

ONLINE MAC 2234 SYLLABUS

FALL 2018 (updated 09/01/2018)

The course home page is located in Canvas. Log in at <https://ufl.instructure.com/>.

You can send a message to the Online Coordinator below by going to your inbox in Canvas and selecting "Compose a new message". If you are requesting assistance on a certain problem, please include details showing your work on the problem; feel free to attach a photo of your work.

Online Coordinator / Instructor (who to contact with questions)

Keith Grizzell

Email: grizzell@ufl.edu (please use Canvas if possible)

Web: <https://people.clas.ufl.edu/grizzell/>

Online office hours: Mondays, Wednesdays, and Fridays, during 8th period (from 3:00pm to 3:50pm), or by appointment

The link for joining a regularly-scheduled online office hour will be added to an announcement titled "Office Hours (Grizzell)" in Canvas shortly before the office hour begins.

Lecturer (credited only; please do not contact with questions)

Dr. Kevin Knudson

Table of Contents

1. Course Info	3
1a. Course Content.....	3
1b. Prerequisites	3
1c. Course Objectives.....	3
1d. Instruction Methods.....	3
1e. Required Materials	3
1f. Optional Materials/Textbooks	4
1g. Canvas	4
1h. WebAssign.....	4
2. Policies	5
2a. Getting Help.....	5
2b. Late Assignments	5
2c. Make-up Policy	5
2d. Incomplete Grade.....	5
2e. Students with Disabilities.....	5
2f. Academic Honesty	5
2g. Distance Learning Complaints.....	6
2h. Instructor Evaluations	6
3. Testing with ProctorU	6
3a. Testing Environment.....	6
3b. During an Exam.....	7
4. Grading	7
4a. Course Grade.....	8
4b. Lecture Quizzes	8
4c. Weekly Homework.....	8
4d. Weekly Quizzes	9
4e. Exams	9
5. Calendar Dates	9

1. Course Info

1a. Course Content

Sequences, geometric and Taylor series; systems of linear equations, Gaussian elimination, matrices, determinants and vectors; partial differentiation, multiple integrals; applications to marginal analysis, least-squares and Lagrange multipliers.

1b. Prerequisites

Minimum grade of C in MAC2233. Students should have a solid working knowledge of the concepts of first semester calculus, including the definition of the derivative, calculations of derivatives of elementary functions, applications of the derivative, exponential and logarithmic functions. A thorough grasp of algebra is assumed.

1c. Course Objectives

By the end of this course, students will understand concepts of integral calculus, applications of differential equations, the calculus of functions of several variables, systems of linear equations, and linear programming problems with a focus on applications in business, accounting, and finance.

1d. Instruction Methods

Students will learn material via online lectures. These come in two varieties: (i) presentations of the material using prepared slides, and (ii) examples worked by hand by the lecturer, captured on video. Students are expected to read the corresponding sections in the text, work practice and homework problems, and successfully complete associated quizzes. Exams will be given online and monitored by ProctorU.

1e. Required Materials

- ◆ A (non-graphing, non-programmable) scientific calculator, something similar to (but not more advanced than) the Texas Instruments TI-30X IIS.
- ◆ WebAssign access code
 - A WebAssign access code (includes access to an electronic version of the textbook through WebAssign) can be purchased at a discount and charged to your UF account by using the following link.
<https://www.bsd.ufl.edu/G1CO/IPay1f/start.aspx?TASK=INCLUDED>
 - Access to the e-book versions of the textbooks for this course is included in WebAssign. **You do not need to purchase textbooks separately.**
 - WebAssign provides a grace period before you must purchase or enter an access code. The grace period expires on **September 1, 2018**.
 - Details about logging in to WebAssign are given later in this syllabus.

1f. Optional Materials/Textbooks

- ◆ The textbooks used in this course are as follows. Note that the required WebAssign access includes access to the e-book versions of these books. Also, there should be a custom version at the UF Bookstore that combines the relevant parts of the two into one (physical) book.
 - **APPLIED CALCULUS FOR THE MANAGERIAL, LIFE, AND SOCIAL SCIENCES** 9th edition; Author: Tan.
 - **FINITE MATHEMATICS FOR THE MANAGERIAL, LIFE, AND SOCIAL SCIENCES** 11th edition; Author: Tan.

1g. Canvas

Canvas is located at <https://ufl.instructure.com/>; use your Gatorlink username and your password to log in. You will find the lecture videos, lecture quizzes, and the weekly quizzes in Canvas. All grades will be input into Canvas as well. You are responsible for verifying that your grades in Canvas are accurate. You have one week after a score has been posted to contact your instructor if you believe there has been a grading or a recording error.

Note: Important information may be included in the announcements in Canvas. You are expected to read them.

1h. WebAssign

Note: WebAssign and Canvas are separate systems, so there will be a delay before your scores in WebAssign are copied over to Canvas. Scores will not be copied over until after the extension period for an assignment has elapsed.

In WebAssign, you will find your weekly online homework and the exams. The online homework can be completed early, but the exams cannot, so you should not expect to see exams shown in WebAssign until they are available to be completed.

You should always use <https://www.webassign.net/ufl/login.html> to login to WebAssign (and then your Gatorlink login info as directed). When logging in, there are two different “LOG IN” buttons on the login page for WebAssign; you should use the one in the lower left (see figure).

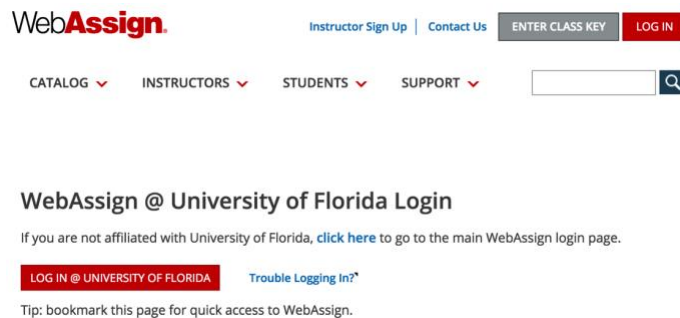


Figure 1: WebAssign login page

2. Policies

2a. Getting Help

For help resolving technical issues (computer problems, Gatorlink, etc.), contact the UF Computing Help Desk at <http://helpdesk.ufl.edu>, call them at 352-392-HELP (4357), or walk-in to visit them at HUB 132.

Your instructor (the Online Coordinator listed on the front page of the syllabus) is glad to help. If you're seeking help on a specific problem, you should first have attempted the problem yourself. Then, you can take a snapshot of your work and attach that to a message (to the Online Coordinator) in Canvas requesting help. Office hours are also available, as indicated on the cover of this syllabus.

Also, be sure to check out <http://www.distance.ufl.edu/getting-help>, which includes links for counseling and wellness resources, disability resources, library help desk support, and more.

2b. Late Assignments

Late submissions are not accepted. All due times are set to 11:59pm Eastern time.

2c. Make-up Policy

Due to the ability to work ahead on most assignments and the fact that most assignment categories have multiple drops, most assignments will not be permitted make-ups. Make-up exams may be given for extreme unforeseen circumstances and will require sufficient documentation. However, any student (regardless of circumstances or documentation) may use their Final Exam score to replace a single lower midterm exam score if it benefits them to do so.

2d. Incomplete Grade

A grade of I (incomplete) will be considered only if you meet the Math Department criteria which are found at <http://www.math.ufl.edu/department/incomplete-grades/>. An I only allows you to make up your incomplete work, not to redo your work. Also, any request for an I must be received before the Final Exam.

2e. Students with Disabilities

Students requesting accommodation must first register with the Disability Resource Center. (See <https://drc.dso.ufl.edu/>.) The Dean of Students will provide documentation to the student who must then provide this documentation to the Online Coordinator when requesting accommodation.

2f. Academic Honesty

The official Student Honor Code and Student Conduct Code can be found at <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>. If you have never read through those, then you should do so now. In particular, there is the Honor Pledge:

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Student Honor Code. On all work submitted for credit by Students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

Any dishonorable activities should be reported immediately. **Any student caught cheating will automatically fail the course** and will be subject to additional honor court penalties. Students are expected to do their own work unless otherwise specified. If you have any doubt, you should ask for clarification before you commit a possible violation.

2g. Distance Learning Complaints

Each online distance learning program has a process for student complaints within its academic and administrative departments at the program level. Go to <http://www.distance.ufl.edu/student-complaint-process> for more information.

2h. Instructor Evaluations

Students are asked to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

3. Testing with ProctorU

You must sign-up with ProctorU for each exam at least 72 hours (3 days) prior to the exam date to avoid a late sign-up charge. **It is highly recommended that you reserve your exam time slots for all of your exams early in the semester in order to guarantee you can take the exam at the most convenient time for you.** See the calendar for the dates of the exams.

To help avoid technical issues, **ProctorU recommends that you use a hard-wired connection** as opposed to wireless. For questions about ProctorU, contact their 24/7 help desk at <https://www.proctoru.com/testitout>. You can contact their help desk and speak with a live representative to ensure your camera and system are operating correctly prior to the exam.

3a. Testing Environment

You should obey the following rules regarding your testing environment. Failure to follow these rules may result in appropriate sanctions being applied.

1. Arrange to have a room with four walls, a desk or table, doors closed (and lockable), and no one else present. You should be facing a plain wall (not a

window) when you take your exam. **If the room is not suitable, you will not be allowed to continue with the exam.**

2. Make sure you won't be disturbed by others. Any recorded disturbance will be reported by ProctorU as possible cheating, in which case we may impose a penalty (among other possible sanctions).
3. Before your appointment, clear your testing area of everything except:
 - UF ID card (a passport or state ID can be used in a pinch),
 - writing instruments,
 - scientific calculator (non-graphing, non-programmable),
 - up to 10 sheets of completely blank (both sides), white scratch paper.

Anything else will be flagged as an unpermitted resource and may be reported by ProctorU as possible cheating.

3b. During an Exam

You should obey the following rules during an exam. Failure to follow these rules may result in appropriate sanctions being applied.

1. During the exam, avoid looking anywhere other than at your computer and your scratch paper. Any other glances may be picked up by ProctorU and reported as cheating, in which case we may impose a penalty (among other possible sanctions).
2. If your connection with ProctorU goes down, then stop everything. Sometimes it is a momentary and passing thing, and sometimes it is a more serious problem. You are at this point permitted to retrieve your phone for the purposes of making sure it is on and receiving any calls from ProctorU.
3. At the end of your exam, you must contact your proctor to let them know you have finished. Your proctor will then give you instructions that you must follow. If you disconnect before the proctor witnesses you logging out of everything according to their directions, then they will report it as possible cheating, and you will be subject to being penalized (whether you were actually cheating or not).

4. Grading

You should check Canvas regularly and consult with the Online Coordinator if you have any questions about recorded grades. All grade concerns must be taken care of within one week of receiving the score in Canvas. Your grade is subject to being raised or lowered if there is a recording error, computational error, "padding" error, etc.

For information on dropping courses and withdrawals, go to <https://catalog.ufl.edu/ugrad/current/regulations/info/drops.aspx>.

For information about UF grades and grading policies go to <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

4a. Course Grade

Here are the different assignment categories, as well as their weights in your course grade computation, where to find the assignments, and the number of submission attempts allowed per assignment (or per question part, in the case of homework).

<u>Category</u>	<u>Number</u>	<u>Drops</u>	<u>Location</u>	<u>Weight</u>	<u>Attempts</u>
Lecture Quizzes	30	5	Canvas	8%	1
Weekly Homework	13	2	WebAssign	8%	5
Weekly Quizzes	13	2	Canvas	12%	1
Midterm Exams	3	0*	ProctorU/WebAssign	48%	1
Final Exam	1	0	ProctorU/WebAssign	24%	1
				<i>Total:</i>	100%

The course grade is then determined by your final percentage as follows:

<u>Grade</u>	<u>Percentage</u>	<u>Grade</u>	<u>Percentage</u>
A	90.00% and above	C	70.00% to 73.99%
A-	87.00% to 89.99%	C-	67.00% to 69.99%
B+	84.00% to 86.99%	D+	64.00% to 66.99%
B	80.00% to 83.99%	D	60.00% to 63.99%
B-	77.00% to 79.99%	D-	57.00% to 59.99%
C+	74.00% to 76.99%	E	56.99% and below

4b. Lecture Quizzes

In Canvas, there is one untimed quiz per lecture, and the five lowest are dropped. These quizzes are meant to be completed following the lectures.

4c. Weekly Homework

In WebAssign, there is one homework assignment per week, and the two lowest scores are dropped. You will have up to 5 submission attempts per problem.

* Your lowest midterm exam score can be replaced with your Final Exam score (appropriately scaled to match), if it helps your final grade.

4d. Weekly Quizzes

In Canvas, there is a timed quiz per week, and the two lowest scores are dropped. These quizzes are meant to be completed following the homework and any additional practice or studying.

4e. Exams

All exams are in WebAssign but are proctored through ProctorU, but they will not be visible in WebAssign until the start of the exam window. You must sign up for an appointment with ProctorU, and during that appointment they will open the exam for you and monitor while you take the exam. You will have 105 minutes for each midterm exam, and 120 minutes for the Final Exam.

5. Calendar Dates

<u>Week</u>	<u>Module</u>	<u>Lectures</u>	<u>Due Date</u>
1	1	1, 2	Sun 09/02
2	1	3, 4, 5	Sun 09/09
3	1	6, 7, 8	Sun 09/16
4	1	9, 10	Sun 09/23
5	2	11, 12, 13	Sun 09/30
6	2	14, 15, 16	Sun 10/07
7	3	17, 18	Sun 10/14
8	3	19, 20	Sun 10/21
9	4	21, 22, 23	Sun 10/28
10	4	24, 25	Sun 11/04
11	4	26, 27	Sun 11/11
12	5	28, 29	Sun 11/18
13	5	30	Sun 12/02

<u>Exam</u>	<u>Modules</u>	<u>Lectures</u>	<u>Date</u>
Exam 1	1	1 – 10	Wed 09/26
Exam 2	2, 3	11 – 20	Wed 10/24
Exam 3	4	21 – 27	Wed 11/14
Final Exam	1 – 5	1 – 30	Wed 12/05