



**Division of Mathematics
Mathematics Department**

<https://learning.hccs.edu/programs/mathematics>

Math 2413: Calculus I | Lecture | #20506
Fall 2020 | F8B (10/19/2020 – 12/13/2020) | Online Anytime
 4 Credit Hours | 64 hours per semester

Instructor Contact Information

Instructor: Jaime L. Hernandez, Ph.D.	Office Phone: 713-718-7772
Office: Central Campus, Room 363	Office Hours: To be announced
HCC Email: jaime.hernandez@hccs.edu	Office Location: Online via Eagle Online/Canvas

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

The preferred method of contact in this course is via email originated from the online platform Canvas. The student may also email me directly **from his HCC student email account** to my **email address stated above**. Please include your full name and **information to identify the class (such as course, CRN, days, times)** whenever you email me from outside of Canvas. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings. Do **not** email me from external servers such as gmail, yahoo, hotmail, aol, etc.

What's Exciting About This Course

Mathematics is a fascinating field. It exercises our reasoning, and strengthens our logical and critical thinking skills. In Calculus I, we will make an incursion into the fascinating field of calculus. We will look at quantities that increase (or decrease) without bound and whose values go to positive (or negative) *infinity*, but also at positive or negative quantities that get *infinitesimally* small and whose values approach zero. We will study limits, rates of change, differentiation, curve sketching and graphing techniques, integration, and the exponential and logarithmic functions. We will make this study fun and exciting while understanding its topics at their complexity and surveying their applications.

My Personal Welcome

Welcome to our Calculus III class! I am delighted that you chose this course and me as your instructor! One of my passions is to know as much as I can about mathematics, and I can

hardly wait to pass that on. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your professional career and life.

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest and most direct way to reach me is by emailing me from Canvas. The best way to really discuss issues is in person and I'm available during posted office hours to tackle the questions. My goal is for you to walk out of the course with a better understanding of mathematics, specifically of calculus. So please visit me or contact me by email whenever you have a question or concerns about your understanding and progress in the class.

Prerequisite

Prerequisite: Math 2412: Pass with a "C" or better. If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Canvas Learning Management System

This section of MATH 2415 will use [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities. HCCS Open Lab locations may be used to access the Internet and Canvas. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER.**

HCC Online Information and Policies

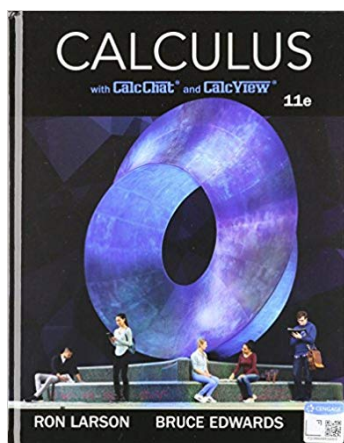
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

Course Documents, Policies, and Guidelines

Look in Canvas for a wealth of information about the course. There you may find important course documents containing critical course guidelines, policies, instructions and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information



The textbook listed below is **required** for this course.

Textbook: Calculus, 11th Edition, by Ron Larson & Bruce H. Edwards, ISBN-13: 978-1337275347

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

Temporary Free Access to E-Book

For temporary free access to WebAssign, the class assignments, and the online eBook, go to our Canvas course, and go to the "Assignments" page. You will need to create a WebAssign account if you do not have one already. If you do have a WebAssign account, simply log into WebAssign *from our Canvas course*, using your WebAssign login credentials.

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

This course is intended for students who are pursuing degrees in mathematical and physical sciences and engineering and who are required by the nature of their respective curricula to enroll in the 3-semester calculus series. It provides a detailed study of vector-valued functions with space geometry; functions of several variables and Lagrange multipliers; multiple integration with applications; integration in polar, spherical, and cylindrical coordinates; and change of variables and Jacobians. It also covers vector analysis that includes Green's theorem, the Divergence theorem, and Stokes' theorem. Students enrolled in other areas not requiring calculus may wish to take this course as an elective to broaden their mathematical background.

Core Curriculum Objectives (CCOs)

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:** 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.
- **Quantitative and Empirical Literacy:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Program Student Learning Outcomes (PSLOs)

Students in the Mathematics Program will:

1. Engage in problem solving strategies, such as organizing information, drawing diagrams and modeling.
2. Use symbolic representations to solve problems. This includes manipulating formulas, solving equations, and graphing lines.
3. Build the foundational mathematical skills that will enable a student to successfully complete a college level mathematics course.

Course Student Learning Outcomes (CSLOs)

Upon successful completion of this course, students will:

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.

Learning Objectives

Upon completion of this course the student will demonstrate

1. knowledge of limits by:
 - (a) computing limits at a point and at infinity analytically,
 - (b) applying the definition of continuity,
 - (c) determining where a function is continuous or discontinuous,
2. knowledge of differentiation by:
 - (a) finding the derivative of a function using the limit definition,
 - (b) finding the equation of the tangent line to a curve at a point,
 - (c) finding the rate of change of a function,
 - (d) finding derivatives of polynomial, trigonometric, using differentiation rules,
 - (e) finding derivatives using the product, quotient and chain rules,
 - (f) implicitly differentiating equations,
 - (g) computing higher order derivatives,

- (h) finding the intervals on which a function increases or decreases,
- (i) determining maximum and minimum points of a function,
- (j) finding the intervals on which a function is concave up or concave down
- (k) determining points of inflection of a function
- (l) using the first and second derivative tests to find relative extrema,
- (m) applying Rolle's theorem and the Mean Value theorem,
- (n) solving 'real world' optimization problems,
- (o) solving 'real world' problems involving related rates,

3. knowledge of integration by:

- (a) finding antiderivatives involving polynomial and trigonometric functions,
- (b) evaluating a definite integral using Riemann sums,
- (c) computing the average value of a function over an interval,
- (d) computing definite integrals using the Fundamental Theorem of Calculus,
- (e) solving applied problems using definite integrals,
- (f) finding indefinite integrals with a change of variables,
- (g) finding the area or regions under and between curves

4. knowledge of transcendental functions by:

- (a) finding derivatives of the natural logarithmic function
- (b) finding derivatives of exponential functions
- (b) finding antiderivatives which result in natural logarithmic and exponential functions

5. knowledge of inverse functions and their properties

Student Success

Expect to spend at least twice as many hours as the number of credit hours of the course per week studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments

- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

Course Content and Calendar

APPROXIMATE TIME

TEXT REFERENCE

Prerequisites – College Algebra and Precalculus Review
(0.5 week)

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

These sections provide an precalculus review including real numbers, the Cartesian coordinate plane, functions, graphing, modeling, and trigonometry.

Unit I - Limits and Their Properties
(1 week)

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
(1.5 week)

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
(2 weeks)

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

Sections: 4.1, 4.2, 4.3, 4.4, 4.5

(2 week)

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 and Exponential Functions

Sections: 5.1, 5.2, 5.3, 5.4

(1 week)

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

Assignments, Exams, and Activities

Class 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 our Canvas course and click on "Assignments"**. Click on the first assignment to go to *WebAssign*. You will need to create a *WebAssign* account if you do not have one. If you do, simply log into *WebAssign* from our *Canvas* page, using your *WebAssign* login credentials. Since *all online assignments will be completed on WA (although accessed from Canvas)*, 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. 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*, if 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. If you have used *WA* before, then you already have a *WA* account. Do not create another one for this course. You may use *WA* for free for 14 days at the beginning of the course, 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. The hard-copy of the textbook is NOT required, but access to *WA* is, as all homework assignments will be located 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 **800-354-9706** 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**. Do not email him and wait to hear back from

him. As an online student, you must handle and solve technical difficulties. Contact WebAssign directly and right away.

Completion of the homework assignments is required, including the initial introductory assignments to *WA* and the review assignments. The due date for homework assignments is posted on WebAssign and Canvas. There will be no time extensions to complete the assignments. 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 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 timed term exams. Their dates will be as scheduled below. 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. More information will be posted in our Canvas/Eagle Online course page. You will get only one attempt for each exam. There will be no repeated attempts or time extensions to submit the exams.

Keep up with course announcements on both Canvas 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. That way you can resolve any possible technical difficulties before the test.

The course content will be distributed among the three term exams as follows:

- **Exam 1: On college algebra and precalculus review, and chapter 1; Thursday, October 29, 8 AM – 11:59 PM**
- **Exam 2: On chapters 2 and 3; Thursday, November 19, 8 AM – 11:59 PM**
- **Exam 3: On chapter 4 and sections 5.1-5.4; Thursday, December 3, 8 AM – 11:59 PM**

The last day to withdraw this course is Friday, November 20, 2020.

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!

Specific dates for all term exams are posted above, on Eagle Online/Canvas and 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 WA frequently. Not doing so will not be an excuse for missing deadlines and coursework, or not having followed guidelines or instructions.**

Contact [WA Student Support](#) staff directly or call **800-354-9706** if you have any questions or difficulties setting up your account or using WA. **The instructor cannot assist you with ANY technical difficulties.** Do not email him and wait to hear back from him. As an online student, you must handle and solve technical difficulties. Contact WebAssign directly and right away.

To work on the term exams, use a computer over which you have "administrator rights", so that you may be able to download certain programs or software, such as a lockdown browser, that you will need to access 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, such as the lockdown browser, may not work in certain portable devices such as smart phones, iPads, and tablets.** Therefore, the use of an actual desktop or laptop computer will be required. For example, **the lockdown browser needed is NOT compatible with Chromebooks or with Linux/UNIX systems.** **Make sure the electronic device where you will be taking the exams has a working webcam and microphone.**

Graded Discussion Boards

There will be **three (3)** discussion boards posted **on the Eagle Online/Canvas course page.** These discussions will take place just before each term exam. **Participation on these boards will be required and constitute a portion of the course grade.** The subjects of the discussion boards will be topics covered by the exam following the discussion. In some cases, the student will be required to post his/her answer to the problem(s) or question(s) asked on the board to earn points *and* to access and view the replies submitted by other students.

Final Examination

The final examination is a required, comprehensive, proctored online exam on WebAssign. The problems cover all the material covered in the course. **This exam must be taken during its scheduled days and times at the proctored testing center, on:**

- **Thursday, December 10, 8 AM – 11:59 PM**

More instructions regarding the final exam will be posted in our Eagle Online/Canvas course page. Please stay on top of your email and check the online platform on the course on Eagle Online and WA. **Please check your email and our course page on Eagle Online and WA frequently. Not doing so will not constitute an excuse for missing deadlines and coursework, or not having followed guidelines or instructions.**

Contact [WA Student Support](#) staff directly or call **800-354-9706** if you have any difficulties while taking the final exam. **The instructor cannot assist you with ANY**

technical difficulties. Do not email him and wait to hear back from him. As an online student, you must handle and solve technical difficulties. Contact WebAssign directly and right away.

Grading

Your instructor will conduct exams and 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 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:

- **Two term exams (exams # 1 and 3): 100 points each for a total of 200 points**
- **Midterm Exam: 140 points**
- **Participation in graded discussion boards: 30 points**
- **Final Exam: 210 points**
- **Two Quizzes at the start of the course (one in Canvas, one in WebAssign): 20 points**
- **Collection of online homework assignments on WebAssign: 100 points**

The course grade will be determined based on the weights above and assigning a grade to the overall percentage earned in the class:

Grade	Total Number of Points
A	700 - 630
B	629 - 560
C	559 - 490
D	489 - 420
F	419 - 0

Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed **at least 85% of the work in the course and be in good standing (successfully passing)** the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes. The secret code for this syllabus is 112358. You will need this code for the Start of the Course Quiz.

Instructor's Practices and Procedures

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.** Use only your Eagle Online/Canvas 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, such as a lockdown browser, 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, such as the lockdown browser, 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. **For example, the lockdown browser needed is NOT compatible with Chromebooks or with Linux/UNIX systems.** **Make sure the electronic device where you will be taking the exams has a working webcam and microphone.**

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 **800-354-9706**.

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. Since the instructor cannot assist with technical difficulties, do not email him and wait to hear back from him.* As an online student, you must handle and solve technical difficulties. Contact the appropriate technical support staff directly and right away when experiencing technical difficulties.

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 prorated 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 posts 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 can use **only a single-line display, non-graphing, non-programmable** scientific calculator when working on this course.

Academic Integrity

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.

All forms of academic dishonesty including, but not limited to cheating, plagiarism, and collusion are serious offenses. Possible penalties for academic dishonesty may include a grade of 0 or F in the particular assessment, withdrawal without any refund or failure in the course, and/or recommendation for probation or dismissal from the institution. The punitive action for academic dishonesty *will be determined by the instructor, at his discretion*, and will depend on the gravity of the infraction.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

*Class Attendance is required! 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, WA, and/or to drop a student for excessive absences or failure to participate regularly. Online students who do not log into their Eagle Online or WA 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 participating in the discussions and completing homework assignments and exams to be considered attending the course.***

The last day to withdraw this course is Friday, November 20, 2020.

Mathematics Program Information

- HCC Math Student Organizations – Mu Alpha Theta Application:
<https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/stem-clubs/mu-alpha-theta-application/>

HCC Policies

Here's the link to the HCC Student Handbook: <http://www.hccs.edu/resources-for/current-students/student-handbook/>. In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal

- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, 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/>

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
 (713) 718-8271
 Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair 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	Mahmoud Basharat	NW Campus	713-718-5512	Katy Campus Building, Rm 112

Math Assoc. Chair	Emmanuel Usen	NE Campus	713-718-2438	Codwell Hall Rm 105
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Developmental Math Courses

Chair of Dev. Math	Jack Hatton	SE Campus	713-718-2434	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	SW Campus	713-718-5463	Stafford, Learning Hub, Room 208
Technical Support Specialist	Douglas Bump	SE Campus	713-718-7317	Angela Morales Building, Rm 101

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

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.