Instructor: Mahmoud Basharat.

E-mail: Please use the email within Canvas for communications. You must use your HCCS email not your personal email for communications. If Eagle Online (Canvas) is unavailable please email me at mahmoud.basharat@hccs.edu.

Office hours: Northline Campus rm # 324. Hours: Monday & Friday 4:00 pm -6:00 pm by appointment only. Online Tuesday & Thursday 4:00pm – 5:30 pm. Office Phone: 713-718-2438, (Please leave a message); ➢ I will return your email, or call within 48 hours.

Important Links:
- Eagle Online- CANVAS (Course Home Page) https://hccs.instructure.com/login/ldap
- For technical support with Eagle Online please visit http://www.hccs.edu/online/technical-support/ or by phone (713) 718-2000
- WebAssign (Where you will find the Quizzes and HW assignments) www.webassign.net
- For technical support with WebAssign; please call (800) 955-8275 or visit their website: http://webassign.com/support/student-support/
- Students Services: http://www.hccs.edu/online/student-services/
- Please visit the DE website http://de.hccs.edu/student-services/ for students services.
- Student Handbook: http://www.hccs.edu/district/students/
- Tutoring services, please visit: http://www.hccs.edu/district/students/tutoring/

Browser troubles? Use the latest version of Firefox.
Course Description
Math 2414: Calculus II. Integral calculus including differentiation and integration of transcendental functions; techniques of integration; applications of integration; sequences and series; improper integrals. Infinite series, Taylor series, plane curves; parametric equations and polar coordinates.

Prerequisites: Math 2413: Pass with a “C” or better.

Course Goal
This course provides a detailed study of the logarithmic, exponential, and other transcendental functions, integration techniques with applications, L’Hopital’s rule, an introduction to infinite series and power series, as well as Taylor polynomials and approximations, plane curves, parametric equations, and polar coordinates.

Course Student Learning Outcomes (SLO):
1. Compute derivatives and antiderivatives of transcendental functions.
2. Use the concepts of definite integrals to solve problems involving area, volume, work, and other physical applications.
3. Use substitution, integration by parts, trigonometric substitution, partial fractions, and tables of antiderivatives to evaluate definite and indefinite integrals.
4. Define an improper integral.
5. Apply the concepts of limits, convergence, and divergence to evaluate some classes of improper integrals.
6. Demonstrate the correct use of L’Hopital’s rule and various techniques for solving improper integrals
7. Determine convergence or divergence of sequences and series.
8. Use Taylor and MacLaurin series to represent functions.
9. Use Taylor or MacLaurin series to integrate functions not integrable by conventional methods.
10. Use the concept of polar coordinates to find areas, lengths of curves, and representations of conic sections.

Course Objectives:
Upon completion of this course, a student should be able to:
1. Define and use transcendental functions including logarithmic and exponential functions.
2. Compute derivatives and antiderivatives involving transcendental functions.
3. Apply integration to various applications.
4. Show various integration techniques.
5. Show correct usage of L’Hopital’s rule.
6. Describe and solve improper integrals.
7. Recognize and use infinite series.
8. Recognize and apply Taylor series to various problems.
9. Demonstrate knowledge of plane curves and polar coordinates.

Core Objectives

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

Communication Skills: to include effective development, interpretation and expression of ideas through written, oral and visual communication.

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

Course Intent: This course provides a detailed study of the logarithmic, exponential, and other transcendental functions, integration techniques with applications, L’Hopital’s rule, an introduction to
infinite series and power series, as well as Taylor polynomials and approximations, plane curves, parametric equations, and polar coordinates.

**Materials Needed for the course:**
1. **WebAssign:** You must purchase an access code for WebAssign. With WebAssign, you will have access to an **electronic version of the textbook.** WebAssign is an online homework/quiz system. You may purchase WebAssign access code online, which will allow you to view electronic copy of the textbook. I will post the course key for WebAssign on eagle Online on the first day of class.

Web assign offers you a free trial period of 10 days to access the homework. So please sign up for the homework the first day of class. Make sure you buy the access code before the trial period expires.


2. **Printed Textbook (optional):** Calculus, by Larson, Hostetler, and Edwards, Tenth Edition. Brooks/Cole, Cengage Learning, 2014. If you have the Ninth Edition, then you may use it if you wish; **but it's your responsibility to match sections, topics, and HW problems.**

![Calculus Book](image)


**Calculator Policy:** You may use a scientific calculator for this course. Graphing calculators or Programmable calculators are **not allowed** on any major examination. Cell phones or any other electronic devices are not allowed. The sharing of calculators by students during examinations is prohibited.

The use of a GRAPHING calculator during an exam is prohibited and will be considered cheating.

**Grading & Evaluation:** Your grade will be determined based upon how many points that you accumulate from quizzes, web activity, homework, and exams. The approximate number of points is as follows:
1. Four major examinations each is a 100 points.
2. A proctored comprehensive final (200 points) The final exam will take place at the testing center located at 3100 main, Houston, TX 77002. If you are out of town then you must provide me with the information of the nearest college testing center near you during the **first two weeks of class**. Please don’t wait till the last week of class!!

   **If you can’t make it to the designated testing center please consider an alternative section that meets your needs.**
3. Homework and Quizzes via WebAssign (100).

**Final average** = \{\text{Exam 1 + Exam 2 + Exam 3 + Exam 4 - (Lowest Exam)} + 2*Final Exam + HW and Quizzes in WebAssign\} Divided by 6.

- The final course average will be used in the usual manner (90-100 “A”; 80-89 “B”; 70-79 “C”; 60-69 “D”; Below 60 “F”).

**Tentative Calendar:**
The following examinations dates are tentative. All dates are subject to change.

<table>
<thead>
<tr>
<th>Exam I (Online)</th>
<th>The exam will cover all chapter 5, and sections 7.1, 7.2, 7.3, and 7.4</th>
<th>September 16- September 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam II Proctored</td>
<td>The exam will cover all chapter 8</td>
<td>October 14 - October 16</td>
</tr>
<tr>
<td>Exam III (Online)</td>
<td>The exam will cover all chapter 9</td>
<td>November 11- November 13</td>
</tr>
<tr>
<td>Exam IV (Online)</td>
<td>The exam will cover all chapter 10</td>
<td>December 2- December 4</td>
</tr>
<tr>
<td>Final Exam (Proctored)</td>
<td>The final exam is comprehensive</td>
<td>December 8 – December 10</td>
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</tbody>
</table>

The specific dates for the exams are posted on the front page on **Eagle Online**; also on the calendar in EO. Please, be sure to check the course calendar in EO often.

**No make-up exams will be given.** If a student misses an exam then that will be his/her lowest exam. **If a student misses a second exam, then that is a zero**

**Make-up policy:**
There are **no make-up exams given for any exam under ANY circumstance.** If you miss one exam, then the final exam grade will replace that missed exam grade. **If you miss the second exam, you will get a ZERO.** Set your own personal calendars and electronic devices in advance to remind you of those dates. Again: the homework assignments will be on WebAssign, but the exams will be on EO2. **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. Please keep up with the course calendar on EO2.

**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 contact DE department at http://www.hccs.edu/online/ for more information.

**Homework/ Lab policy:**
**Math 2413 online has Mandatory WebAssign Homework that must be done on WebAssign site (www.webassign.net) by all students. The homework assignments can be done from your home computer, the Math Lab computers on Campus, or the computers in the Open Lab; you can even load it on your tablet or smartphone. To register into the homework for my section, use The Class Key that is given in Eagle Online 2 (EO2). The WebAssign homework counts 100 points. This homework is not optional. There is a deadline for completion for each exercise set. Usually they are due on the Exam Dates. Be sure you are aware of these dates; they will affect your homework grade.**

**HCC Course Withdrawal Policy**
Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university. To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor will “alert” you and distance education (DE) counselors that you might fail a class because of excessive absences and/or poor academic performance. Contact your DE professor or a DE 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. **It is the student responsibility to withdraw from the class before the withdrawal deadline** If you do not withdraw before the deadline, you will receive the grade that you have earned by the end of the semester. Zeros averaged in for required assignments/tests not submitted will lower your semester average significantly, most likely resulting in a failing grade (“F”).

The last day for student withdrawals is Friday, October 28, 2016.

PLEASE REMEMBER THAT AS A MEMBER OF THE HCCS ACADEMIC COMMUNITY YOU ARE BOUNDED TO OBSERVE THE ACADEMIC HONESTY CODE (SEE THE HCCS STUDENT HANDBOOK) IN ALL YOUR SCHOOL WORK: http://www.hccs.edu/district/students/

**Note:**
- It is important that your name on all your work for this class matches HCCS record. I will not change any grade if you use different last name or a nickname!
- The due dates for all the homework assignments and quizzes are posted on WebAssign. Please be sure to adhere by the deadline. There will be no extension!
- Remember that you are taking an 8 weeks course, which require double the work that usually is done in regular 16 weeks. Please keep up the base!
- The quizzes and homework assignments for this course are administered on-line and may be taken at a location of your convenience Pursuant to Math Department policy some of the examinations including the Final Exam are administered at HCCS Testing Center.

- Where to get help
• Come see me during my office hours.
• Visit to the nearest HCCS Mathlab:
  http://www.hccs.edu/district/students/tutoring/
• Visit  http://www.hccs.edu/district/students/tutoring/
• Visit  http://www.khanacademy.org/, or  http://www.MathTV.com

Internet Course Policies:

• It is important that we behave as an adult in this course!! I will not tolerate any rudeness or any an inappropriate language; so please if there is an issue or a problem let me know and I’ll do my best to resolve the issue.

• You need, constantly on a daily basis, to check the calendar, course work, e-mail and other links on the course homepage on Eagle Online to ensure a successful and timely completion

• Check the course calendar for events, and examination dates.

• The results of the exam will be communicated to you within a week through Eagle Online. If you have any question over any test grade and you would like to review it, then you must arrange an appointment with me to discuss your grade.

• All students must acquire access code to the Course Material.i.e.User name and Password. If you have any problem with logging to the course website please contact one of the Distance Education Technicians : desupport@hccs.edu

• It is extremely important that you take the exam during the scheduled time!!!!

• Communication is the most problematic area in distance education. Remember that we don't see face to face, and so we are not able to read body languages and interact with each other as in a traditional class room.

• It is important that you do your homework and practice in this course. It is absolutely essential that you do as much of the homework as possible, if you don’t do the assigned homework, I can almost guarantee that you will not be successful in this course. I will be glad to answer questions about the homework problems during chat sessions and on the Discussion Forums.

• Caution: There is one word that best summarizes the major difficulty that most people have taking a course online: procrastination! You will have great excitement and good intentions in the beginning, but as the course progresses, there will be a tendency to put off it just one more day while you do other urgent tasks. Soon the ‘one more day’ becomes a week and you are hopelessly behind! I will do my best to help keep you on track, but of the discipline must come from you. It is imperative that you follow the calender that I will lay out for you if you plan to succeed.

HCCS Tutoring Services:
HCC provides FREE live tutoring at various centers indifferent campuses system-wide. Please click on the link http://ctle3.hccs.edu/alltutoring/index.php?-link=stuFind to find out the days, times and location of math tutoring at the campus most convenient to you. HCCS also offers a free online tutoring, to take advantage of this service please visit http://hccs.askonline.net/

**Americans with Disabilities Act (ADA):** "Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) Who needs to arrange reasonable accommodations must contact the appropriate Disability Support Service Counselor at the beginning of each semester? Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. Students who are requesting special testing accommodations must first contact the appropriate Disability Support Service Counselor for assistance. Please contact the Distance Education Counselor at 713-718-7014 or de.counseling@hccs.edu in order to be referred to the appropriate Disability Support Service Counselor.

Students who require testing accommodations need to schedule an appointment for testing to ensure that staff will be available for proctoring and to arrange for any adaptive equipment that may be required. Students should contact their distance education instructor's "Instructional Support Specialist" the week prior to each of their exams throughout the semester to confirm that the requested testing accommodations will be met. If you need assistance in determining your instructor's Instructional Support Specialist, please contact your instructor or the Distance Education Counselor."

**HCC Policy Statement: Title IX:**

HCC is committed to provide a learning and working environment that is free from discrimination on the basis of sex which includes all forms of sexual misconduct. Title IX of the Education Amendments of 1972 requires that when a complaint is filed, a prompt and thorough investigation is initiated. Complaints may be filed with the HCC Title IX Coordinator available at 713 718-8271 or email at oie@hccs.edu.

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance. It is important that every student understands and conforms to respectful behavior while at HCC.

Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to www.edurisksolutions.org. Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.

**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 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 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 Policy Statements:
Class Attendance - It is important that you come to class! Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to be on time at the beginning of each class period. For complete information regarding Houston Community College’s policies on attendance, please refer to the Student Handbook. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

If you are not attending class, you are not learning the information. As the information that is discussed in class is important for your career, students may be dropped from a course after accumulating absences in excess of six (6) hours of instruction. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early.

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

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in your work if you unavoidably miss a class.

Personal Communication Device Policy:

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

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

VIRTUAL CLASSROOM CONDUCT
As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

SEXUAL HARRASSMENT
It is a violation of HCC policy for an employee, agent, or student of the College to engage in sexual harassment as defined in the Equal Employment Opportunity Commission (EEOC) guidelines. Any student who has a complaint concerning this policy has the opportunity to seek resolution of such a complaint in accordance with procedures set forth in the Student Handbook. Report any complaints immediately to College Administration or call the Institutional Equity & Compliance Office 713.718.8271.

Resources:
Any student enrolled in Math 2412 at HCCS has access to the Academic Support Center where they may get additional help in understanding the theory or improving their skill. The Center is staffed with mathematics faculty and student assistants, and offers tutorial help. A Chapter Tests preparation video CD comes with the text. A Student’s Solution Manual and MyMathLab are also available.

For Free tutoring please check the nearest HCCS tutoring center http://www.hccs.edu/district/students/tutoring/ Additional help is also available through Student Support Services. Students can get free assistance, 24 hours a day, 7 days a week, in Math, English and other subjects, at www.hccs.askonline.net. Typically, posted questions are answered by an HCC tutor or faculty within 24 hours (usually under 6 hours). There are also several online math resources that you can find with an internet search. You may also find information on the Learning Web site accessible through your specific HCCS campus website.

Course Outline:

Unit I - Logarithmic, Exponential, and Other Transcendental Functions
Sections: 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8

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, bases other than en
and applications. Inverse trigonometric functions should also be presented. This unit concludes with a study of hyperbolic functions

**Unit II - Applications of Integration**
*Sections: 7.1, 7.2, 7.3, 7.4, (sections 7.5, 7.6, 7.7 are optional)*

This unit presents applications of integration. The instructor should emphasize area of a region between two curves, volume-the disc method, volume-the shell method, arc length and surface of revolution, work, and fluid pressure and fluid force. This unit concludes with moments, centers of mass, and centroids.

**Unit III - Integration Techniques, L’Hopital’s Rule, and Improper Integrals**
*Sections: 8.1, 8.2, 8.3, 8.4, 8.5, 8.7, 8.8*

This unit includes integration techniques. The instructor should emphasize basic integration rules, integration by parts, trigonometric integrals and substitution, partial fractions, integration by tables, other integration techniques, and indeterminate forms and L’Hopital’s Rule. This unit concludes with improper integrals.

**Unit IV- Infinite Series**
*Sections: 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10*

This unit includes the basic concepts of infinite series. The instructor should emphasize sequences, series and convergence, the integral test and p-series, comparisons of series, alternating series, ratio and root tests, Taylor polynomials and approximations, power series, and representation of functions by power series. This unit concludes with a discussion of Taylor and Maclaurin series.

**Unit V - Plane Curves, Parametric Equations, Polar Coordinates**
*Sections: 10.1, 10.2, 10.3, 10.4, 10.5, and 10.6*

This unit includes the basic concepts of Plane Curves, Parametric Equations, and Polar Coordinates. The instructor should emphasize plane curves and parametric equations, parametric equations and calculus, polar coordinates and polar graphs, and area and arc length in polar coordinates. This unit concludes with a discussion of polar equations of conics and Kepler’s laws. Section 1 of this chapter reviews conics and may be covered optionally but is nor required.

**Student Services**

**INTERNATIONAL STUDENTS:** Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa
consideration. International Students are restricted to ONLY ONE online/distance education course each semester. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other course issues.

**Repeat Course Fee**

Students who repeat a course for a third or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor / counselor about opportunities for tutoring / other assistance prior to considering course withdrawal or if you are not receiving passing grades.

**STUDENTS WITH DISABILITIES:**

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office."

Students who are requesting accommodations must first contact the appropriate (most convenient) DSS Counseling office for assistance:

http://www.hccs.edu/district/students/disability-services/ada-counselors/

Central College  
713.718.6164
Coleman College  
713-718-7376
Northeast College  
713-718-8322
Northwest College  
713-718-5667
713-718-5408
Southeast College  
713-718-7053
Southwest College  
713-718-7909
Adaptive Equipment/Assistive Technology  
713-718-6629
713-718-5604
Interpreting and CART services  
713-718-6333
System: 713.718.5165
*Deaf and Hard of Hearing Services – Central  
*Students living outside of the HCC District service areas – Central

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling, students will receive a confirmation email along with instructions regarding completion of the requested accommodation(s).

**DISTANCE EDUCATION ADVISING AND COUNSELING SERVICES:**

Advising can be accomplished by telephone at 713/718-5275 - option # 4 or via email at decounseling@hccs.edu. Confidential sessions with the distance education counselors will help students understand admissions, registration,
entrance testing requirements, degree planning, transfer issues, and career counseling. HCC counselors also maintain a local referral base in order to provide appropriate referrals to students with personal or family issues that may require long-term solutions.

NOTICE FOR STUDENTS WHO LIVE OUTSIDE OF HOUSTON:
Students who live outside the Houston area and cannot take paper exams at one of our HCC testing locations MUST make arrangements for a proctor. Please see the DE Student Services webpage for information at the following URL: http://distance.hccs.edu/de-counseling/student_out_houston.htm

VIRTUAL CLASSROOM CONDUCT:
As with on-campus classes, all students in HCC DE courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

USE OF CAMERAS OR RECORDING DEVICES:
Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

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

Administration contact information

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<thead>
<tr>
<th>College - Level Math Courses</th>
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<tbody>
<tr>
<td><strong>Chair of Math</strong></td>
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<td>- <strong>Secretary</strong></td>
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<td><strong>Math Assoc. Chair</strong></td>
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<th>Developmental Math Courses</th>
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<tr>
<td><strong>Chair of Dev. Math</strong></td>
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<td>- <strong>Secretary</strong></td>
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<td><strong>Dev. Math Assoc. Chair</strong></td>
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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.
Modifications:
The syllabus is subject to change as needed to meet the objectives of the course or to aid the course administration at the discretion of the instructor. Any modifications to this syllabus will be announced on the course website in HCCS Eagle Online. It is your responsibility to check for such announcements.