

# MATH 1314, SECTION 13183

## Calculus for Business and Life Sciences, Spring 2013

### COURSE SYLLABUS

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**Instructor:** Marjorie Marks

**Email:** [mmarks@math.uh.edu](mailto:mmarks@math.uh.edu)

**Course Homepage:** [online.math.uh.edu/courses](http://online.math.uh.edu/courses)

**CourseWare:** [www.casa.uh.edu](http://www.casa.uh.edu)

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#### Overview

This is a 15 week online course offered by the Department of Mathematics, University of Houston. We have created a course that has many of the features of a face-to-face class. There are certain special requirements for an online class and a detailed description of all aspects of the course is given below.

Each student should verify that his/her email address is correct both on his/her profile in CourseWare and on PeopleSoft ([my.uh.edu](http://my.uh.edu)). Instructors will use PeopleSoft to send class emails, so it is imperative that all students have a correct email address listed there. Instructors are not able to edit student profiles. If your email address changes, it is your responsibility to record the change on both PeopleSoft and on CourseWare.

#### Course Homepage and CourseWare

It is highly recommended that you check the course homepage (listed above) and the CourseWare page at least once a day during the semester. This will allow you to stay up to date with assignments, homework and announcements.

The course homepage will provide you with access to online sessions, homework assignments, the syllabus, the course calendar, online lectures and useful links. Course notes and notes from class sessions will be available on the course homepage.

The CourseWare account will provide you with access to the online textbook, online quizzes, grades, electronic multiple choice forms (EMCFs), a discussion board and an exam scheduler. If you do not already have one, you will need to register for a CourseWare account in the first few days of the Spring 2013 semester. Note that all class correspondence will be posted on the discussion board (see information on Discussion Board below).

## Text

Students in this class will obtain access to many of their learning materials for this course (including texts, extra electronic help, online quizzes, EMCFs, discussion board, exam scheduler etc.) in the fall through CourseWare by using a course Access Code. Students can purchase an Access Code in the bookstore starting the Wednesday before classes begin for about \$50.00. After you purchase your Access Code, you can log into CourseWare at <http://www.casa.uh.edu>, click on your course, and input the Access Code. If you have not done this by 12:01 a.m. on January 28, 2013, your access to all course materials and your ability to submit any course assignments will be blocked until you purchase the code and input it. No extensions will be given for assignments missed before your access code is entered at <http://www.casa.uh.edu>.

## System Requirements and Equipment

Since this is an online class there are certain special requirements.

You must have access to a computer and a fast internet connection. Broadband, Cable and DSL connections are the best for this. Good dial-up connections may also be suitable. You will need to install Adobe Acrobat Reader 8.1 or higher which is available for free from <http://www.adobe.com>. You will also need to install GeoGebra, a dynamic mathematics software, which is available for free at <http://www.geogebra.org>. The Webstart option on the download page will create an icon for the program on your computer's desktop.

## Exams

There will be four exams: a prerequisite exam, two midterms and a comprehensive final exam. The prerequisite exam will be administered online through CourseWare. You can access the test on the Online Assignments tab at <http://www.casa.uh.edu>. This exam will be available early in the semester. See the list below for exact dates. The two midterm exams and the comprehensive final exam will be administered in the CASA Testing Center (located in Room 221 of the Garrison Gym). You must schedule your midterm exams and your final exam in advance using the exam scheduler in CourseWare. You will have about two weeks before the exam during which you can make your reservation. The exams will consist of both multiple choice and written questions. The multiple choice questions will be machine graded. The written questions will be graded by the instructors and teaching assistants. Scores will be posted in the grade book on CourseWare approximately one week after the testing period closes. **Note: There are no make up exams in this course. A missed exam will result in a zero.**

Remote students, those that live more than 100 miles from the UH campus, need to email the instructor regarding remote administration of the exams. It will be the student's responsibility to find a university or testing center that will administer the exam. More information for remote testing can be found here [http://distance.uh.edu/services/exam\\_proctoring.html](http://distance.uh.edu/services/exam_proctoring.html).

The dates for the exams are as follows:

**Prerequisite Exam:** Monday, January 14, 2013, through Sunday, January 27, 2013

**Exam 1:** Friday, March 1, 2013, and Saturday, March 2, 2013

**Exam 2:** Friday, April 12, 2013, and Saturday, April 13, 2013

**Final Exam:** Friday, May 3, 2013, through Sunday, May 5, 2013

Each student is responsible for scheduling his/her exams and for taking his/her exams at the appointed time. There are no make up exams in this course. A missed exam will result in a zero.

### **Homework**

Homework will be submitted each week. Homework may consist of both written and multiple choice questions. Multiple choice questions will be answered in the appropriate answer form on the EMCF tab on CourseWare. Written homework will need to be scanned and uploaded into CourseWare using the appropriate slot on the Assignments tab. Instructions on how to submit written homework for this course are available in the Orientation PowerPoint and the Orientation video on the Course Homepage. The submission of homework is compulsory and will count for a major portion of your grade (See Grades, below). Written homework is graded for completion and correctness. **LATE WORK WILL NOT BE ACCEPTED.** You will be able to view your homework grades in the CourseWare gradebook.

Written homework assignments **MUST** be submitted electronically through CourseWare, so access to a scanner is necessary. See the document titled *Scanning Documents for Submission* available on the homepage for information on finding and using a scanner.

Homework will **NOT** be accepted through email or in person. Homework must be submitted through CourseWare **BEFORE** the deadline. The CourseWare interface for uploading homework allows single and multiple file uploads, and accepts files in the tiff, jpeg and pdf formats. There is a file size restriction of 10 MB per assignment.

### **Weekly Online Quizzes**

Online quizzes will be given through CourseWare. You will have up to 20 attempts on each quiz. There is a required 10 minute waiting period between the submission of one quiz attempt and the start of another. Your highest score on each quiz will be used as your grade on that quiz. **Note that attending the online sessions can help you score well on the weekly quizzes.**

### **Online Sessions**

The class will meet in an online classroom on Mondays and Wednesdays from 6:15 p.m. - 7:45 p.m. The class will be very similar to a face to face class, except you will be at your computer, and I will be at mine. I will share my screen with the class, and you will be able to see what I write and hear what I say. You will also be able to communicate with me through the class chat line if you have questions. There will be in-class poppers, which you will submit electronically.

If your schedule will not allow you to attend the sessions, you can watch videos of the course content and complete an additional written assignment each week, called the alternate assignment. This assignment replaces in-class poppers, not required homework or quizzes. It will generally be less work for students to attend the class sessions and complete the in-class poppers, than it will be to complete the alternate assignment. See below for more information about alternate assignments.

## Extra Credit

Extra credit will come from four sources. First, you can earn up to 5 bonus points on a test by taking the practice test before each of the four tests in this course. Five percent of your best score on the practice test will be added to your test score before grades are computed. Second, you can earn up to 5 bonus points on each of the two midterm tests and the final exam by completing a written review prior to each of these three tests. These reviews will be graded partially for completion and partially for correctness. Third, you can earn one point added to your average by being a frequent poster on the discussion board. If you post more than 45 content-related posts (i.e., asking questions about class examples, homework or quiz questions or answering a classmate's question), one point will be added to your semester average. Note, posts must be made throughout the semester. If you contribute the majority of your posts in the last week of the semester, those posts will be counted as one post. Also, posts having to do with course procedures and deadlines will not count towards any extra credit in the course. Fourth, you can earn one point on your final average by completing a course evaluation at <http://www.casa.uh.edu> during the last week of the semester.

## Alternate Assignments

A second weekly problem set will be posted each week. This homework is called the *alternate assignment*. Students who do not attend one or both of the online lecture sessions in a given week must complete this alternate assignment. This assignment replaces the in-session poppers. **Note that the alternate assignment replaces the poppers given in the online session and is not an alternative to the regularly assigned homework!** The alternate assignment will typically be a short-answer assignment that must be uploaded to the appropriate slot on the Assignments tab at <http://www.casa.uh.edu>.

## Grades

Final course grades are assigned according to student performance, using the guidelines below.

Each component of the coursework contributes the following amount to your final percentage:

**Prerequisite Exam:** 8%

**Exams 1 and 2:** 18% each

**Final Exam:** 20%

**Note:** The percentage grade on the final exam can be used to replace your lowest test score. There are no final exam exemptions in the online math classes.

**Homework (written and EMCF):** 10%

**Quizzes:** 15%

**Daily In-Class EMCFs:** 10%

**Discussion Board Participation:** 1%

Letter grades will be assigned as follows:

A	$x > 93$	B-	$80 \leq x < 83$	D+	$67 \leq x < 70$
A-	$90 \leq x < 93$	C+	$77 \leq x < 80$	D	$63 \leq x < 67$
B+	$87 \leq x < 90$	C	$73 \leq x < 77$	D-	$50 \leq x < 63$
B	$83 \leq x < 87$	C-	$70 \leq x < 73$	F	below 50

**There is no letter grade calculator available for online math students on [www.casa.uh.edu](http://www.casa.uh.edu).**

**Grades are not rounded.**

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### **Discussion Board**

All class correspondence will be posted on the discussion board. Students are expected to check the discussion board daily for up-to-date course information. In addition, the discussion board in CourseWare is a tool intended to facilitate your studies. You should post questions about homework/quiz problems or answer questions asked by your classmates. One percent of your grade will be determined by your activity on the discussion board. To earn this point, you are required to add one subject-related post to the discussion board each week. Additional posts can accumulate towards extra credit for the class. (See Extra Credit, above). Additionally, the discussion board is a great place to organize and join study groups. Questions about personal circumstances (travel due to a family emergency, for example) or grades are private and should be sent directly to the instructor. The discussion board is not a forum for requests; for example, students should not post requests for additional extra credit opportunities, deadline extensions, or a grade “curve”. Finally, students should expect to be able to operate in a safe and friendly environment. Posts perceived as personal attacks on anyone (“flaming”), will not be tolerated, and will result in restriction from the discussion boards and online sessions. Please refrain from posting telephone numbers on the discussion board. If you would like to make arrangements to meet up with classmates, make those initial contacts via email. You may not advertise anything for sale on the discussion board. If you do so, you may lose the privilege of participating in the discussion board.

### **CASA Tutoring Center**

The Center for Academic Support and Assessment (CASA), located in Garrison Gym (Room 222), offers tutoring for all undergraduate math classes five days a week. During the spring semester, the center is open 9am - 7pm Monday through Thursday and 9am - 2pm on Friday. Please see [www.casa.uh.edu/casa/](http://www.casa.uh.edu/casa/) for more information.

### **Incompletes**

An incomplete (I) may be awarded to you by your teacher if the reason is a compelling NON-ACADEMIC reason, you have completed virtually all the course assignments AND you have a passing grade on this work.

Incompletes are NOT available to students who have done little of the coursework nor for students who have failing grades on what they have done. See your teacher to discuss eligibility and to fill out and sign the Incomplete contract. This is also required and must be signed in advance of an I being posted. Imminent failure is not an acceptable reason to be awarded an incomplete.

## **Dropping**

If a student wants to drop the class, it is his/her responsibility to do so by logging on the my.uh.edu and completing the drop process before the drop deadline. Instructors cannot drop students for any reason.

## **Accommodations**

A current Student Accommodation Form (SAF) must be presented in a timely manner for accommodations to be approved. No retroactive accommodations will be provided.

Accommodations for undergraduate mathematics courses that could change the essential nature of the course or provide an unfair advantage to one student over another student will not be approved. Notably, in the event that calculators and/or formula sheets are allowed for all students in a course, then all students may have them. If, however, calculators and/or formula sheets are not allowed to anyone, then no one may have them.

Accommodations that are listed on your SAF that would NOT change the essential nature of a course or provide an unfair advantage may be approved (e.g. an extra set of class notes for lecture, testing at CSD, extended time\*). Please review these with your teacher during the conference hours for the class (not immediately before or after a lecture).

\*If you run over the agreed upon extended time you will be penalized in proportion to the amount over.

**Course Completion Forms** If you are a student with financial aid and you do not pass the course, you will be required submit a form to the financial aid office. You will need to make an appointment with your instructor to get this form completed. Please bear in mind that these forms are often due during holiday periods.

## **See the Online Math Course Policies for more details**

<http://online.math.uh.edu/courses/OnlineMathPolicies.pdf>

## **Contact Information**

Please direct your questions to the appropriate person.

For questions of an academic nature please email the person mentioned at the beginning of the syllabus.

For technical support on CourseWare email [courseware@uh.edu](mailto:courseware@uh.edu).

For technical support on the Course Homepage email [bekki@math.uh.edu](mailto:bekki@math.uh.edu).