



SOUTHWEST COLLEGE
Department of Mathematics

COURSE SYLLABUS

MATH 2415: CALCULUS III (ONLINE)

FALL 2017 SS / CRN 38292 / SEPTEMBER 25 – DECEMBER 17, 2017 /

INSTRUCTOR:	Dr. Jaime L. Hernández
CONTACT INFORMATION:	jaime.hernandez@hccs.edu
WEBASSIGN CLASS KEY:	It will be available on Eagle Online on the first day of class

Office location: Scarcella building, room N-108, Stafford Campus

Please feel free to contact me concerning any problems that you may be experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and discuss course topics. Feel free to contact me to arrange a time convenient to both when we can meet and discuss any issues or concerns. Since we will not be having classroom contact, E-mailing will be our main means of communication. You may E-mail me at jaime.hernandez@hccs.edu. I will check my email every weekday. When emailing, please allow for sufficient time for me to respond. Always include your full name, course name, course session (whether the course is RT (Regular Term), SS (Second Start), SI (Summer I), etc.), and its CRN in your email, so I will know who you are and the class about which you are inquiring. I will do my best to reply within 24 hours on weekdays. In addition, keep up with your email in your HCC student email account (the one ending in @student.hccs.edu) too, as I will be sending important updates and announcements to that address as well. ALL course emails will be directed to your HCC email account. So, **check your email in your HCC student email account daily!** Furthermore, when emailing me, do so from your HCC student email account. **Do not email me from other external email servers, such as yahoo, aol, hotmail, gmail, etc.** You will not get a response. Visit my Learning Web page at <http://learning.hccs.edu/faculty/jaime.hernandez>, where you may find a diversity of information about HCCS, the SW College, the Math department, our course and me as well.

Course Description:

This course provides a detailed study of vectors and applications; lines, planes and surfaces in space; cylindrical and spherical coordinates; vector-valued functions with space geometry; functions of several variables and Lagrange multipliers; multiple integration with applications; integration in polar, spherical, and cylindrical coordinates; change of variables and Jacobians; and vector analysis that includes vector fields, line integrals and Green's theorem, the Divergence (Gauss's) theorem, and Stokes' theorem.

Prerequisites:

Before enrolling in this course, the student must have successfully completed MATH 2414 (Calculus II) with a grade of "C" or better, preferably recently.

Course Format:

This course follows an online course format. Therefore, having a reliable and secure Internet connection and necessary electronic equipment is necessary and the student's responsibility. All learning resources, homework

assignments and term exams (see under the section titled “Term Exams” below) will be viewed, done and submitted online. The student will receive all instruction online through a number of videos and slides, the textbook and a series of required assignments and optional, but recommended, practice quizzes on *WebAssign* (WA), the online learning and assessment system that accompanies our textbook. You will find more information on WA further down on this document. **It is imperative that the student keeps up diligently with both Eagle Online and WA by viewing the class videos and slides, working on all the assignments and tests and completing them BEFORE their due date. It is the student’s responsibility to keep up with the course pace and content, assuring comprehension, and to seek assistance when needed.**

Course Targeted Audience:

This course is the third course in the calculus sequence and covers topics on multivariable calculus. 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 advanced courses in mathematics or their major fields.

Student Learning Outcomes:

Student Learning Outcomes	Course Objectives
1. Understand vector functions, operations with them (including differentiation and integration), and their application to motion in space	1.1 Apply calculus to vectors and vector-valued functions
2. Understand real functions of several variables, operations with them (including differentiation and integration), optimization of multivariable functions, and their application to physical problems	2.1 Describe and use partial differentiation 2.2 Apply Lagrange multipliers to solve problems.
3. Compute multiple integrals in Cartesian, polar, cylindrical, and spherical coordinates, and apply multiple integrals to physical problems;	3.1 Solve multiple integrals. 3.2 Find the Jacobian using determinant notation.
4. Solve problems using the Fundamental Theorem of Line Integrals, Green's Theorem, the Divergence Theorem, and Stokes' Theorem.	4.1 Apply Green’s theorem to evaluate line integrals around a bounded area. 4.2 Apply the Divergence theorem and Stokes’ theorem to specific problems.

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.

Instructional Methods:

As an instructor, I want my students to be successful. It is my responsibility to expose you to a variety of experiences from which you will obtain knowledge concerning mathematical concepts contained in this course.

Such exposure will prepare you to meet the math requirements in courses beyond this one that are needed for your career of choice.

As a student wanting to master the mathematical concepts contained in this course, it is your responsibility to read the textbook, submit assignments on the due dates, study for the exams, watch the required slides and videos, attend class online by logging into the class site on *Eagle Online* and *WebAssign (WA)* regularly (at least five times per week), seek assistance when needed, and in general, enjoy the course content and learning experience.

On the first day of classes, log into our course's [Eagle Online](#) page, to find important course information about assignments, exams, course calendar, technical support, etc. To reach our course page on Eagle Online, go to <https://eagleonline.hccs.edu/login/ldap> using the browser Mozilla Firefox. Bookmark this link in your Firefox browser's bar for future use. Your Eagle Online username/password is the same as your Eagle ID, which is the User ID or W number that you were issued upon admission and the password you created for your HCC Email (issued upon enrollment through the Student System). Your Eagle ID is also used for logging into campus computers, AskOnline tutoring, printing on campus, etc. If you do not know your W number, you can look it up from the [Student System Sign In](#) page (see "Forgot My User ID"). For more information on your User ID or your HCC Email password see the [Eagle ID web page](#).

In our course page on Eagle Online, you will find a copy of this syllabus, a document containing the WA "class key" and specific instructions on setting up the account on WA. Deadlines for all assignments and exam dates are posted on WA. It is imperative to keep up with the course calendar. Remember, since there is no classroom or face-to-face interaction, it is essential that you take responsibility for your own learning and keep up with the course content and timetable on your own initiative. Important announcements and upcoming events, such as testing dates, assignment due dates, etc., will be posted WA, so keep up with our course on WA, and the calendar there. Check the Eagle Online and WA course pages at least twice a week using the browser Mozilla Firefox.

As I will communicate with you through email, you must also keep up with email you receive in your HCC email account (the one ending in @hccs.edu) as well as in any other email address you provide when setting your WA account. Use your HCC email account when setting up your WA account as well, so you get all your course email delivered to the same account. Remember, all emails the instructor sends from Eagle Online will go to your HCC email account. Check your email daily through the semester. The instructor will not be able to continuously remind you to do so. You will be responsible for missed work due to failing to check your email and logging into our course page on EO and WA frequently.

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, especially in an online class and even more when you are managing a diversity of other responsibilities, such as other courses, family, work, etc. Mathematics is not a spectator subject. It requires the investment of time, effort, discipline, energy, dedication, and practice. You must take responsibility for your own learning and your own education. You may set your own pace, but do NOT procrastinate!

Technical Compliance:

As this is an online class, it is necessary for you to have basic to moderate knowledge of handling a computer system and both its hardware and software, including downloading, installing and updating software programs (for which you must have administrator rights over the computer), and opening, creating and printing files of various kinds. You must also be knowledgeable of navigating the internet through different browsers, including fixing preferences and settings in those browsers, performing searches, opening links and web pages, downloading and saving files, etc.

You must also have an active HCC email account that you check daily. ALL instructor emails sent from Eagle Online will go to your HCC email address. Make sure that you provide your HCC email address when

you set your account on *WebAssign (WA)*. That way, all our course emails will go to the same account, namely your HCC email. Not having read an email will NOT constitute an excuse for not being informed. **Emails sent from external servers such as gmail, yahoo, hotmail, aol, etc. will not get a reply.** Therefore, use only your HCC student email account to email the instructor.

The student must also have **access to a computer with a safe, reliable internet connection.** Having access to such *reliable and secure electronic equipment and Internet connection* is imperative and it is the student's responsibility. You are welcome to use the computer labs that are located at each campus to work on the homework assignments. HCCS has computer laboratories available to you at every campus and education center as well as in its libraries. These facilities have computers that you may use to work on the course. However, be aware that it is imperative that you have access to a personal computer over which you have administrator rights when working on online class assignments and exams. Such assessments may require the downloading and installation of certain software programs, and you will not be able to install those in HCCS computers, but in a computer over which you have administrator rights. Be aware that some of those necessary programs may not work in certain portable devices, such as smart phones, iPads, and tablets, so the use of an actual desktop or laptop computer will be required. **The loss of power, computer functionality or internet connection will NOT constitute an excuse for missing or not completing any required course work (exams, assignments, etc.).** **Reliable technical access and compliance is strictly the student's responsibility.** Remember: this is an online class. It is your responsibility to procure safe, reliable electronic access.

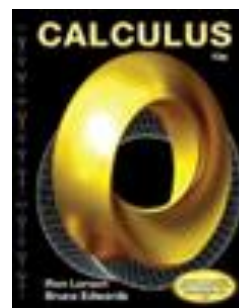
Be aware that the course page on *Eagle Online* and *WA* are best accessed by using the Mozilla Firefox browser. Eagle Online does not work as well with other browsers, so make sure you have the latest version of Firefox installed in the computer that you will be using to access Eagle Online, and to log into Eagle Online through the Firefox browser. To log into *Eagle Online*, just go to <https://eagleonline.hccs.edu/login/ldap>. Again, bookmark that page on your Mozilla Firefox browser for future use. Use that browser to access *WA* as well.

In case of technical difficulties, contact the appropriate site's technical support staff DIRECTLY. If you're having difficulties with *WA*, contact its technical support staff directly by clicking on the link [WA Student Support Services](#) or by calling 800-955-8275. If you're having difficulties with Eagle Online, then click on the following link to reach *EO* technical support: <http://www.hccs.edu/online/technical-support/>. **The instructor CANNOT help you with technical difficulties.** The student will be responsible for lost or missed work due to noncompliance with these technical requirements and instructions. Failure to comply with these directives shall *not* constitute a valid excuse for missed course work or deadlines. It is the student's responsibility to be technical compliant and to promptly obtain assistance from appropriate sources to fix any and all technical difficulties. Again, *if you are having ANY technical difficulties, contact the source of such difficulties directly and immediately, not the instructor.* **The instructor CANNOT help with technical difficulties with either Eagle Online, WebAssign, or your electronic equipment.**

Instructional Materials:

Textbook: *Calculus*, 10th Edition, by Ron Larson & Bruce H. Edwards, Publisher: Brooks/Cole by Cengage Learning,
Publication Year: 2014
Purchasing Options:

- Loose-leaf Textbook + WebAssign Multi-Term Printed Access Card: Edwards ISBN-13: 978-1305718661
- Hardbound Textbook + WebAssign Multi-Term Printed Access Card: Edwards ISBN-13: 978-1285338231
- Hardbound Textbook: ISBN-13: 978-1285057095
- WebAssign Multi-Term Printed Access Card: ISBN-13: 978-1285858265



You do **NOT** need to buy a hard-copy (printed) textbook. Buying the actual textbook is NOT required. Read below for more details.

Course Calendar: Chapters and Sections to Be Covered in Course Length (12 weeks)

Unit I - Vectors and the Geometry of Space *Sections:* 11.1 – 11.7 **2 weeks**

This unit presents vectors and the Geometry of Space. Emphasis will be given to vectors in a plane, space coordinates and vectors in space, the dot product of two vectors, the cross product of two vectors in space, lines and planes in space, and surfaces in space. The unit concludes with cylindrical and spherical coordinates.

Unit II - Vector-Valued Functions *Sections:* 12.1 – 12.5 **1.5 weeks**

This unit presents functions of several variables. Topics include vector-valued functions, differentiation and integration of vector-valued functions, velocity and acceleration, and tangent and normal vectors. The unit concludes with arc length and curvature.

Unit III - Functions of Several Variables *Sections:* 13.1 – 13.10 **3 weeks**

This unit includes functions of several variables. Topics to be studied are limits and continuity, partial derivatives, differentials, chain rules for functions of several variables, directional derivatives and gradients, tangent planes and normal lines, extrema of functions of two variables, and applications of extrema of functions of two variables. This unit concludes with Lagrange multipliers.

Unit IV - Multiple Integration *Sections:* 14.1 – 14.8 **2.5 weeks**

This unit includes the basic concepts of multiple integration. Topics include iterated integrals and area in the plane, double integrals and volume, change of variables: polar coordinates, center of mass and moments of inertia, surface area, triple integrals and applications, and triple integrals in cylindrical and spherical coordinates. This unit concludes with a discussion of Jacobians.

Unit V - Vector Analysis *Sections:* 15.1 – 15.8 **3 weeks**

This unit includes the basic concepts of vector analysis. Topics covered include vector fields, line integrals, conservative vector fields, independence of path, Green's Theorem, parametric surfaces, surface integrals and Divergence Theorem. This unit concludes with a discussion of Stokes's Theorem.

Homework Assignments:

All homework must be completed **online** using *WebAssign (WA)*, the online learning and assessment system that accompanies the textbook. A handout with instructions on getting started and setting up an account on WA is provided in our course page on *Eagle Online*. 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 class key will be available on Eagle Online on the first day of class. Since *all online assignments and exams 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 the course work, consisting in all homework assignments and exams, on WA in 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. It will be posted on the Eagle Online course page. 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. A document with instructions on how to enroll in a course on WA is provided on EO. Look it up and follow the instructions there. In addition, 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 and class exams 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.*

Be aware that access to the class on both EO and WA will be granted on the first official day of class. You will NOT be able to access the course page on EO or WA before the first official day of classes. 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 and the exams.**

Term Exams:

There will be three timed, **online** term exams on WA. *The exams will be all online on WA, strictly on the scheduled days posted on that platform.* The exams will be about two hours in duration, and accessible online for a period of 24-48 hours on their scheduled dates. You must take them within their accessibility period. *You will get only one attempt for each exam. There will be no repeated attempts or time extensions.*

Their dates will be posted and announced on WA. Keep up with course announcements on both Eagle Online AND WA and frequently check your HCC email account (the one ending on @student.hccs.edu). Make sure that you provide your HCC email to WA when you create that account to receive all emails to that same account. Before each test, you should study, read the textbook, watch the slides and videos, work on the homework assignments and the practice quizzes (available under the "Personal Study Plan" on WA on the same computer that you will be using to take your tests. In that way you can resolve any possible technical difficulties before the test. The course content will be distributed among the three online term exams as follows:

- Term exam 1: chapter 11; **Thursday, October 19 – Saturday, October 21**
- Term exam 2: chapter 12 and sections 13.1-13.6; **Thursday, November 16 – Saturday, November 18**
- Term exam 3: sections 13.7-13.10, and chapters 14 and 15; **Saturday, December 9 – Monday, December 11**

The last day to withdraw from this class is Monday, November 13.

Term Exam 2 above will be taken at the HCC proctored testing center in the HCC Administration Building at 3100 Main Street, in downtown Houston. If you reside outside of the Houston area, *but within the United States,*

then you must take *Term Exam 2* at an HCC-approved institutional proctored testing center during the same days as the rest of the class. The student will **not** be able to take the proctored *Term Exam 2* at *any* location of his/her choice without being proctored, or using a remote or online proctoring system, such as ProctorU. Furthermore, the student will not be allowed to take any proctored exam outside the United States. Therefore, if the student will reside outside of the United States while this course is in progress, the student will not be able to take the two proctored exams (term exam 2 above and the final exam) required in this course.

Presentation of a photo ID upon arrival at the testing center is required for identification purposes. A *non-graphing* scientific calculator will be allowed, provided that it satisfies the calculator policy described below under “Calculator Policy”. The use of mobile phones or any other unauthorized electronic devices with communication or Internet access capabilities is strictly prohibited while taking the final exam. *The student shall not bring any unauthorized electronic devices with communication or Internet access functions (such as mobile phones, smart phones, notebooks or tablets, laptop or palmtop computers, electronic translators or dictionaries, pagers, cameras, headsets, recorders, organizers, smart watches, etc.) with him/her to the testing center for any exam. Any student caught using any unauthorized electronic equipment while taking a proctored exam will be charged with academic dishonesty and automatically fail the course.* More information about which of the three exams above will be taken at a proctored testing center will be given later.

Specific dates for all exams are posted on WA. Keep up with those dates. The instructor may not be able to remind you to do so. **Set your own personal calendars and electronic reminders in advance to remind you of those dates. The loss of power, computer functionality or internet connection will NOT constitute an excuse for missing or not completing an exam. Technical access and compliance is strictly the student's responsibility. Remember: this is an online class. It is your responsibility to keep up with the course pace, instructions, policies, due dates, and timetable in general, including the assignment deadlines and exam dates.** Do NOT procrastinate. Doing so will NOT pay off. You will run out of time. Keep up with the course dates on WA. **Please check your email and our course page on Eagle Online and WebAssign frequently. Not doing so will not be an excuse for missing deadlines and coursework, or not having followed guidelines or instructions.**

It is recommended for working on the first and third term exams, that you use a computer over which you have “administrator rights”, so that you may be able to download certain programs or software that may be needed to complete these exams. In such cases, you may have to use your own personal computer or lap top, so that you may be able to download any necessary programs or software BEFORE starting these exams. Be aware that some of those necessary programs may not work in certain portable devices such as smart phones, iPads, and tablets.

Final Examination:

The final examination is a required, comprehensive exam on WA. The problems cover all the material covered in the course. This exam will also be **online** on WA. However, *it must be taken during its scheduled days and times at the proctored testing centers, as follows:*

- ***Thursday, December 14: the final exam will be administered in the basement at the HCC Administration Building at 3100 Main Street in downtown Houston***
- ***Friday and Saturday, December 15 – 16: The final exam will be administered at the HCC Central Campus on Holman Street in downtown Houston***

If you reside outside of the Houston area, *but within the United States*, you must take the final exam (as well as term exam 2) at an HCC-approved institutional proctored testing center during the same days as the rest of the class. The student will **not** be able to take the final exam at *any* location of his/her choice, or without being proctored, or using a remote or online proctoring system, such as ProctorU. Furthermore, the student will not be allowed to take any of the proctored exams (term exam 2 and final exam), outside the United States. Therefore, if the student will reside outside of the United States while this course is in progress, the student will not be able to take the two proctored exams required in this course.

Presentation of a photo ID upon arrival at the testing center is required for identification purposes. *Non-graphing scientific calculators will be allowed, provided they satisfy the “Calculator Policy” guidelines below.* The use of

mobile phones or any other unauthorized electronic devices with communication or Internet access capabilities is strictly prohibited while taking the final exam. *The student shall not bring any unauthorized electronic devices with communication or Internet access functions (such as mobile phones, smart phones, notebooks or tablets, laptop or palmtop computers, electronic translators or dictionaries, pagers, cameras, headsets, recorders, organizers, smart watches, etc.) with him/her to the testing center for any exam. Any student caught using any unauthorized electronic equipment while taking a proctored exam will be charged with academic dishonesty and automatically fail the course.* More instructions regarding the final exam will be given at a later time. Please stay on top of your email and check the online platform on the course on Eagle Online and WebAssign. *Please check your email and our course page on Eagle Online and WebAssign frequently. Not doing so will not be an excuse for missing deadlines and coursework, or not having followed guidelines or instructions.*

Students Outside of HCC Service Area:

Students who live or work outside the HCC service area, *but within the United States*, and cannot take exams at HCC testing locations **MUST** make arrangements at a proctored testing center in their area to take the two proctored exams (one of the term exams and the final exam). *It is a requirement that those two exams be taken at an HCC-approved testing center.* The student will **not** be able to take those two exams at *any* location of his/her choice, or without being proctored, or using a remote or online proctoring system, such as ProctorU. The exams must still be taken during the same days as the rest of the class. For more information and to obtain the required Proctor Approval Form, go to the [Online Student Handbook](#) and select “Testing Locations and Procedures. *Please ensure that you start making these arrangements for testing at a proctored testing center outside the Houston area, but within the United States, at least two-three weeks before the exam is to be administered.* More information on this regard will be provided later.

The student will not be allowed to take the proctored exams, including the final exam, outside the United States. Therefore, if the student will reside outside of the United States while this course is in progress, the student will not be able to take the two proctored exams required in this course.

Make-up policy:

There will be no individual make-up exams. If an exam is missed, the score for that exam is zero (0). The equivalent score based on the percentage in the proctored final exam will replace one missed term exam. If none of the term exams is missed, then it will replace the term exam with the lowest score, provided the final exam is higher. Exam dates will be posted and announced in advance on WA. Keep up with all postings and announcements in the course on Eagle Online, on WA, and in your HCC Email account to make sure you do not miss any exams or assignments by their due date. *Set your own personal calendars and electronic reminders in advance to remind you of those dates.*

Calculator Policy:

Students are allowed to use *only a one-line display, non-graphing, non-programmable* scientific calculator when working on this course. *No graphing, programmable, multiple-line display, or mobile (or smart) phone calculators will be allowed when taking the exams at the proctored centers.* *Any student caught using any of those forbidden types of calculators, or any other unauthorized electronic equipment while taking a proctored exam will be charged with academic dishonesty and automatically fail the course.*

Grading:

Your instructor will monitor your progress on the exams and 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 grasping the material and skills, reflect on how you study and prepare for each assignment and test, and seek tutorial help.

The grade will be computed as follows:

- Two term exams (125 points each): 250 points
- Proctored midterm exam: 140 points
- Proctored final exam: 210 points

- Collection of online homework assignments on *WebAssign*: 100 points
- Total number of points: 700 points

Upon adding all exams and homework scores for a maximum of 700 points, a grade will be assigned according to the following scale:

700 – 630 → A
 629 – 560 → B
 559 – 490 → C
 489 – 420 → D
 419 – 0 → F

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 *Eagle Online* or *WebAssign* course sites without active participation is considered NOT attending. “Active participation” means that the student must actively engage in the course by completing and submitting assignments, exams and other course assessments and activities before their due date, in order to be considered as “attending” the course, not just logging in and out. Completing the course orientation is not considered “active participation”.**

Be aware that HCC will not disperse financial aid funding for students who have not 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 at the end of this course. The final grade will be determined as explained above under “Grading” including those assessments that the student completes on time and successfully submits by their deadline.

Online student general information and services:

The [Online Student Handbook](#) contains policies and procedures unique to the online student. It is the student's responsibility to be familiar with the handbook's contents and part of the mandatory orientation. The handbook contains valuable information, answers, and resources, such as online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Click link above to access the Student Handbook. Take some time to familiarize yourself with the information posted on that document.

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 contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.
- Using any unauthorized electronic equipment, device, or resource of information while taking an exam

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 means the unauthorized collaboration with another person in preparing written work offered for credit.

Possible penalties for academic dishonesty may include a grade of 0 in the particular assessment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the [Online Student Handbook](#)). The punitive action for academic dishonesty will depend on the gravity of the infraction and *will be determined by the instructor, at his discretion.*

HCC Attendance Policy Statement:

As stated in the HCC Catalog, all students are expected to "attend" their online classes regularly. *Students in online courses must log into their Eagle Online class and on WA at least 5 times per week* or they will be counted as absent. Just like an on-campus class, your regular participation is required. Although it is the responsibility of the student to withdraw officially from a course, the instructor also has the authority to block a student from accessing Eagle Online, and/or to drop a student for excessive absences or failure to participate regularly. Online students who do not log into their Eagle Online class before the Official Day of Record will be AUTOMATICALLY dropped for non-attendance. Completing the online orientation does **not** count as attendance. However, it is required. Refer to information in that course orientation regarding class attendance requirements for online courses. Again, logging into an online course without active participation and performance of required activities will be considered as not attending. Student must be engaged in the course by completing homework assignments and exams to be considered attending the course.

HCC Course Withdrawal Policy:

Please refer to the [Online Student Handbook](#) for complete information. 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, 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. It is ultimately the student's responsibility to drop the course correctly and in a timely fashion, before the deadline, by going through the appropriate process.

The last day to withdraw from this class is Monday, November 13.

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.

Student's Responsibilities:

To be successful in this class, the student shall:

- Meet the course prerequisites by the time the course starts
- Visit the class sites online on Eagle Online and *WebAssign* at least 5 times per week to perform class activities, get updates on class announcements and complete class assignments on time
- Read the important information regarding the course that is provided in various documents located on the Eagle Online and WebAssign course pages
- Read, while assuring comprehension, the sections in the textbook covered in the course
- Complete homework assignments in *WebAssign* by the time they are due
- Keep up with the course progress to avoid falling behind
- Take all term exams in the scheduled days and times
- Study (includes reading the textbook, completing homework assignments, watching the class videos and slides online, 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
- Take the final exam during the scheduled days and times
- Perform satisfactorily in all written assessment tools
- Seek individualized help from appropriate sources when necessary to discuss any questions or class-related issues

HCC Tutoring Services:

HCC provides FREE live tutoring at various centers in different campuses system-wide. Please click on the link <http://ctle3.hccs.edu/alltutoring/index.php?-link=stuFind> to find out the days, times and location of math tutoring at the campus most convenient to you.

Houston Community College also offers FREE online tutoring to HCCS students in a variety of disciplines, including mathematics, English, writing and other subjects. To register and take advantage of these Online Tutoring Services, go to <https://hccs.upswing.io/>. Your questions will be answered by a qualified HCC tutor or faculty member within 24 hours (usually under 6 hours). Tutors are allowed to assist you with exercises, but they are prohibited from doing your homework for you. Please be mindful of that. Please do NOT ask them to solve problems from the very beginning to the end, step by step. They have been instructed not to do that. However, they will be happy to see how much you can do and help you with specific steps where you may be running into difficulties. Make sure that you seek for assistance when you need it. Nobody else can do that for you. Do not let such need go unattended.

♿ HCCS ADA Statement About Services to Students with Disabilities:

HCC strives to make all learning experiences as accessible as possible, and provides an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services to assist students with disabilities in reaching their full academic potential. To receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you anticipate or experience academic barriers based on your disability (including learning, hearing, vision, physical, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible to establish reasonable accommodations. Reasonable accommodations are determined 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/district/students/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	

Please note that classroom accommodations cannot be provided prior to your instructor’s receipt of an accommodation letter. Accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the instructor after the first day of class, sufficient time (one week) must be allotted for the instructor to implement the accommodations.

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 emailed to institutional.equity@hccs.edu. For more information, call 713-718-8271

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/district/departments/police/campus-carry/>.

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.

International Students:

Please contact the International Student Office at 713-718-8520 if you have questions about your visa status.

Eagle Online Student User ID:

Your Eagle Online login user ID will be your HCC User ID (sometimes referred to as the “W” number). For more information, please go to the [Student E-mail/Eagle ID page](#), the [Online HelpDesk](#) site or refer to the [Online Student Handbook](#).

Other useful links to sources of information for online students:

Your instructor may not be able to answer every single question regarding HCC Online, Eagle Online or WebAssign. Please visit the following sites as they contain a wealth of information on a wide range of topics of interest to online students, including login information, testing centers locations and hours, tutoring information, technical support, and others:

- Eagle Online Login page: <https://eagleonline.hccs.edu/login/ldap>
- Online Student Services: <http://www.hccs.edu/online/student-services/>
- HCC Online Portal: <http://www.hccs.edu/online/>
- [HCC Online Student Handbook](#)
- HCC Online Technical Support: <http://www.hccs.edu/online/technical-support/>
- Online Tutoring Services: <https://hccs.upswing.io/>

Departmental Leadership Contact Information

College-Level Math Courses

Chair of Math	Jaime L. Hernandez	SW Campus	713-718-2477	Stafford, Scarcella, N108
Administrative Assistants	Tiffany Pham Dipal Parekh	SW Campus	713-718-7770 713-718-2477	Stafford, Scarcella, N108
Math Associate Chair	Clen Vance	CE Campus	713-718-6421	San Jacinto Building, Rm 369
Math Associate Chair	Ernest Lowery	NW Campus	713-718-5512	Katy Campus Building, Rm 112
Math Associate Chair	Mahmoud Basharat	NE Campus	713-718-2438	Codwell Hall, Rm 105

Developmental Math Courses

Chair of Dev. Math	Susan Fife	SE Campus	713-718-7241	Felix Morales Building, Rm 124
Administrative Assistant	Carmen Vasquez	SE Campus	713-718-7056	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Marisol Montemayor	SE Campus	713-718-7153	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Jack Hatton	SW/NE Campus	713-718-2434	Northline Building, Room 321

- For issues related to your class, please *first* always contact the instructor. S/he is the *first* point of contact as s/he is directly involved in and related to any concerns or matters related to the class.
- If you need to contact departmental administration, then contact the Associate Chair at your campus.

- If further administrative intervention is necessary, then contact the appropriate Department Chair.
- Depending on the issue, Associate Chairs and Chairs may refer you to discuss the matter with the instructor, especially if choose to reach out to them directly without having a conference with the instructor first.

Disclaimer:

It is *the student's responsibility* to be aware, 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. 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, 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.