided Learning Calculus 2

E-Learning Canvas: E-learning canvas, a UF course management system, is located at elearning.ufl.edu. Use your Gatorlink username and password to login. All course information including your grade, course homepage, syllabus, lecture outlines, office hours, mail tool, discussion forum, free help information, etc. can be accessed from this site.

You are responsible for verifying that your grades are accurate. **You have one week after a score has been posted to contact your TA if you believe there has been a recording error. There is no grade dispute at the end of the semester.**

Please note: Important course information is clearly communicated in this course guide, the MAC 2312 homepage and links in Canvas, and announcements in lecture and discussion. Due to the volume of email received by the instructor and TAs, we cannot reply to each request for this well publicized information. If you cannot find your answer in the resources above, there is also a **Discussion Forum** available in Canvas. Please use this to post questions and to supply answers to your fellow students.

E-mail
All communication between student and instructor and between students should be respectful and professional. All official class communications will be sent only to ufl.edu addresses. Students are responsible for acquiring, checking their email accounts regularly, and any class information sent to their ufl.edu account. Please be sure to sign your name to your e-mails.

Lectures
Every Monday, Wednesday, and Friday (except for school holidays and exam days), there will be a 50 minute lecture in PUGH 170 (for Dr. Manly's lectures) or in NRN 1020 (for Dr. Chui's lectures). These lectures will introduce and provide examples of new course material. Attendance at these lectures is strongly encouraged, as you will have practice questions to work on during class. Lecture note outlines will be available on Canvas before each class.

Discussion Sections
Discussion sections meet once a week on Tuesdays or Thursdays. These meetings give you a valuable opportunity for open discussion of the lecture material and assigned problems in a smaller class setting. **Attendance in discussion is required as it is where assessment of your skills will take place**. However, one period per week is generally not adequate to answer all questions. Be sure to take advantage of the opportunities outside of class for additional help.

During most discussion sections, you will be presented with quiz questions on the material covered during the past week of class. You will then enter the solutions to these questions online via Canvas by the end of the day. There will be 12 of these quizzes during the semester, and your lowest 2 scores will be dropped.

Your main resource is your discussion leader. He or she will be available during office hours (or by appointment) to answer your questions about the course material. As mentioned above, **you should check Canvas regularly and consult with your TA if you have any questions about recorded grades. All grade concerns must be taken care of <u>within one week</u> of receiving the score.**

If you have concerns about your discussion class which cannot be handled by your TA, please contact your instructor.

Tests
Mid-term exam dates are as follows:

Tuesday, February 15th

Thursday, March 17th

Thursday, April 14th

Makeup Exam: April 20th

There will be three mid-terms throughout the semester. The exams will be a combination of multiple choice questions and a few free response questions. Each exam will be from 8:20-10pm. These exams will be closed book/notes, and you cannot use any external resources to help you. You must bring a pencil, a pen (for signing the exam), and your UFID card to every exam.

The FINAL EXAM will be on Saturday April 23rd, from 12:30pm-2:30pm. The same proctoring guidelines that apply for the midterms apply for the final. Make a note of the exam date now and please inform any interested parties (e.g. your parents) who may be making plans for you around that time (such as purchasing place tickets, travelling, etc.).

Class Participation

Attendance in class both in lecture and discussion section is highly recommended. Students who come to class and participate are more likely to do well in the course. During each lecture, there will be in class questions for you to work on. To receive class participation credit, you need to submit your answers to these questions on Canvas by the end of the day the lecture is given. These will be scored based on correctness, but the solutions to the problems will be given in class. Your lowest three class participation scores will be dropped.

Xronos Homework

After a topic has been completed in class, a new online homework assignment will be posted in the Assignments tab on Canvas, using a system called Xronos. You have until the posted due date to complete the assignment. There will be 24 assignments, and your lowest three homework grades will be dropped.

Make-up Policy

All make-up work must be arranged with the course coordinator.

- **Exam Conflicts** If you have a time conflict with an exam for this class and another ASSEMBLY exam, and the course number for the other class is higher than 2312, you may contact the course coordinator during the first two weeks of this course (1/5 - 1/21) and request to take the makeup exam on April 20th. If your other course has a lower course number than 2312 or your other exam isn't an assembly exam, please contact your instructor in that course and make arrangements.

- **Make-up Exams** If you are participating in a UF sponsored event or religious observance, you may make up an exam only if you make arrangements with the course coordinator during the first two weeks of the semester (1/5-1/21). You must present documentation of a UF sponsored event.
  If illness or other extenuating circumstances cause you to miss an exam, contact the course coordinator (no later than 24 hours after the exam) by email, and send them the appropriate documentation. You will be allowed to sign up to take a makeup exam at the end of the semester on April 20th.

- **Make-up class participation points, homework, and discussion quizzes**: There are no make-ups. If you are participating in a UF sponsored event or religious observance, let the course coordinator know about this during the first two weeks of the semester (1/5-1/21) and your missing assignments for that period won't count towards your grade. If you become seriously ill, contact the coordinator as soon as possible with a doctor's note and your missing assignments won't count towards your grade.

Incomplete

Students who are currently passing a course and have completed the vast majority of assignments in the class but are unable to complete the course because of illness or emergency may be granted an incomplete grade of I. This will allow the student to complete the course within the first two weeks of the following semester. See the policy on https://math.ufl.edu/department/incomplete-grades/. If you meet the criteria, you must see the course coordinator before finals week to be considered for an I. An I only allows you to make up your incomplete work, not redo your work.

Grading

Class Participation: 10%

Discussion Quizzes: 10%

Xronos Homework: 10%

Midterm Exam Average (3 mid-term exams): 45%

Final Exam: 25%

Grading Scale

90-100 A	87-90 A-	84-87 B+	80-84 B
77-80 B-	74-77 C+	67-74 C	64-67 C-*
60-64 D+	57-60 D	54-57 D-	0-54 E

***Note** A grade of C- DOES NOT give Gordon Rule or General Education credit!

For those take the S-U option: 67-100 S   0-67 U

Approval of the S-U option must be obtained from the course coordinator. The deadline for filing an application with the Registrar and further restrictions on the S-U option are given in the Undergraduate Catalog.

For a complete explanation of current policies for assigning grade points, refer to the UF undergraduate catalog:

catalog.ufl.edu/ugrad/regulations/info/grades.aspx

NOTE: We will not review disputed points at the end of the semester. All grade concerns must be settled within one week of the return of the paper.

Free Help   In addition to attending your discussion section regularly and visiting your discussion leader or instructor during their office hours, the following aids are available.

- The Math Help Center in Little 215 is open for drop-in assistance with homework Monday through Friday from 9:30 to 4:00. It is staffed by mathematics graduate students and undergraduate assistants. Please note that this space is not designed for intense one-on-one tutoring, but rather as a resource for quick questions and explanations. You should not expect the staff to help you if you have not at least begun your homework and have specific questions. Moreover, they absolutely will not assist you with quizzes or any other such work.

- The Teaching Center Math Lab, located in SE Broward Hall, is a tutorial service staffed by trained math and science students to provide help with your calculus questions and homework. Tutors will be glad to provide guidance on specific problems after you have attempted them on your own. You may want to attend different hours to find tutors with whom you feel most comfortable. You can also request free one-on-one tutoring.

In addition, the Broward teaching center tutors hold reviews on the evenings before each exam. They also provide videos of review and sample test problems. Check the webpage, teachingcenter.ufl.edu, for a map of the location, tutoring hours, and test review dates and locations. **All students are encouraged to use the teaching center**.

Office of Academic Support offers free one-on-one and small group tutoring sessions to an UF students. See http://oas.aa.ufl.edu/tutoring.aspx for details.

- Calculus textbooks are available for use and check out at the Marston Science Library.

- Private Tutors: If after availing yourself of these aids, you feel you need more help, you may obtain a list of qualified tutors for hire at www.math.ufl.edu. Seach "tutors".

Calculators   Calculators are **NOT** permitted on exams and discussion assignments. Please avoid using a calculator on homework as it will not help you prepare for the exams.

Cell Phones   Cell phones must be turned off (not on vibrate) before coming to class. Use (defined as having one physically in your hand) of a cell phone during a test or quiz will be considered contact with another person and will be viewed as a form of academic dishonesty because I cannot be assured in such a circumstance that you have not taken a picture of the test/quiz or sent a text message to someone. **Wait until after you have finished with the test/quiz to use it.**

Students with Learning Disabilities   Students requesting class and exam accommodations must first register with the Dean of Students Office Disability Resource Center (DRC), www.dso.ufl.edu/drc/. That office will provide a documentation letter via email to your instructor. This must be done as early as possible in the semester, **at least one week before the first exam**, so there is adequate time to make proper accommodations.

Academic Honesty Guidelines   All students are required to abide by the Academic Honesty Guidelines which have been accepted by the University. The academic community of students and faculty at the University of Florida strives to develop, sustain and protect an environment of honesty, trust, and respect. Students are expected to pursue knowledge with integrity. Exhibiting honesty in academic pursuits and reporting violations of the Academic Honesty Guidelines will encourage others to act with integrity. Violations of the Academic Honesty Guidelines shall result in judicial action and a student being subject to the sanctions in paragraph XIV of the Student Code of Conduct. The conduct set forth hereinafter constitutes a violation of the Academic Honesty Guidelines (University of Florida Rule 6C1-4.017).

The Mathematics Department expects you to follow the Student Honor Code. We are bound by university policy to report any instance of suspected cheating to the proper authorities. You may find the Student Honor Code and read more about student rights and responsibilities concerning academic honesty at the link www.dso.ufl.edu/sccr/.

In addition, we remind you that lectures given in this class are the property of the University/faculty member and may not be used for any commercial purpose. Students found to be in violation may be subject to discipline under the Student Conduct Code.

Note: Information in this syllabus is subject to change. Any changes will be clearly announced in class or

through e-mail.