



**COURSE SYLLABUS**  
**MA 651, ADVANCED CALCULUS I**

**I. INSTRUCTOR INFORMATION**

- A. Name: Dr. Jessica Stovall
- B. Office: MAB 102
- C. Office Phone Number: 256-765-4762
- D. E-mail Address: [jstovall@una.edu](mailto:jstovall@una.edu)
- E. Office Hours:       M 7:00pm – 9:00pm CT (online using Zoom)  
                              W 2:00pm – 3:00pm CT (online using Zoom)  
                              Also by Appointment

**II. COURSE INFORMATION**

- A. Advanced Calculus I, MA 651, 3 Semester Hours
- B. Fall 2020, Section I01
- C. Delivery: Online  
All UNA students have access to the [Canvas Student Orientation Course](#).  
To understand how to function within this Learning Management System (LMS) please review the orientation course.
- D. Prerequisites: Admission to Graduate Mathematics Program
- E. Course Description: Logic; basic set theory and topology; real number system; limits; functions; continuity; sequences and series.
- F. Course Objectives:
- This course serves as an introduction to graduate level analysis. The objectives of this course are:
1. Students will write proofs on topics in advanced calculus.
  2. Students will explore properties of number systems and other sets.
  3. Students will classify sets according to their topological properties.
  4. Students will solve problems involving sequences.
  5. Students will investigate properties of functions and continuity.

### III. TEXTBOOK

Textbook: *Principles of Mathematical Analysis*, Rudin. 3<sup>rd</sup> ed. McGraw Hill.  
ISBN-13: 978-0070542358

### IV. FINAL EXAM

You will be taking a COMPREHENSIVE, Final Exam worth 200 points. The exam is due **Friday, December 4, 2020**. Make necessary arrangements now to ensure completion by this date as NO exceptions will be made.

### V. GRADING SCALE

There are 800 points available for this course; they are distributed as described below. General guidelines for letter grades are as follows:

A: 720 – 800	(90% – 100%)
B: 640 – 719	(80% - 89%)
C: 560 – 639	(70% - 79%)
D: 480 – 559	(60% - 69%)
F: 479 and below	(59% and below)

### VI. GRADING PLAN

Grades are determined based on points as follows:

1. Four Exams worth 100 points each	400 points
2. Final Exam worth 200 points	200 points
3. Homework	<u>200 points</u>
TOTAL:	800 points

#### **HOMEWORK** (200 points):

Each section in each module contains homework problems that are to be completed and uploaded onto Canvas. Homework should be submitted as a PDF. Be sure what you submit is legible and compress all files to ensure a smaller size. A portion of the homework will be graded according the provided grading rubric and feedback will be provided. Not all assignments are weighted equally, but each problem is weighted the same. Students are required to check regularly for assignment due dates. No extensions will be given on the homework.

If you are struggling with the homework problems, you are encouraged to utilize the Zoom room to collaborate with other students and the professor for this class. Additionally, you are encouraged to use the discussion boards to post times you plan to work on homework while being logged into the Zoom room so that others may join and form a study group. I will also utilize the Zoom room for online office hours and other meetings. You may also email me with questions.

## **EXAMS** (400 points):

Each module (1-4) will contain an exam. This exam must be completed using Honorlock. Students are required to adhere to exam due dates. No extensions or make-up exams will be given. Each exam has a 120 minute time limit.

After you have completed the exam, I will grade the exam and provide feedback on missed problems as necessary.

There are 4 exams worth 100 points each.

## **FINAL EXAM** (200):

You will be taking a COMPREHENSIVE final exam. This exam will be worth 200 points. The exam will be due **Friday, December 4, 2020**. No extensions or make-up exams will be given. There is a 180 minute time limit on the final exam.

## **VII. HONORLOCK**

All module exams will be taken online and proctored by Honorlock. Honorlock will verify your identity and will then record both your webcam/microphone and your computer screen throughout the exam. A live proctor from Honorlock will watch the exam video and flag suspected exam rule violations. After completing a video review, Honorlock will send a report to your instructor and your instructor will watch the videos in which rule violations occur. If warranted, your instructor will contact you directly to discuss rule violations.

NOTE: If the Honorlock system detects a significant number of violations and/or if it detects technical difficulties, it will send an automated notification to Honorlock's support team. If this happens, you may see the Honorlock LiveChat window pop-up during your exam so a tech support representative can assist you with exam rules or with technical support (whichever issue was detected).

Attempts to circumvent course security measures (such as Honorlock) will be considered academic dishonesty and dealt with according to the University's Academic Honesty policy. If Honorlock fails to capture a your exam, you will be given the benefit of the doubt one time. You will be required to work with Honorlock Tech Support to resolve the issue so that all remaining exams can be proctored accurately. If it happens a second time, the instructor may award a grade of zero for all exams not proctored.

Using Honorlock allows you to be able to take any exam at a time and location that is convenient for you. During the authentication process, you will be asked to pay for the proctoring service. You will have the option to pay per exam at a rate of \$12.99 per test or to pay one flat fee of \$24.99 for the entire course. (Please note there are 5 exams, so at the per test rate this would cost \$64.95)

Additional information about Honorlock is located in Module 0.

## **Exam Rules**

1. The Google Chrome internet browser plus the browser plug-in for Honorlock is required for all exams.
2. When entering an exam, you will go through an identity verification process. You will be asked to:
  - *Take a picture of yourself.* The purpose of this is to verify who is taking the exam.
  - *Take a picture of your ID.* The purpose of this is to verify that the person taking the exam is the person who is actually enrolled in the course – this needs to be a valid picture ID, such as a student ID, driver's license, state ID, government ID, etc.
  - *Complete a 360-degree room scan.* This is to verify you do not have unauthorized materials or persons in your testing area. Details about the room scan are included below.
3. 360-degree Room Scan Details
  - Show your entire desktop area, plus turn the webcam around in a complete circle to show all walls in your room. Be sure you go slow and show all areas to prevent being flagged.
  - Show all paper (front and back) to the camera to verify it is blank.
4. You should be alone in the room while taking exams.
5. You may not leave the room during the exam.
6. You may not answer calls/texts during the exam.
7. You may not use headphones, cell phones, textbooks, notes, internet searches, etc. during the exam.
8. You may not have multiple monitors connected when taking an exam.
9. You should ensure that you are in full view of the webcam throughout the entire exam.
10. If you are disconnected from the exam or experience a technical problem while you are taking an exam, you must contact Honorlock Tech Support at 855-828-4004 or via the Live Chat option to receive assistance with the issue. You should also contact your instructor with a summary of the problem and how (or if) it was resolved.

## **VIII. ZOOM**

Zoom will be used for online office hours and online appointments. Additionally, Zoom can be accessed by students at any time. This gives you an opportunity to form study groups and collaborate with your classmates in an online setting.

## **IX. SCHEDULE and DUE DATES**

The following deadlines must be adhered to as no extensions or make-ups will be allowed.

Module 0: Course Orientation

This module must be completed before you can begin Module 1 and should be completed immediately. All items in Module 0 are due by **Wednesday, September 2, 2020**

## Module 1: The Real and Complex Number Systems

There are 2 homework assignments and one exam in this module. The due dates are:

Homework 1: **Wednesday, September 9, 2020**

Homework 2: **Wednesday, September 16, 2020**

Exam 1 is due **Wednesday, September 23, 2020**

## Module 2: Basic Topology

There are 2 homework assignments and one exam in this module. The due dates are:

Homework 3: **Wednesday, September 30, 2020**

Homework 4: **Wednesday, October 7, 2020**

Exam 2 is due **Wednesday, October 14, 2020**

## Module 3: Numerical Sequences and Series

There are 2 homework assignments and one exam in this module. The due dates are:

Homework 5: **Wednesday, October 21, 2020**

Homework 6: **Wednesday, October 28, 2020**

Exam 3 is due **Wednesday, November 4, 2020**

## Module 4: Continuity

There are 2 homework assignments and one exam in this module. The due dates are:

Homework 7: **Wednesday, November 11, 2020**

Homework 8: **Wednesday, November 18, 2020**

Exam 4 is due **Tuesday, November 24, 2020**

## Module 5: Final Exam

The Final Exam is due **Friday, December 4, 2020**.

## **X. UNA PORTAL—UNIVERSITY POLICY**

The official method of communication at UNA is UNA portal, with emphasis placed on University email. You may access your UNA Portal email through the University's homepage at <https://www.una.edu/>. The link to Portal is at the top of the page. It is important for students to read their UNA Portal e-mail on a regular basis for information regarding University deadlines, policies, and events. These messages are outside your Canvas courses and relate to ALL University communication. Please understand the importance of each communication vehicle and the distinction between the two.

## **XI. IMPORTANT TECHNICAL SUPPORT CONTACT INFORMATION:**

UNA Technical Support:

**Canvas Support:** If you have questions about Canvas, need instructional assistance, or are having trouble inside Canvas, please go to the page/item in Canvas where you are having the problem and click Help (the question mark), then Report a Problem. Please include a description of the problem you are having, your full name, UNA email address, an alternative e-mail address (if applicable) and a phone number. UNA Canvas support should reply to you via UNA email within one business day.

**If you cannot log-in** to Canvas, or are otherwise having trouble with UNAPortal or email, then please contact UNA Information Technology Services: [helpdesk@una.edu](mailto:helpdesk@una.edu) include your full name, UNA email address, an alternative e-mail address (if applicable) and a phone number. You may also contact UNA ITS via phone at 256-765-4865 Monday-Friday from 8:00am-4:30pm. Additional information about ITS services can be found on their website: <https://www.una.edu/its/>

**Canvas FAQ:** <http://www.una.edu/distance/help/canvas.html>.

**Microsoft Office 365 Download:** <https://www.una.edu/its/freeOffice.html>

**Zoom:** <https://support.zoom.us/hc/en-us>

## **XII. MINIMUM TECHNOLOGY REQUIREMENTS**

**Hardware Information:** Hardware Information: Students must have headphones or speakers to view course videos. It is recommended that students use a computer to complete course assignments, especially quizzes. However, Canvas offers access through a variety of mobile devices, please check the following link for additional information: <https://guides.instructure.com/m/4152/1/196070-will-canvas-work-on-my-mobile-device>

**Software Information:** Software Information: Students must have access to high speed internet (through UNA or an independent provider. Please view the following link for browser settings that support canvas: <http://guides.instructure.com/m/4214/1/41056-which-browsers-does-canvas-support>. Additionally students need access to Microsoft

Office to complete assignments for this course. Office is available for free at the following website: <https://www.una.edu/its/freeOffice.html>. Students will also need access to Zoom.

It is recommended that students use a computer to complete course assignments, especially exams. However, Canvas supports a variety of mobile devices, please check the following link for additional information: <http://www.gocanvas.com/content/faq/post/what-devices-does-canvas-support>

### **XIII. MINIMUM TECHNICAL SKILLS EXPECTED OF THE STUDENT**

As an online student you will have a much different "classroom" experience than a traditional student. In order to ensure that you are fully prepared for your online courses, following is a list of expectations and requirements: Students in a hybrid and/or on-line program should be comfortable with and possess the following skill sets:

1. Self-discipline
2. Problem solving skills
3. Critical thinking skills
4. Enjoy communication in the written word
5. As part of your online experience, you can expect to utilize a variety of technology mediums as part of your curriculum:
6. Communicate via email including sending attachments
7. Navigate the World Wide Web using a Web browser such as Safari, Chrome, FireFox, or Internet Explorer
8. Use office applications such as Microsoft Office (or similar) to create documents
9. Be willing to learn how to communicate using a discussion board and upload assignments to a classroom Web site
10. Be comfortable uploading and downloading saved files
11. Have easy access to the Internet
12. Navigate Canvas, including using the email component within Canvas.  
Instructions and tutorials for this are provided in your course.
13. Ability to use web conferencing software, ie, Zoom.

For more information or technical assistance on using the Learning Management System, please refer to the Home Page for your course.

### **XIV. INFORMATION TECHNOLOGY ACCEPTABLE USE—UNIVERSITY POLICY**

This acceptable use statement governs the use of computers, networks, and other information technologies at the University of North Alabama. This statement applies to all students and employees of the University, and to all other persons who may legally or illegally use or attempt to use a computer resource owned by the University, and/or is connected by any means to the campus computing network. As a user of these resources, you are responsible for reading and understanding this document. To view the entire Information Technologies Acceptable Use Statement, please see <http://www.una.edu/its/una-it-policy.html>.

## **XV. COMMUNICATION AND NETIQUETTE**

Students are encouraged to communicate with their instructors throughout the semester.

### **METHODS**

- Anytime you need to communicate with your professor, please use the Canvas Inbox (left navigation menu). Please allow up to 48 hours for a reply. Correspondence received on Fridays and university holidays may not be addressed until the next regularly scheduled business day at UNA.
- Please allow up to one week for assignment feedback. I will send out inbox notifications when grades are posted and ready for your review.
- Please post your questions about the course on the “HELP! I have a question” discussion board. For the discussion title, use your question. Always check this board before e-mailing or creating a new question post on the board. If you know the answer to a question, please feel free to post the answer. I will address the questions on this board as well.
- Please email me if you would like to set up an appointment (face-to-face or online).

### **EXPECTATIONS**

- Adhere to the Code of Student Conduct - University Standards:  
<https://www.una.edu/student-conduct/student-rights-and-responsibilities/University%20Standards%20and%20Behavioral%20Expectations.html>
- Don't use profanity.
- Be mindful of your tone. Unlike face-to-face meetings or even phone calls, those who read your messages don't have the benefit of your pitch, tone, inflection, or other non-verbal cues.
- Ensure that criticism provided in feedback or discussion is constructive. Remember, online messages live forever. They are easily forwarded.
- Don't reply in anger. If it makes you feel better, go ahead and write the message, then delete it. Usually a day or two afterwards you'll not only understand but also appreciate the wisdom of restraint.

## **XVI. WITHDRAWAL FROM A COURSE—UNIVERSITY POLICY**

*During the W - Grade Withdrawal Period:*

Students may withdraw online through their Portal Self-Service Registration account. Under Registration - Add/Drop Courses, select "Web Withdrawal" in the Action drop down for the class. Then, click Submit. Withdrawing from a course before the deadline will not affect a student's GPA or academic standing. A notation of W, WP or WF appears on a student's transcript depending on the timing of course withdrawal. See Schedule of Classes for dates.

Students are strongly advised not to withdraw from courses unless necessary. **Students receiving Financial Aid** should check with the Student Financial Services before withdrawing from classes. Student progress toward degree completion is checked every semester for students receiving federal grants and loans. Students must pass and complete 75% of all work attempted to maintain financial aid. **Student Athletes** should check with the Athletic Department as course withdrawal could affect eligibility for competition.



## **XVII. ACADEMIC HONESTY—UNIVERSITY POLICY:**

Students of the university academic community are expected to adhere to commonly accepted standards of academic honesty. Allegations of academic dishonesty can reflect poorly on the scholarly reputation of the University including students, faculty and graduates. Individuals who elect to commit acts of academic dishonesty such as cheating, plagiarism, or misrepresentation will be subject to appropriate disciplinary action in accordance with university policy.

Incidents of possible student academic dishonesty will be addressed in accordance with the following guidelines:

1. The instructor is responsible for investigating and documenting any incident of alleged academic dishonesty that occurs under the instructor's purview.
2. If the instructor finds the allegation of academic dishonesty to have merit, then the instructor, after a documented conference with the student, will develop a plan for disciplinary action. If the student agrees to this plan, then both instructor and student will sign the agreement. The faculty member will forward a copy of the signed agreement to the Office of Student Conduct for record-keeping purposes.
3. If the student disagrees with the instructor's proposed plan for disciplinary action and wishes to take further action, he/she is responsible for scheduling a meeting with the chair of the department where the course is housed to appeal the proposed disciplinary plan. The department chair shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. If a resolution is reached, the disposition of the case will be forwarded to the Office of Student Conduct. If a resolution at the departmental level is not reached and the student wishes to take further action, he/she is responsible for scheduling a meeting with the dean of the college where the course is housed to appeal the proposed disciplinary plan. The college dean shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. If a resolution is reached, the disposition of the case will be forwarded to the Office of Student Conduct. If a resolution at the college level is not reached and the student wishes to take further action, he/she is responsible for scheduling a meeting with the Vice President for Academic Affairs and Provost (VPAA/P) to appeal the proposed disciplinary plan. The VPAA/P shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. After reviewing all documentation, the VPAA/P may, at his/her discretion, choose either to affirm the proposed action, to refer the case to the Office of Student Conduct for further review, or to dismiss the matter depending on the merits of the case. The final disposition of the case will be disseminated to appropriate parties, including the Office of Student Conduct.
4. If a student is allowed academic progression but demonstrates a repeated pattern of academic dishonesty, the VPAA/P may, after consultation with the Office of Student Conduct, assign additional penalties to the student, including removal from the University.

## **XVIII. STUDENTS WITH DISABILITIES—UNIVERSITY POLICY:**

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physical and/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendment Act of 2008, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities as compared to an average person in the population. It is the responsibility of the student to contact Disability Support Services to initiate the process to develop an accommodation plan. This accommodation plan will not be applied retroactively. Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. Students needing assistance should contact Disability Support Services. Complete guidelines and requirements for documentation can be found on the DSS web pages at <http://www.una.edu/disability-support/> Students can also contact Disability Support Services at (256-765-4214).

## **XIX. TITLE IX—UNIVERSITY POLICY**

The University of North Alabama has an expectation of mutual respect. Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. This includes sexual violence, sexual harassment, domestic and intimate partner violence, stalking, gender-based discrimination, discrimination against pregnant and parenting students, and gender-based bullying and hazing.

Faculty and staff are required by federal law to report any observation of harassment (including online harassment) as well as any notice given by students or colleagues of any of the behaviors noted above. Retaliation against any person who reports discrimination or harassment is also prohibited. UNA's policies and regulations covering discrimination and harassment may be accessed at <https://www.una.edu/titleix/>. If you have experienced or observed discrimination or harassment, confidential reporting resources can be found on the website or you may make a formal complaint by contacting the Title IX Coordinator at 256-765-4223.

## **XX. ACADEMIC SUPPORT AND INSTITUTIONAL SUPPORT RESOURCES**

### **Academic Support Services**

Please visit the University Success Center

<https://www.una.edu/successcenter/index.html> for additional resources to make your experience at UNA a success! This site offers guidance on advising, first year experiences, the center for writing excellence, the mathematics learning center, study skills, tutorial skills, testing services, and additional resources for students.

### **Institutional Support Services**

Please visit the Resources for Students <https://www.una.edu/successcenter/resources-students/index.html> connect with other UNA resources. The offices described and linked from this page are waiting to help you make the most of your UNA experience. This site offers information including but not limited to the Registrar's office, Financial Aid, Healthcare, Career Planning and Development and Student Engagement.

## **XXI. ACCESSIBILITY STATEMENTS AND PRIVACY POLICIES**

### **Accessibility Statements**

Canvas: <http://www.canvaslms.com/accessibility>

Microsoft Office: <https://www.microsoft.com/enable/products/office365/>

UNA Disability Support Services: <https://www.una.edu/disability-support/>

Zoom: <https://zoom.us/accessibility>

Adobe Acrobat Reader DC: <https://www.adobe.com/accessibility/products/acrobat.html>

Honorlock: <https://www.google.com/accessibility>

### **Privacy Policies**

Canvas: <https://www.canvaslms.com/policies/privacy>

Microsoft Office: <https://privacy.microsoft.com/en-us/privacystatement>

UNA: <https://www.una.edu/student-conduct/ferpa.html>

Zoom: <https://zoom.us/privacy>

Adobe Acrobat Reader DC: <https://www.adobe.com/privacy/policy.html>

Honorlock: <https://www.google.com/chrome/privacy>