HCC | HOUSTON COMMUNITY COLLEGE

Division of Mathematics
Mathematics Department
https://learning.hccs.edu/programs/mathematics

Math 1325: Calculus for Business & Social Sciences | Lecture | CRN 13404
Summer 2021 | Mini Session (05/17/2021 – 06/06/2021)
Online Anytime (WW)
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Jaime L. Hernandez, Ph.D. Office Phone: 713-718-7772
Office: Central Campus, SJAC 363 Office Hours: T/Th, 2 – 3 PM
HCC Email: **jaime.hernandez@hccs.edu** Office Location: Online via Canvas WebEx

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. 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 our logical and critical thinking skills. In Calculus for Business and Social Sciences, we will study calculus, the mathematics of motion and change. We will explore the principles and applications of both differential and integral calculus in the rapidly changing domains of business, marketing, populations, and social interactions. At the end, we will also make a brief incursion into the study of multivariable calculus. 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 for Business & Social Sciences 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: A grade of "C" or better in MATH 1314 (or its equivalent) *or* MATH 1324 (or its equivalent), preferable 1314 due to its more comprehensive coverage of functions and their graphs. 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 1325 will use **Canvas** (**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
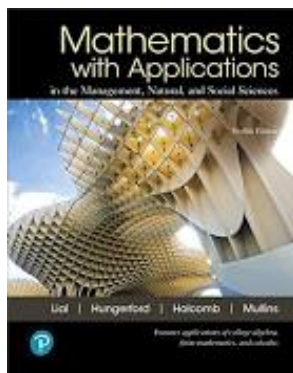
The textbook listed below is *required* for this course.
Mathematics with Applications In the Management, Natural, and Social Sciences; 12th ed.; By Margaret Lial, Thomas Hungerford, John Holcomb, Jr., Bernadette Mullins. Pearson. ISBN-13: 978-0135335215

It is included in a package that contains the text as well as an access code and are found at the HCC Bookstore. You may either use a hard copy of the book or the e-book through MyLab Math.

Temporary Free Access to E-Book

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

The intent of this course is to provide the student certain manipulative skills with limits insofar as they apply to concrete but elementary problems in the social and natural sciences. Mathematical rigor will be kept to a minimum. This course is a survey of differential and integral calculus including the study of functions and graphs from a calculus viewpoint as applied to problems in business and the natural and social sciences.

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 completion of MATH 1325, the student will be able to:
1. Apply calculus to solve business, economics, and social sciences problems.
2. Apply appropriate differentiation techniques to obtain derivatives of various functions, including logarithmic and exponential functions.
3. Solve application problems involving implicit differentiation and related rates.
4. Solve optimization problems with emphasis on business and social sciences applications.
5. Determine appropriate technique(s) of integration.
6. Integrate functions using the method of integration by parts or substitution, as appropriate.
7. Solve business, economics, and social sciences applications problems using integration techniques.

Learning Objectives

Upon completion of MATH 1325, the student will be able to:
1. Find the limit of a function as x approaches a.
2. Find the average and instantaneous rate of change.
3. Use a limit to find the derivative of a function.
4. Use the quotient rule to find the derivative of a function.
5. Use the power rule to find the derivative of a function.
6. Find the derivative of exponential and logarithmic functions.
7. Tell if a function is continuous at given values of x.
8. Find the absolute extrema of a given function.
9. Use the second derivative to find all relative extrema for a function.
10. Use derivatives for various applications and sketching of curves.
11. Find antiderivatives for indefinite integrals and find indefinite integrals using substitution.
12. Given a definite integral, find the area under the curve.
13. Evaluate the results of a summation.
14. Using the fundamental theorem of calculus, evaluate definite integrals.
15. Apply definite integrals for various applications and use the table of integrals to find antiderivatives.
16. Find general solutions for given differential equations.
17. Graph the first octant portion of a given plane.
18. Given a function f(x,y), find all second-order partial derivatives.

19. Given a function f(x,y), find the values of any relative extrema and identify saddle points.

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**

Assignments, Exams, and Activities

Class Homework Assignments

All homework assignments must be completed online using *MyLab Math* (*MLM*), the online learning and assessment system that accompanies the textbook. To register and purchase access to *MLM*, **go to our Canvas course and click on "MyLab and Mastering"** in the course menu. You will need to create a *Pearson* account if you do not have one. If you do, simply log into *MLM from our Canvas page*, using your Pearson login credentials. Since *all online assignments will be completed on MLML*, having an *MLM* account and enrolling in our *MLM* course is a requirement. You can either purchase the textbook packaged with a *MLM* access code at an HCC bookstore, or you may purchase *MLM* access separately at an HCC

bookstore or online at **https://mlm.pearson.com/northamerica/mymathlab/**. The hard-copy of the textbook is NOT required, but *MLM* is. You will have access to an electronic version of the entire textbook online (eBook) through *MLM*, if you purchase *MLM* access with the eBook included. Once again, purchasing the textbook is NOT required, but completing all the homework assignments on *MLM* is required.

Make sure that you purchase, access and start working on the *MLM* course within the first two days of classes. If you have not used *MLM* before, first you need to create a Pearson account. If you have used *MLM* before, then you already have a Pearson account. Do not create another one for this course.

You may use *MLM* for free for 14 days at the beginning of the course, but eventually you will be required to purchase an access code to use *MLM*. If you have attempted this course at HCC using the same textbook edition that we currently use, and you purchased an *MLM* access code 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 *MLM* is, as all homework assignments will be located there. You will have access to an electronic version of the entire textbook online (e-book) through *MLM*. You can only have one *MLM* account in our course. Any student found having two or more *MLM* subscriptions will have all, except one, deleted. *Only one MLM account will be allowed per student*.

Contact **MLM technical support** staff directly if you have any difficulties setting up your account or using *MLM* in the future while working on the homework assignments. The instructor cannot assist you 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 MyLab Math directly and right away.

Completion of these assignments is required, including the initial "Introduction to *MyLab Math*" *and* all review assignments at the top of the list. The due date for each homework assignment is posted on MLM. *Make sure you meet those deadlines!* There will be no time extensions to submit assignments late. Before doing the homework for a section, be sure to watch the corresponding slides and video on *MLM* and read the section in the hardcopy or electronic textbook.

Completion of the homework assignments is required. However, also included on *MyLab Math* are various optional activities, such as sets of audiovisual media aids, such as videos and slide that would complement the classroom experience, as well as sample tests, exam reviews, exercises for extra practice, etc. Under a section called "*Study Plan*" on *MLM* you may find extra problems for each section. Although working on those is not required, it is highly recommended, in particular as extra practice to strengthen the course skills and to prepare for the exams. There is a button to access the Study Plan on the "Dashboard", the opening page you land on upon logging into *MLM*. There are also other learning resources on *MLM* that you may use to learn the course content and prepare for our term exams.

Upon logging into MLM, run the "Browser Check". A link for that effect is provided on the "Dashboard." That program will check your computer to ensure that all the necessary software needed for *MLM* is correctly installed in your computer. Make sure you download and install any software that you are prompted by the Browser Check to do so. Otherwise, you may experience problems opening assignments, videos, the eBook, or just running *MLM* in general in your computer later.

Term Exams

There will be three timed term exams on MLM but that you will access from Canvas. Their dates will be as scheduled below. The exams will be about two hours in duration, and accessible online for a period of **24 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 *MLM* and frequently check your HCC email account (the one ending on @student.hccs.edu). Make sure that you provide your HCC email to *MLM* 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 work out additional exercises for practice in the "Study Plan" 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 review material of chapters 1-4 and sections 11.1 – 11.5; will start on Friday, May 21, 8 AM, and end on Saturday, May 22, 8 AM**
- **Exam 2: On sections 11.6 – 11.9 and 12.1 – 12.6; will start on Wednesday, May 26, 8 AM, and end on Thursday, May 27, 8 AM**
- **Exam 3: On sections 13.1-13.2, 13.4-13.7, and 14.1-14.3; will start on Tuesday, June 1, 8 AM, and end on Wednesday, June 2, 8 AM**

The last day to withdraw this course is Friday, May 28.

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! **Remember: this course is only three weeks long!**

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 the PEARSON lockdown browser, that you will need to access these exams in MLM. 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.

The use of mobile phones, tablets, or any other unauthorized electronic or devices with personal communication functionality or Internet access capabilities is strictly prohibited while taking any exam. *Any student caught using any unauthorized electronic equipment while taking an exam will be charged with academic dishonesty and automatically fail the course*.

Specific dates for all term exams are posted above, on Eagle Online/Canvas and MLM. 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 MLM. *Please check your email and our course page on Eagle Online and MLM frequently. Not doing so will not be an excuse for missing deadlines and coursework, or not having followed guidelines or instructions.*

Contact **MLM technical support** staff directly if you have any difficulties while taking any exams. The instructor cannot assist you 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 MLM directly and right away.

Final Examination

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

- **Friday, June 4, starting 8 AM – 5 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 MLM. Please check your email and our course page on Eagle Online and MLM frequently.

Contact **MLM technical support** staff directly if you have any difficulties while taking the final exam. The instructor cannot assist you 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 MLM 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:
- **Three term exams (100 points each): 300 points**
- **Comprehensive final exam: 200 points**
- **Collection of online homework assignments on MyLab Math: 100 points**
- **Total number of points in the class: 600 points**

The course grade will be determined by adding the points accumulated in the assessments above and assigning a grade to that total according to the scale below:

Grade	Total Number of Points
A	600 – 540
B	539 – 480

C	479 – 420
D	419 – 360
F	369 – 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. Please be mindful, the student's dissatisfaction with his/her course grade at the end of the term is not a proper justification to request, grant or receive an Incomplete. 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/

Course Content and Calendar
The student must cover the course content and work on the coursework (including all homework assignments and other assessments) as stipulated below:

WEEK 1:
UNIT I   Review
Chapter 1 - Algebra and Equations: 1.3, 1.4, 1.5, 1.7
Chapter 2 - Graphs, Lines and Inequalities: 2.1, 2.2
Chapter 3 - Functions and Graphs: 3.1, 3.3, 3.4, 3.5, 3.6
Chapter 4 - Exponential and Logarithmic Functions: 4.1, 4.3

UNIT II   Chapter 11 – Differential Calculus
11.1 Limits
11.2 One-sided Limits and Limits Involving Infinity
11.3 Rates of Change
11.4 Tangent Lines and Derivatives
11.5 Techniques for Finding Derivatives

WEEK 2:
1.5 hours   11.6 Derivatives of Products and Quotients
1.5 hours   11.7 The Chain Rule
1.5 hours   11.8 Derivatives of Exponential and Logarithmic Functions
1 hour   11.9 Continuity and Differentiability

UNIT III   Chapter 12 - Applications of the Derivative
1.5 hours   12.1 Local Extrema
1.5 hours   12.2 The Second Derivative
2 hours   12.3 Optimization Applications
1.5 hours   12.4 Implicit Differentiation
1.5 hours   12.5 Related Rates
2 hours   12.6 Curve Sketching

WEEK 3:
UNIT IV   Chapter 13 - Integral Calculus
2 hours   13.1 Antiderivatives
2 hours   13.2 Integration by Substitution

2 hours	13.4 Area and the Definite Integral
2 hours	13.5 The Fundamental Theorem of Calculus
2 hours	13.6 Applications of Integrals
2 hours	13.7 Differential Equations

UNIT V   Chapter 14 - Multivariate Calculus

2 hours	14.1 Functions of Several Variables
2 hours	14.2 Partial Derivatives
2 hours	14.3 Extrema of Functions of Several Variables

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.

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 emails to the instructor should be sent from Eagle Online/Canvas. Make sure that you provide your HCC email address when you set your Pearson account. 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.

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 is 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. You may bookmark MLM in that browser as well.

In case of technical difficulties, contact the appropriate site's technical support staff DIRECTLY. If you're having difficulties with *MLM*, contact its technical support staff directly by clicking on the link ***MLM* technical support.**

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, MyLab Math, 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 MLM. Keep up with all posts and announcements in the course on Eagle Online, on MLM, 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 one-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 MLM 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, MLM , 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   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, <u>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</u>.*
<mark>The last day to withdraw Friday, May 28.</mark>

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

EGLS^3

The EGLS^3 (<u>Evaluation for Greater Learning Student Survey System</u>) 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. EGLS^3 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	713-718-2438	Katy Campus Building, Rm 112
Math Assoc. Chair	Emmanuel Usen	NE Campus	713-718-8062	Northline, Rm 324

Developmental Math Courses

Chair of Dev. Math	Marisol Montemayor	SE Campus	713-718-7153	Felix Morales Building, Rm 124
- Admin. Assistant	Carmen Vasquez	SE Campus	713-718-7056	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Hien Nguyen	SE Campus	713-718-2440	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Jack Hatton	SW Campus	713-718-2434	Stafford, Learning Hub, Room 208

For issues related to your class, please first contact your instructor.
If you need to contact departmental administration, then contact the appropriate Associate Chair.
If further administrative contact is necessary, then contact the appropriate Department Chair.