



DEPARTMENT OF MATHEMATICS

Central College – Central Campus

MATH 2413: Calculus I

CRN 10311 – Spring 2019 – RT

Central Campus, Room 173 | T Th | 12 – 1:50 PM

4-hour lecture course / 64 hours per semester/ **16 weeks**

Textbook: **Calculus**, 11th Edition, by Ron Larson & Bruce H. Edwards

ISBN-13: 978-1337275347

Instructor: Dr. Jaime L. Hernandez

Instructor Contact Information: Email: jaime.hernandez@hccs.edu; phone: 713-718-7772

Office location and office hours: **Central Campus, SJAC room 365; T, Th: 2 – 3:30 PM**

Course Description:

Math 2413: Calculus I. Topics includes: Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the Chain Rule, Mean Value Theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.

Prerequisites:

MATH 2412 with a grade of a C or better

Textbook Options for: Calculus, 11th Edition, by Ron Larson & Bruce H. Edwards

Loose-leaf Textbook + WebAssign Multi-Term Printed Access Card: Edwards ISBN-13: 978-1337604741

Hardbound Textbook + WebAssign Multi-Term Printed Access Card: Edwards ISBN-13: 978-1337604758

Hardbound Textbook: ISBN-13: 978-1337275347

WebAssign Multi-Term Printed Access Card: ISBN-13: 978-1285858265

Course Intent:

This course provides a detailed introduction of the concepts of limit, differentiation, and basic integration of single-variable functions. It presents applications of those concepts. This course provides the background in mathematics for sciences or further study in mathematics and its applications.

Audience:

This course is the first course in the calculus sequence and covers the topics of limit and differential calculus of single-variable functions. It is intended for students in mathematics, physical sciences, engineering, computer science and other technological fields who take the calculus sequence in preparation for more advance courses in mathematics or their major fields.

Course Student Learning Outcomes (SLO):

Upon successful completion of this course, students will be able to:

1. Develop solutions for tangent and area problems using the concepts of limits, derivatives, and integrals.
2. Draw graphs of algebraic and transcendental functions considering limits, continuity, and differentiability at a point.
3. Determine whether a function is continuous and/or differentiable at a point using limits.
4. Use differentiation rules to differentiate algebraic and transcendental functions.
5. Identify appropriate calculus concepts and techniques to provide mathematical models of real-world situations and determine solutions to applied problems.
6. Evaluate definite integrals using the Fundamental Theorem of Calculus.

7. Articulate the relationship between derivatives and integrals using the Fundamental Theorem of Calculus.

Core Objectives:

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

Communication Skills: to include effective development, interpretation and expression of 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.

Course Format:

This course follows the traditional lecture and discussion format in the classroom. The entire course is to be completed in a period of 16 weeks. The classroom experience will be complemented with videos, slides and online assignments on *WebAssign (WA)*. **It is imperative that the student keep up with the class discussions and the course content as covered, and also work diligently on all the assignments on WA.**

Instructional Methods:

As a student wanting to master the mathematical concepts contained in this course, it is your responsibility to read the textbook, complete and submit assignments by their due dates, study for the exams, participate in class activities, watch instructional media such as slides and videos, seek assistance when needed, and in general, enjoy the learning experience. In this course, you will be involved in discussions with your classmates and your instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze and evaluate information from your text and notes.

Two skills that have proved essential to succeed in college are good time management and organization skills. I cannot emphasize enough the importance of being organized and managing your time wisely, even more when you are managing a diversity of other responsibilities, such as other courses, family, work, etc. Again, you must take responsibility for your own learning. Do NOT procrastinate!

Course Outline and Timetable:

APPROXIMATE TIME

TEXT REFERENCE

Prerequisites - Precalculus Review and Functions

Sections: P.1, P.2, P.3

(Optional - no more than 2 hours)

These sections provide an optional precalculus review including real numbers, the Cartesian coordinate plane, functions, graphing, modeling, and trigonometry. The instructor may choose to review any or all this material before beginning chapter 1. All this material may be omitted if desired.

Unit I - Limits and Their Properties
(10 Hours)

Sections: 1.1, 1.2, 1.3, 1.4, 1.5

This unit presents the concept of limits and how it relates to Calculus. The instructor should present the formal definitions of the limit and continuity and discuss the characteristics of a continuous function. Graphical and analytical methods of evaluating limits, including one-sided limits and limits at infinity should be emphasized as well.

Unit II - Differentiation
(12 Hours)

Sections: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6

This unit presents an introduction to differentiation. The instructor should emphasize the derivative and the tangent line problem, basic differentiation rules and rates of change, the product and quotient rules, higher-order derivatives, and the chain rule. This unit concludes with implicit differentiation and related rates.

Unit III - Applications of Differentiation
(18 Hours)

Sections: 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9

This unit includes the various applications of differentiation. The instructor should emphasize extrema on an interval, Rolle's Theorem and the Mean Value Theorem, increasing and decreasing functions, the first derivative test, concavity and the second derivative test, limits at infinity, a summary of curve sketching, optimization problems, and Newton's Method. This unit concludes with differentials and linear approximations.

Unit IV - Integration
(14 Hours)

Sections: 4.1, 4.2, 4.3, 4.4, 4.5

This unit includes the basic concepts of integration. The instructor should emphasize antiderivatives and indefinite integration, area, Riemann Sums and definite integrals, the fundamental theorems of calculus, and integration by substitution.

Unit V – Logarithmic, Exponential, and Other Transcendental Functions
(8 Hours)

Sections: 5.1, 5.2, 5.3, 5.4

This unit presents the concept of logarithms. The instructor should emphasize the natural logarithmic function with respect to differentiation and integration, inverse functions, exponential functions with respect to differentiation and integration

Homework Assignments:

All homework assignments must be completed **online** using *WebAssign* (WA), the online learning and assessment system that accompanies the textbook. To register and purchase access to *WebAssign*, go to www.webassign.net. You will need to purchase an access code for WA and you will need the “class key”. **The WA Class Key for this class will be provided in class on the first day by the instructor. Do not miss class on that day!** Since *all online assignments will be completed on WA*, having a WA account and enrolling in our WA course is a requirement. You can either purchase the textbook packaged with a WA access code at an HCC bookstore, or you may purchase WA access separately at an HCC bookstore or online at www.webassign.net or www.cengagebrain.com. The hard-copy of the textbook is NOT required, but WA is. You will have access to an electronic version of the entire textbook online (eBook) through WA, provided that you purchase WA access with the eBook included. Once again, purchasing the textbook is NOT required, but all the homework assignments on WA are required. Make sure that you purchase, access and start working on the WA course **within the first two days of classes**. If you have not used WA before, first you need to create a WA account. Go to www.webassign.net, enter the class key, and follow the instructions to do so. If you have used WA before, then you already have a WA account. Do not create another one for this course. Simply go to www.webassign.net, enter the class key, and log in using the username and password of the account you already have. In either case, you will need to enter the class key to register in the course, so have it available. You will have access to the class key on the first day of class. You may use WA for free for 14 days at the beginning of the class, but eventually you will be required to purchase an access code to use WA. If you have attempted this course at HCC using the same textbook edition that we currently use, and you purchased a lifetime WA access code (LOE) for the book that time, you do **NOT** need to purchase another access code. Simply go to www.webassign.net, enter the class key, and log in with your username and password that you used before. There is a link to a short 5-minute video showing you how to create a WA account and how to enroll on a WA course on the instructor’s Learning Web page at <http://learning.hccs.edu/faculty/jaime.hernandez>. The hard-copy of the textbook is NOT required, but access to WA is as all homework assignments will be found there. You may purchase access to an electronic version of the entire textbook online (e-book) through WA. You can only have one WA account in our course. Any student found having two or more WA subscriptions will have all, except one, deleted. Only one WA account will be allowed per student.

Contact **WA Student Support** staff **directly** or call 800-955-8275 if you have any questions or difficulties setting up your account or using WA in the future. The instructor cannot assist you with ANY technical difficulties in this area.

Completion of the homework assignments is required, including the initial introductory assignments to WA and the review assignments. **The due date for homework assignments will be the same day as that for the exam where the corresponding sections are tested**. Before doing the homework for a section, be sure to watch the corresponding PowerPoint slides and lecture videos on WA, and read the section in the hardcopy or electronic textbook. Also included on WA are practice quizzes for each chapter and practice quizzes as well as self-tutorial modules for each section of the textbook. Although working on these is optional, it is highly recommended as practice before the exams. You may find all these audiovisual aids and practice tools on WA under the “Personal Study Plan” and the “Resources” sections on the course homepage on WA. When you purchase WA with the eBook, you may access to the entire book and also its chapter reviews, sample tests, exercises for extra practice, etc., right on WA. Learning aids and features available on WA, such as lecture videos, PowerPoint slides, practice tests, extra-practice exercises, etc., are all optional, but highly recommended. The ONLY assessments on WA that are required for our course are the homework assignments.

Term Exams:

There will be three in-class exams, each 100 points. Their exact dates will be announced as the semester progresses. The student must show ALL supporting calculations and work performed to arrive at his/her answer. Lack of such

supporting steps may result in no credit for correct answers. So, show your work for full credit! The course content will be distributed among the three term exams as follows:

- Exam 1: On the college algebra and precalculus review and Chapter 1; will be administered on **week # 5**
- Exam 2: On chapters 2 and 3; will be administered on **week # 11**
- Exam 3: On chapter 4 and sections 5.1 – 5.4; will be administered on **week # 15**
- ***FINAL EXAM:*** comprehensive (that is, it covers the entire course content); will be on **Thursday, May 9, 12:00 – 1:50 PM**

Keep up with the course material as it is covered and with the homework assignments. Do NOT procrastinate. Doing so will NOT pay off! You will run out of time!

The last day to withdraw this course is Monday, April 1, 2019.

Final Exam Review Sessions: HCC MATH DAYS

The Math Department will offer *several* Final Exam Review sessions (i.e., HCC Math Days) for this course on **Friday, May 3, 2019 and Saturday, May 4, 2019**. We encourage you to attend at least one of these sessions as you prepare for the comprehensive Final Exam. In addition, your instructor will provide a link to the final exam review document, (i.e., the Final Exam Study Guide). Your professor will provide you with specific information regarding HCC Math Days locations and session times later in this semester.

While the Math Department full-time faculty lead the review sessions and are prepared to answer students' questions on a variety of course topics, the Final Exam Study Guide will provide the basis for the HCC Math Days sessions. Therefore, to get the most out of these review sessions, be sure to work through the Final Exam Study Guide *before* you attend the review session(s). Please ask your professor if you have any questions regarding these sessions.

Final Examination:

The final examination is a required, comprehensive test. The problems cover all the material required in the course. The final exam is worth 200 points and has the weight of two term exams. The final exam will be on **Thursday, May 9, 12:00 – 1:50 PM**.

Make-up policy:

There will be no individual make-up exams. The final exam will replace one, and only one, lower grade, either a missing term exam grade or whichever exam grade is lowest. This does not apply to the assignment grade from *WebAssign*. That grade will not be replaced.

Calculator Policy:

Students are allowed to use a non-graphing scientific calculator when working in the classroom, on homework assignments or tests. No cellular phone calculators will be allowed in the classroom at any time. Cell phones calculators are also prohibited as cell phones are to be kept off and away while class is in progress. The instructor reserves the right to NOT allow the use of certain types, brands or any kind of calculator when covering or testing certain topics.

Grade Determination:

Your instructor will conduct exams and monitor your progress on homework assignments to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in this document. If you find you are not mastering the material and skills, you are encouraged to reflect on how you

study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

The grade will be computed as follows:

- Three term exams (100 points each): 300 points
- One required comprehensive final exam: 200 points
- Collection of homework assignments on *WebAssign* 100 points
- Total number of points: 600 points

Bonus points: At the end of the semester, the instructor may add at his discretion from 0 to 20 “extra” points to the student’s total from adding the scores of the assessment tools listed above. The awarding of these points, if any, is based on attendance, timeliness, classroom participation and involvement, completion of all homework assignments, effort and interest shown in the course, etc.

Upon adding all exam and homework scores and bonus points, if any, a grade will be assigned according to the following scale:

600 - 540 → A
539 - 480 → B
479 - 420 → C
419 - 360 → D
359 - 0 → F

HCC Policy Statement - Academic Honesty:

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students’ test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the content of a test not yet administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, withdrawal without any refund or failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

Final grade of FX:

Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of “FX” at the end of the semester. Students who stop attending classes will receive a grade of “FX”, compared to an earned grade of “F” which is due to poor performance. Logging into a DE course without active participation is seen as non-attending.

Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of “FX” is treated exactly the same as a grade of “F” in terms of GPA, probation, suspension, and satisfactory academic progress.

Incomplete Policy:

NO grade of Incomplete shall be granted in this course at the end. The final grade will be determined as explained above under “Grading” with those assessments that the student completes on time and submits successfully.

HCC Attendance Policy:

Class Attendance is required! It is important that you come to class! Attending class regularly and in a timely fashion is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. Missing over 20 minutes of class, whether at the beginning by being tardy, in the middle by stepping out while the class is in progress, or at end of the period by leaving early, will be counted as an absence. The student is expected to arrive to class on time. Frequent late arrivals will not be tolerated. If you are not attending class or walking in late, you are missing content information. As the information that is discussed in class is important for your career, students may be dropped from a course after accumulating absences in excess of six (6) hours of instruction. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early.

You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have “lost” the class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class. Class attendance is essential for class success. So plan on attending class and being on time!

HCC Course Withdrawal Policy:

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor

to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. ****Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. *Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

The last day to withdraw this course is Monday, April 1, 2019.

Repeat Course Fee:

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective on the fall of 2006, HCC started charging a higher tuition rate to students registering for the third or subsequent time in the same course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor or counselor as early as possible about your study habits, reading and writing skills, homework completion, test-taking strategies, attendance, course participation, and tutoring or other assistance that might be available.

HCC Policy Statement - Students with disabilities:

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>.

Ability Services Contact Information:

Central College	713-718-6164	
Coleman College	713-718-7376	
Northeast College	713-718-8322	
Northwest College	713-718-5422	713-718-5408
Southeast College	713-718-7144	
Southwest College	713-718-5910	
Adaptive Equipment/Assistive Technology	713-718-6629	713-718-5604
Interpreting and CART services	713-718-6333	

HCC Policy Statement - Title IX:

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation

due to pregnancy, please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main Street
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
Phone number: 713-718-8271

Basic Needs Security Statement:

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess.

Campus Carry statement:

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/departments/police/campus-carry/>.

Instructor Requirements:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning process through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Maintain a strict learning environment in the classroom for ALL students, eliminating any interruptions or distractions
- Arrange to meet with individual students before and after class as required
- Cover to the best of his abilities the entire content of this course

Student's Responsibilities:

To be successful in this class, the student shall:

- Meet the course prerequisites by the time the course starts
- Attend all class sessions in a timely manner
- Involve him(her)self in class discussions by taking clear and organized notes, asking questions and/or answering inquiries from the instructor
- Read, while assuring comprehension, the sections in the textbook as they are covered in class
- Complete homework assignments on *WebAssign* by the time they are due
- Study (includes reading the textbook, completing homework assignments, reviewing class notes, seeking help from the instructor or any other recognized authority in the subject, etc.) for as long as it takes to ensure understanding of the course material and successful performance in the course
- Perform satisfactorily in all written assessment tools
- Seek individualized help from the instructor during conference hours when necessary to discuss any questions or class-related issues

- Make use of the tutorial help, references, and videotapes available in the Math Lab and Tutoring Center or Library as needed
- Keep copies of all paperwork, including this syllabus, handouts and all assignments and graded exams

Personal Communication Device Policy:

All personal communication devices (any device with communication capabilities including but not limited to cell phones, blackberries, pagers, cameras, palmtop computers, lap tops, PDA's, radios, headsets, portable fax machines, recorders, organizers, databanks, and electronic dictionaries or translators) must be muted or turned off during class. Such activity during class time is deemed to be disruptive to the academic process. Personal communication devices are to not be on the student desk during examinations. Usage of such devices during exams is expressly prohibited during examinations and will be considered cheating (see academic honesty section above).

Misuse of Electronic Devices in the Classroom:

The use of electronic devices by students in the classroom is up to the discretion of the instructor. Any use of such devices for purposes other than student learning is strictly prohibited unless authorized as an appropriate ADA accommodation from the ADA Counselor.

Classroom Demeanor and Behavior:

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal. Students must exhibit appropriate behavior and be attentive during class. Any student who disrupts the class will be asked to leave. Any student who naps or falls asleep in class will be marked as absent. So, please: no side conversations or snoozing! The use of abusive, derogatory, or threatening language directed at the instructor or towards other students will NOT be tolerated and may result in removal from the class and/or expulsion from HCCS. It is an HCCS policy that children or any individual who is not a registered student not be allowed to stay in the classroom. **Cell-phones and pagers must be turned off at all times while class is in progress. There will be NO exceptions to this rule. While the class is in progress, the student shall abstain from checking, making or answering phone calls, checking E-mails or messages, reading or sending text messages, working on WebAssign or anything else other than paying full attention to the class lecture and discussion. Engaging in any of these activities listed while the class is in progress will be considered grounds for dismissal from class. The student shall abstain as much as possible from arriving to class late or from exiting and reentering the classroom while class is in progress as that can be a distraction which disrupts the learning environment for both the student and the class as a whole. Class attention and involvement are essential to the learning process. All students are expected to honor these rules and behave accordingly. There will be no exceptions.**

Student Course Reinstatement Policy:

Students have a responsibility to arrange payment for their classes when they register, either through cash, credit card, financial aid, or the installment plan. Faculty members have a responsibility to check their class rolls regularly, especially during the early weeks of a term, and reconcile the official class roll to ensure that no one is attending class whose name does not appear on it. Students who are dropped from their courses for nonpayment of tuition and fees who request reinstatement after the official date of record (OE Date) can be reinstated by making payment in full and paying an additional \$75 per course reinstatement fee. A student requesting reinstatement should present the registrar with a completed **Enrollment Authorization Form** with the signature

of the instructor, department chair, or dean who should verify that the student has been attending class regularly. Students who are reinstated are responsible for all course policies and procedures, including attendance requirements.

Resources:

The HCC Tutoring Centers provide academic support to our diverse student population by creating an open atmosphere of learning for all students enrolled at HCC. Using a variety of tutoring techniques, we assist students across academic disciplines, addressing their individual needs in a constructive, safe, and welcoming environment. Our emphasis is on maximizing academic potential while promoting student success and retention. We are committed to helping students achieve their educational, personal, and career goals by empowering them to become confident, independent, lifelong learners.

Tutoring for individual subjects is offered at specific times throughout the week on various campuses. There is no need to make an appointment. If you need a tutor, please refer to our website: <http://www.hccs.edu/findatutor> for times and locations. For more information about tutoring at HCC, please go to <http://www.hccs.edu/tutoring>.

Additional help is also available through Student Support Services. Students can get free assistance, 24 hours a day, 7 days a week, in Math, English and other subjects, at <https://hccs.upswing.io/>. Typically, an HCC tutor or faculty answers posted questions within 24 hours (usually under 6 hours). In addition, you can find several online math resources through an internet search. You may also find information on the Learning Web site accessible through your specific HCCS campus website.

EGLS3 -- Evaluation for Greater Learning Student Survey System:

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term. Visit www.hccs.edu/EGLS3 for more information.

Administration Contact Information:

College - Level Math Courses

Chair of Math	Susan Fife	SW Campus	713-718-7241	Stafford, Scarcella, N108
- Admin. Assistant	Tiffany Pham	SW Campus	713-718-7770	Stafford, Scarcella, N108
- Admin. Assistant	Christopher Cochran	SW Campus	713-718-2477	Stafford, Scarcella, N108
Math Assoc. Chair	Jaime Hernandez	CE Campus	713-718-7772	San Jacinto Building, Rm 369
Math Assoc. Chair	Ernest Lowery	NW Campus	713-718-5512	Katy Campus Building, Rm 112
Math Assoc. Chair	Mahmoud Basharat	NE Campus	713-718-2438	Codwell Hall Rm 105

Developmental Math Courses

Chair of Dev. Math	Marisol Montemayor	SE Campus	713-718-7153	Felix Morales Building, Rm 124
- Admin. Assistant	Carmen Vasquez	SE Campus	713-718-7056	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Hien Nguyen	SE Campus	713-718-2440	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Jack Hatton	NE Campus	713-718-2434	Northline Building, Room 321

For issues related to your class, please first contact your instructor.

If you need to contact departmental administration, then contact the appropriate Associate Chair.

If further administrative contact is necessary, then contact the appropriate Department Chair.

Disclaimer:

The rules, policies, stipulations, terms and guidelines in this syllabus are subject to change and may be updated, corrected, modified, altered, or adjusted by the instructor, at any time, due to unforeseen circumstances, acts of nature, changing needs of the class, implementation of new technology, systemic changes in academic schedule or calendar, or any institutional or departmental directives. The student shall be notified of any such changes in the provisions and specifications of this document at the instructor's earliest convenience. It is *the student's responsibility* to be cognizant, meet, follow and adhere to the course rules, policies, stipulations, terms and guidelines of this syllabus, and *the instructor assumes no responsibility or liability* for the student failing to do so.