



SOUTHWEST COLLEGE
Department of Mathematics

COURSE SYLLABUS

MATH 2415: CALCULUS III (DISTANCE EDUCATION)

SPRING 2016 / MINI / CRN 95119 / DECEMBER 14, 2015 – JANUARY 8, 2016 /

INSTRUCTOR:	Dr. Jaime L. Hernández
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WEBASSIGN CLASS KEY:	hccs 4967 5854

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

Please feel free to contact me concerning any problems that you are 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 just to 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 mean 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 term (whether the course is RT (Regular Term), SS (Second Start), S1 (Summer 1), S2 (Summer 2), Mini Term, 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 email account (the one ending in @student.hccs.edu) too**, as I will be sending important updates and announcements through that as well. **ALL course emails will be directed to your HCC email account. So, check your email in your HCC email account daily!** Email me directly from our course page on Eagle Online using the email utility there called Quickmail. When you email me directly from Eagle Online, the course pertinent information is automatically included in the email subject, so I will know exactly the course about which you are inquiring. **Please do NOT email me from other external email servers, such as yahoo, aol, hotmail, gmail, etc.** You will not get a response. **Email me using Quickmail (the email utility in our course page on Eagle Online). Emails originated from there will automatically include all pertinent course information.** You may also email me from your HCC email account, but then you must enter all that relevant course information mentioned above manually. Visit my Learning Web page at <http://learning.hccs.edu/faculty/jaime.hernandez>, where you may find a diversity of information about HCCS, the Southwest College, our 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 a distance education format. This course is conducted online. 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 (posted on the class website on the learning management system *Eagle Online (EO)*), 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 advance 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.

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.

The main online page for our course is located on *Eagle Online* (abbreviated *EO*). That page will be our DE “classroom”. *EO* is the HCCS learning management system for distance education courses. On the first day of classes, log into our course’s Eagle Online page, to find various documents with important course information about assignments, exams, course calendar, technical support, etc. To reach our course page on Eagle Online, go to <https://eo2.hccs.edu/login/index.php> 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](#).

A wealth of general information about the course is posted on that course page on *EO*. On that page, you may find a copy of this syllabus, a document containing specific instructions on setting up the account on *WA*, a link to the instructor’s page on The Learning Web, the grade book (where you can keep track of your grades), open (public) discussion forums through which you may address your classmates, links to various web pages with useful information about HCCS and its Distance Education program, a course calendar listing upcoming events, detailed information and specific instructions regarding our tests and final exam, etc.

Since this is an online course, 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 for keeping up with the course content and timetable. Important announcements, approaching deadlines, activities and events, testing dates, assignments due dates, reviews, reminders, latest course news, etc., will be all posted on EO, so keep up with our course on EO. Check the EO course page at least twice a week!

The instructor will send emails with important announcements regarding approaching deadlines, activities and events, testing dates, assignments due dates, reviews, reminders, latest course news, etc., so keep up with your HCC email account (the one ending on @student.hccs.edu) as all email sent by the instructor from *EO* goes there, and provide that HCC email when you create your *WA* account to have all your email sent to the same address. Then, check your email daily through the semester. The instructor will not 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 frequently. Use the email utility in that EO page to email me directly since the course identifying information is automatically attached to all emails generated from that page directly.

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 a distance education 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 a distance education course, 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, web pages and files, etc.

You must also have an active HCC email account and that you check it daily. ALL instructor emails sent from Eagle Online will go to your HCC email address and you must email the instructor from our course page on Eagle Online using the email utility there (Quickmail). **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 the email utility available in our course page on Eagle Online.

You 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. In addition, our math department also runs Math Labs at the West Loop Center and the Learning Hub in Stafford. 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 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 a distance education course. It is your responsibility to procure safe, reliable electronic access.

Be aware that the course page on Eagle Online is best accessed by using the Mozilla Firefox program as Internet 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://eo2.hccs.edu/login/index.php>. Again, bookmark that page on your Mozilla Firefox browser for future use.

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://de.hccs.edu/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 or WebAssign.*

Instructional Materials:

Textbook:

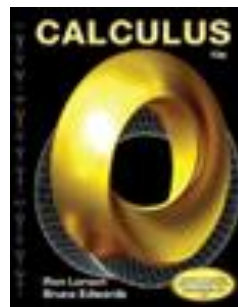
Calculus With Analytic Geometry, 10th Edition

by Ron Larson and Bruce H. Edwards.

Publisher: Brooks/Cole by Cengage Learning

Publication Year: 2014

ISBN-13: 978-1-285-05709-5



Note: You do **NOT** need to buy the textbook.

Buying the textbook is NOT required. Read

below for more details.

Chapters and Sections to Be Covered:

Unit I - Vectors and the Geometry of Space *Sections:* 11.1, 11.2, 11.3, 11.4, 11.5, 11.6, 11.7

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, 12.2, 12.3, 12.4, 12.5

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, 13.2, 13.3, 13.4, 13.5, 13.6, 13.7, 13.8, 13.9, 13.10

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, 14.2, 14.3, 14.4, 14.5, 14.6, 14.7, 14.8

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, 15.2, 15.3, 15.4, 15.5, 15.6, 15.7, 15.8

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), an online learning and assessment system. A handout with instructions on getting started and setting up an account on WA is provided on *Eagle Online*. To register and purchase access to *WebAssign* and to access the homework assignments, go to www.webassign.net. You will need to purchase an access code for WA and you will need the Class Key at the top of this document when you do so, so have it handy. Since all online assignments will be completed using 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 of all homework assignments on WA is 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. Again, you will find it at the heading of this syllabus as well as in the course page on EO. 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 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 assignments will be found there. You may purchase access to an electronic version of the entire textbook online (e-book) through WA. Once again, purchasing the textbook is NOT required, but the course work including 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.** **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.

The collection of homework assignments together add up to 100 points and have the same weight as one term exam. Completion of these 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 slides and videos on *EO*, and read the section in the hardcopy or electronic textbook. You may find the PowerPoint slides and videos available also on WA. 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. Although there are many learning aids and features available on WA, such as lecture videos, PowerPoint slides, practice tests, extra-practice exercises, etc., the **ONLY** assessments on WA that are **required** for our course are the homework assignments. Everything else on WA is highly recommended, but optional. The assignments are the ONLY assessments required on WA.

Term Exams:

There will be three timed, **online** term exams on *EO* (NOT on *WA*), each 100 points. Their dates will be posted and announced on *EO*. 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 on *Eagle Online*, and 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; on the **2nd** week of classes
- Term exam 2: chapters 12 and 13; on the **3rd** week of classes
- Term exam 3: chapters 14 and 15; on the **4th** week of classes

Specific dates for all exams are posted on EO and are also marked on the course calendar on EO as well. Keep up with those dates. The instructor may not be able to remind you to do so. **Set your own personal calendars and electronic devices in advance to remind you of those dates.** Again: the assignments will be on WA, but the exams will be on EO. **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 a distance education course. 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 calendar on EO.

It is recommended for working on the 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 the exam. 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 the exams. Be aware that some of those necessary programs may not work in certain portable devices such as smart phones and tablets.

Final Examination:

The final examination is a required, comprehensive exam on Eagle Online. The problems cover all the material covered in the course. This exam will also be online on EO. However, it must be taken during its scheduled days and times at an HCC proctored testing center, or if outside of the Houston area, at an HCC-approved institutional proctored testing center. The student will **not** be able to take the final exam at any location of his/her choice or without being proctored. Presentation of a photo ID upon arrival at the testing center is required for identification purposes. Calculators will be allowed, provided they satisfy the calculator policy below. A score of less than 35% in the final exam will result in an “F” in the course. Please refer to the section on final exam in our Eagle Online course page for more information about policy, guidelines and instructions for the final exam.

Students Outside of HCC Service Area:

Students who live or work outside the HCC service area and cannot take exams at HCC testing locations MUST make arrangements at a proctored testing center in their area to take the final exam. *It is a requirement that the final exam for this course be taken at an HCC-approved testing center.* For more information and to obtain the required Proctor Approval Form, go to the DE Student Handbook and select “Testing Locations and Procedures” or refer to the Final Exam section in our Eagle Online course page.

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 percentage in the 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. 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 devices in advance to remind you of those dates.**

Calculator Policy:

Students are allowed to use a scientific or graphing calculator when working on this course. However, the student shall abstain from using a) any graphing calculator with a model number higher than TI-85 (such as TI-89), b) any calculator of the series TI-Nspire, c) any programmable calculator, or d) any mobile phone calculator. Any calculator the student brings to the proctored final exam must satisfy this policy. The use of mobile phones or any other unauthorized electronic devices is strictly prohibited while taking the final exam.

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 mastering the material and skills, you are encouraged to reflect on how you study and prepare for each assignment and test and seek tutorial help.

An optional (not required) bonus quiz of approximately 15 points will be given at the end of the first week of the course on Eagle Online. This quiz will cover knowledge basic course information contained in the course syllabus and other course documents posted in the Eagle Online course page. It will have no mathematical content. **Do not miss these extra bonus points!**

The grade will be computed as follows:

- Three term exams (100 points each): 300 points
- Final exam: 300 points
- Collection of online homework assignments on *WebAssign*: 100 points
- Total number of points: 700 points

The student's score in the initial optional quiz described above will be added as extra, bonus points. Upon adding all exams, homework scores and bonus quiz points for a maximum of 700 points, a grade will be assigned according to the scale below. *A score of less than 35% in the final exam will result in an "F" in the course.*

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 in this course at the end. The final grade will be determined as explained above under "Grading" including those assessments that the student completes on time and successfully submits when required.

DE student general information and services:

The [Distance Education Student Handbook](#) contains policies and procedures unique to the DE 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 DE 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 on the following link to refer to the [DE 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.

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 punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook).

HCC Attendance Policy Statement:

As stated in the HCC Catalog, all students are expected to "attend" their DE classes regularly. *Students in DE 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. DE 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 DE online orientation does **not** count as attendance. However, it is required. Refer to information in that course orientation regarding class attendance requirements for DE courses. Again, logging into a DE 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 [DE 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.

Final withdrawal deadlines vary each semester and/or depending on class length and starting point in time. 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 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 your responsibility to drop the course correctly by going through the appropriate channels on time.

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 in the first topic listed on the Eagle Online course home page (“Course Start and Basics”)
- 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

Online Tutoring Services:

Houston Community College 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 www.hccs.askonline.net. 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 will not do it. 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.

Sexual Harassment:

It is a violation of HCCS policy for an employee, agent, or student of the college to engage in sexual harassment as defined in the EEOC guidelines (EEO/AA Compliance Handbook 47).

HCCS ADA Statement About Services to Students With Disabilities:

Please refer to the [DE Student Handbook](#). Faculty is only authorized to provide accommodations approved by the Disability Support Service Office. A letter from that office must be provided to the instructor to request such accommodations.

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). The default student password is “distance.” Students will then be prompted to change their password after their first login. For more information, please go to the [DE HelpDesk](#) site or refer to the [DE Student Handbook](#).

Other useful links to sources of information for distance education students:

Your instructor may not be able to answer every single question. Please visit the following sites as they contain a wealth of information on a wide range of topics of interest to DE students, including testing centers locations and hours and others. You can also connect to a DE “HelpDesk” where you can find “live” support from an HCC authority:

- Eagle Online Login page: <https://eo2.hccs.edu/login/index.php>
- DE HelpDesk: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8513>
- DE Student Services: <http://de.hccs.edu/student-services/>
- HCC DE Portal: <http://de.hccs.edu/>
- [HCC DE Student Handbook](#)
- HCC Eagle Online Technical Support: <http://de.hccs.edu/technical-support/>

Disclaimer:

The rules, policies, stipulations, terms and guidelines of this syllabus are subject to change and may be updated, corrected, modified or adjusted by the instructor, at any time, due to unforeseen circumstances, changing needs of the class, implementation of new technology, or institutional or departmental directives. The student shall be notified of any such changes in the provisions and specifications of this document.