MAC 2312: Calculus II, Fall 2024
Online Sections 19DB(Res.), 21HE(UFO), 3A47(DE)

INSTRUCTOR and TA

Name	Email	Office	Office Hours	
Chui, KwaiLee,	chui@ufl.edu	LIT376	M6(LIT376), T7PM(zoom)	(Instructor)
Shomanov, Zhumagali,	zshomanov@ufl.edu	LIT463	TBA	(TA)

Your TA is the main resource in the course. He is available via office hours and emails.

One-Week Policy: You are responsible for verifying that your grades are accurate. You should check Announcements and gradebook in Canvas regularly and consult with your TA if you have any questions about the recorded grades. You have **one week** after a score has been posted (or by the last Wednesday, whichever comes first) to contact your TA if you believe there has been a recording error and have your grade issues resolved.

Note: There is no grade dispute, reopening of missed assignments at the end of the semester.

OFFIC HOURS: Both online via Zoom (a visual and personal engagement) and in person in our offices, if you are in Gainesville.

TEXTBOOK: There is no required textbook for this course. You may use any calculus book as reference. A free online textbook at Openstax volume 2 is a good option. I encourage you to use the free online Guided Learning Calculus 2 (GLC2).

LECTURE NOTES SHELL: You will need the Lecture Notes shell as you watch the lecture videos. There are 3 options to obtain it. (see 2.i)

E-Learning: Canvas, a UF course management system, is located at elearning.ufl.edu. Use your Gatorlink username and password to login. All course information including your grade, course homepage, syllabus, lecture videos, lecture notes outlines, office hours, discussion forums, announcements, free help information, etc, can be accessed from this site.

Please note: Important course information is clearly communicated in this syllabus, the MAC2312 homepage and the links in Canvas, and the Announcements in Canvas. Due to the volume of email received by the instructor and TA, we cannot reply to each request for this well publicized information. If you cannot find your answer in the resources above, there are also 3 discussion forums available on Canvas. Please use this to post questions and to supply answers to your fellow classmates.

HOMEWORK, QUIZZES, EXAMS (all online): Use the 'Assignments' tab in Canvas to access them or, click on each lecture images under 'Lectures' on the course home page in Canvas.

UF FREE TUTORING SERVICE: Academic Resource Center, your instructor and TA's office hours. (see 2j)

MAC 2312 -- ANALYTIC GEOMETRY & CALCULUS II

MAC 2312 Online Course Calendar, Fall 2024

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1(L1-2) 8/19				**Class Begin** L1/LQ1	L2/LQ2	
Wk 2(L3-5) 8/26	L3/LQ3 HW1(L1-2)	L4/LQ4	L5/LQ5 PracticeQuiz		HW2(L3-4) Q1(L1-4)	**Makeup RequestDue**
Wk 3(L6-8) 9/2		L6/LQ6	L7/LQ7	L8/LQ8		HW3(L5-6)
Wk4(L9-11) 9/9	L9/LQ9	L10/LQ10	L11/LQ11,			HW4(L7-9) Q2(L5-8)
Wk 5(L12-13) 9/16	L12/LQ12	L13/LQ13		HW5(L13) HW6(L1-13)	UE1R, Q3(L9-13)	DIS1, PracticeE1
Wk 6(L14-16) 9/23	Exam1 (L1-13)	L14/LQ14	L15/LQ15	L16/LQ16		HW7(L14-15) Q4(L14-15)
Wk 7(L17-19) 9/30	L17/LQ17	L18/LQ18	L19/LQ19			HW8(L16-17) HW9(L18)
Wk 8(L20-22) 10/7	L20/LQ20	L21/LQ21	L22/LQ22		HW10(L19) Q5(L16-19)	HW11(L20) HW12(L21-22)
Wk 9(L23) 10/14	L23/LQ23	HW13(L14-23) Q6(L20-23)	UE2R, DIS2 PracticeE2	Exam2 (L14-23)		
Wk10((L24-26) 10/21	L24/LQ24	L25/LQ25	L26/LQ26			HW14(L24) HW15(L25-26)
Wk11(L27-29) 10/28	L27/LQ27	L28/LQ28	L29/LQ29			Q7(L24 -25) HW16(L27-28)
Wk12(L30-32) 11/4	L30/LQ30	L31/LQ31	L32/LQ32		HW17(L28-29)	HW18(L24-29) Q8(L26-29)
Wk13(L33-35) 11/11		L33/LQ33	L34/LQ34	L35/LQ35	HW19(L30-31)	HW20(32-34) Q9(L29-33)
Wk14(L36-37) 11/18	HW21(L30-35) Q10(L34-35)	UE3R, DIS3 PracticeE3	Exam3 (L24-35)	L36/LQ36	L37/LQ37	
Wk15 (break) 11/25	ThanksGiving Break Week					
Wk16 12/2	HW22(L36-37)	HW23(Rev36-37) Q11(L36-37)	**END** UE4R, DIS4 PracticeE4			
12/9 (Final)	Final Exam (L1-37)					

All quizzes & exams are proctored by Honorlock. All exams open from 1AM – 11:59PM EST on the specified date. Begin exam no later than 9pm EST (no later than 8pm for finals).

- All homework & quizzes are open at the beginning of the term and due at 11:59 pm on the date specified here. **Only** LQ, HW, PracticeEn have a 2-day grace period. **E**xams must be taken on the day shown here. **The Cumulative Final exam is on Monday, 12/9/24.**
- Calculus 1 Review lessons: L11 (limits), L12 (L'Hospitals' Rule). Mini review lessons L10, 23, 35.
- **Watch** lecture Ln video first; **Answer** questions LQn related to the lesson after watching the video. **Complete** Homework HWn on material learned. **Upload** Exam n Review UEnR. **Discuss** DISn course material related to Exam n.
- You may always complete & submit work early if you have other plans, but not late.

- Due date is NOT Do date. If you wait to submit and you run into any issues, you will be out of luck.

2. INTRODUCTION

2a. COURSE DESCRIPTION and CONTENT. MAC2312, Calculus II, is the 2nd semester in the three-semester calculus sequence MAC2311, 2312, 2313 covering basic calculus. The course begins where MAC2311 left off at integration techniques, followed by a study of infinite sequences and series, culminating with Taylor Series and applications, followed by a study of parametric equations and polar coordinates and concludes with applications of definite integrals finding volumes.

This is an ONLINE VERSION of MAC2312 – all content is delivered online. Students view 37 online *lecture videos(L)* and complete 37 *lecture questions (LQ)* in Canvas. Students also complete 23 *online homework (HW)*, and *upload 4 written assignments for Exam Review (UER)* in Canvas. Students are encouraged to engage in discussion forums by posting questions and answers on the 3 *Discussions Boards* on Canvas. Eleven quizzes, three *unit* exams and a *cumulative* final exam are posted on Canvas and administered through Honorlock. **There is no drop of any exams.   You must take the exams on the dates specified in the course calendar.**

2b. PREREQUISITES. MAC2311 with a minimum grade of C or AP/IB/AICE credit for MAC2311 or higher. MAC2312 assumes that you have essential PreCalculus skills (both Algebra and especially Trigonometry) as well as the calculus 1 skills necessary to succeed in this course.

Students may find a short list of review materials in the last section of this syllabus, and in the Course Resources on Canvas as well as the review lessons L11 (limits) & L12 (L'Hospitals Rule). We encourage students to review the prerequisite material now to gain a strong knowledge to succeed in calculus II. MAC2312 begins with integration chapter, you should already be competent in integrating simple functions and the use of u-substitution. We strongly recommend students who are having difficulty with these core calculus skills to review MAC2311 (or take the UF course if you have not done so). You may switch courses on one.ufl.edu during the drop-add period.

2c. General Education Objectives and Learning Outcomes. This course is a mathematics (M) course in the UF General Education Program. Completing this course with a minimum grade of C will satisfy the student's State Core Mathematics requirement of the UF General Education Program. Courses in mathematics provide instruction in computational strategies in fundamental mathematics including at least one of the following: solving equations and inequalities, logic, statistics, algebra, trigonometry, inductive and deductive reasoning. These courses include reasoning in abstract mathematical systems, formulating mathematical models and arguments, using mathematical models to solve problems and applying mathematical concepts effectively to real-world situations.

After successful completion of this course students will have demonstrated competency in the following Student Learning Outcomes (SLOs):
• **Content**: Students demonstrate competence in the terminology, concepts, theories, and methodologies used within the discipline. After completing this course students will gain a knowledge of integration, series, and parametric equations and polar coordinates.
• **Communication**: Students communicate knowledge, ideas, and reasoning clearly and effectively in written and oral forms appropriate to the discipline. Throughout this course students will communicate mathematical ideas through writing on their discussion posts and written assignments as well as verbally during office hours.

• **Critical Thinking**: Students analyze information carefully and logically from multiple perspectives, using discipline-specific methods, and develop reasoned solutions to problems. Students will apply their knowledge to solve problems concerning topics that include, but are not limited to, techniques of integration, calculation of volumes of revolution, determining the convergence or divergence of infinite series, using power series representations to evaluate functions and integrals, using the calculus of parametric equations to calculate arc length and graphing, and calculating the areas of polar curves. This will be assessed through homework assignments, discussion quizzes and exams.

2d. REQUIRED MATERIALS.   There is no required **textbook** for this course. (see page 1).

Lecture Notes Shell: You would need to have a copy of the lecture note outlines/shell to take notes while watching the lecture videos. (see 2h on ways to access the shell.)

Computer access and requirements: It's **the student's responsibility** to have a reliable computer, good internet speed and stable internet connection and, to verify that your work is submitted successfully *before the deadline*. If you have any technical issues, please visit the helpdesk website or call 352-392-4357. All assignments should be taken on a computer, not cell phone or tablet, since there may be compatibility issues with CANVAS. Be sure you are using only **Chrome** that works with Honorlock.

Calculators are NOT required and are NOT permitted on Quizzes and Exams (except the basic calculator which is provided in Honorlock)**:** Students should be able to do arithmetic without a calculator. A graphing calculator or computer program (such as Desmos) can be useful as a learning tool when used appropriately, but they are not essential. Calculus is a collection of concepts, ideas and processes that are not mastered through calculator skills.

2e. ASSIGNMENT CALENDAR. (p.3)   All course material and assignments and quizzes are available from the start of the semester. Check the course calendar for due dates and plan your schedule accordingly. You may do more lessons and complete your work early if you have plans on the due date, but you **must take exams on the assigned date**.

A 48-hours grace period is granted to allow students to turn in lecture questions (LQ), homework (HW) or exam practices (PracticeEn) 48 hours late without penalty**.** All other assignments must be submitted by the date indicated on the calendar. **DueDate is NOT DoDate**. The Internet sometimes is not reliable, a reason you should **not wait till the last hours** to complete your online assignment.   If your computer or internet goes down while you try to submit an assignment, you will need additional time and you may miss a due date. If you **miss a due date**, no credit will be given for the work not submitted. Make sure submission is completed prior to the due date.

2f. E-Learning CANVAS (see p1). TURN ON ALERTS from Canvas so that you get timely course information in your UF email. Select "Notify Immediately" for *Announcement*, *Discussions* and *Grading*, etc. Click on Turning on Alert for more information.   Announcements are sent throughout the semester.

You are responsible for verifying that your grades are accurate. You have one week after a score has been posted to contact your TA if you believe there has been a recording error. There is no grade dispute at the end of the semester.

2g. Emails. Your TA is your first contact in the class. You should email your TA only *for **personal/private** course related issues that are not addressed in syllabus or announcements, please cc the instructor in the email.* For non-personal/private issues, please post them in any of the 3 course discussion forums.

All communication between students and instructors and between students should be respectful and professional. All official class communications will be sent only to the ufl.edu addresses or Canvas inbox and Announcements. Students are responsible for any class information sent to their ufl.edu account and their Canvas inbox/Announcement. Please check them regularly and sign your name to your e-mails.

2h. EVALUATION. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

2i. LECTURE VIDEOS. The lecture videos provide the main presentation of course material. They introduce and provide examples of new course material. Attendance (that is, watch the lecture videos weekly and working out the Lecture Questions (LQ)) at these lectures is strongly encouraged. Lecture note outlines will be available on Canvas from day one of the semester. You need to access each video directly through each Lecture on Canvas Home Page under 'Lectures'. Re-watch them if necessary.

- To stay current with the course, you must watch the lecture video weekly following the schedule posted in the course calendar. Start early and stay ahead so you don't miss any due dates.
- You should watch the lectures and answer the corresponding Lecture Questions (LQ) on Canvas and complete homework problems (HW). If you like to watch it every other day, there is a 48-hours grace period. I suggest having work submitted by the due date and use the grace period for the absolute emergency such as internet, computer, traveling, weather related emergencies…etc.
- It's possible to **get ahead** in this class if you complete each assignment early, but you must take exams on the specified dates. **If you have other commitments, adjust your schedule to complete the assignments earlier rather than later.**

Lecture Notes Shell/outline: Taking lecture notes while watching the lecture videos is essential to your learning. You may find lecture note shell in the table of 'lecture notes' under the Course Resources in the course Canvas. It is important that you should have a copy, this will make it easier to take notes while watching the videos and to study for quizzes/exams. There are 3 options to access these outlines: Print out each lecture, purchase a printed packet from Target Copy (if you are in Gainesville, otherwise, beware that there is extra cost for shipping) or download a digital copy if you use a tablet to take notes.

A "class lecture video" and "class lecture outlines" are educational presentations intended to inform or teach enrolled students about a particular subject. Publication without the permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

2j. SUCCESS & FREE HELP: Other than having a strong precalculus and calculus I background, success in MAC 2312 depends largely on your attitude and effort. **Keeping up with the videos is critical**. You may find it beneficial to **work daily** on the material as opposed to saving it all for one day. It is not effective to watch videos and copy notes without following the thought processes involved in the lecture. For that reason, there are Lecture Questions for each lecture which you will need to submit the answer in Canvas as part of your course grade. (see 2f and 3d)

EXPECTATION: This is a very challenging course. **Treating it as anything less than that is inherently unwise, both for your learning and for your grade. Be aware that much of the learning of mathematics at the university takes place** *outside of the classroom* (in the case of an online class, the time spent working on the material *after* watching each lecture video). "**At a minimum**" we expect students to spend 3 hours (in addition to watching lecture videos) *effectively* studying on their own for every credit hour of the course. MAC 2312 is a 4-credit course, which means *at least* **12 hours per week** preparing and practicing problems for this course *in addition to* *watching lecture videos.* If you are not doing as well as you would like in MAC 2312, you may need to put forth more effort. Keep in mind that the goal is to be able to apply the techniques of calculus to problems, not just reproduce the problems you see in class.

Do you know that it takes roughly 45 lecture hours in colleges vs. roughly150 lecture hours in high school to complete a calculus course? The fact of the matter is that university calculus courses go 3^+ times faster and that you probably won't do well if you don't study regularly, or if you wait till the week of the exam to start preparing for the exam. Much of the learning is on you. **Therefore, it is critical that you keep pace with the course material and assignments each week**, Practice, practice and practice. Do not fall behind.

Use the resources available as you study! We encourage you to ask questions, seek help from online office hours, Discussions boards and the Office of Academic Resource Center, Math Help Center in LIT 215, free UF online tutoring services. Do not let misunderstandings go unanswered.

We encourage students to work together, and an important resource to facilitate communication in an online course is the **Discussions boards** in CANVAS. You should check the Discussions boards regularly, posting questions and answers. The effort of asking questions, communicating ideas with fellow students, as well as the practice of writing solutions, are **effective tools** in helping you better understand calculus concepts. This is YOUR forum, take advantage of it by participating in it.

Be a responsible learner! In studying calculus, you must be careful not to let a tutor, a friend or calculator 'think' for you. Be sure to compare the material from tutors, if you use one, with the class material and ask questions to make sure that you can work out problems completely on your own before an exam

It's our hope that through *focused study and practice* you will gain a true appreciation for the important concepts of calculus and their application. We want you to succeed in this class! Be positive and keep up with the course, take the initiative to *get timely help,* before you get too far behind. Students with a positive attitude who are intellectually engaged in learning the material will get the most from the course.

FREE HELP: In addition to attending office hours and posting your questions in Discussion boards in Canvas, the following aids are available.
- The Math Help Center in Little 215 is open for drop-in assistance with homework Monday through Friday from 9:30 to 4:00. It is staffed by mathematics graduate students and undergraduate

assistants. Please note that this space is not designed for intense one-on-one tutoring, but rather as a resource for quick questions and explanations. You should not expect the staff to help you if you have not at least begun your homework and have specific questions. Moreover, they absolutely will not assist you with quizzes or any other such work.

- Teaching Center: 1317 Turlington Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills, tutoring and exam review. They also provide videos of review and sample test problems. Check the webpage, Academic Resources Tutors, for a map of the location, tutoring hours, and test review dates and locations. All students are encouraged to use the Academic Resources.
- Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu for E-learning technical support.
- U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit U Matter, We Care website to refer or report a concern and a team member will reach out to the student in distress.
- Visit the University Policy Department website or call 352-392-1111 (or 9-1-1 for emergencies).
- UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma Center website.
- For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the GatorWell website or call 352-2734450.
- Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the Student Health Care Center website.
- Visit The Counseling and Wellness Center website or call 352-392-1575 for information on crisis services as well as non-crisis services.
- Career Connections Center: Reitz Union Suite 1300, 352-3921601. Career assistance and counseling services.

2k. STUDENTS WITH DISABILITIES. Students requesting accommodations must first register with the Dean of Students Office Disability Resource Centr (DRC) , (352-392-8565). This must be done as early as possible in the semester, so there is adequate time to make proper accommodation. Please note that DRC does not provide testing location for proctored online assessments.

2l. ACADEMIC HONESTY.

Academic Honesty Guidelines: UF students are bound by The Honor Pledge which states "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. See the UF Conduct Code website for more information. If you have any questions or concerns, please consult with the instructor or TAs in this class.

The mathematics department expects you to follow the Student Honor Code. We are bound by university policy to report an instance of suspected cheating to the proper authorities. You may find the Student Honor Code and read more about student rights and responsibilities concerning academic honesty.

In addition, we remind you that lecture videos, notes and GLC2 are the property of the University/faculty member and may not be distributed/shared for any commercial purpose. Students found to be in violation may be subject to discipline under the Student Conduce Code.

2m. DIVERSITY & INCLUSION. The Mathematics Department is committed to diversity and inclusion of all students. We acknowledge, respect, and value the diverse nature, background and perspective of students and believe that it furthers academic achievements. It is our intent to present materials and activities that are respectful of diversity: race color, creed, gender, gender identity, sexual orientation, age, religious status, national origin, ethnicity, disability, socioeconomic status, and any other distinguishing qualities.

2n. EVALUATIONS. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Go to Providing Constructive Feedback website on how to give feedback in a professional and respectful manner. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

3. GRADING

3a. COURSE GRADE. Your course grade is determined by unweighted points as follows:

Practice Quiz and 37 Lecture Quizzes (**drop 3** lowest LQ) (Prac'quiz + 34 LQ)	81 points
Online Homework Group 1 (**drop 1** lowest) (17 HWn)	34 points
Online Homework Group 2 (5 HWn)	30 points
Upload Exam Review (4 UEnR)	40 points
Quiz (**drop 1** lowest) (10 Qn)	100 points
3 Unit Exams(100 each) & 1 cumulative Final(115)	415 points
Total:	700 points

In addition, there are extra credits opportunities (see 3g).

Your final grade will be rounded to the nearest hundredth of the *total* points. Your letter grade will be determined by ***total points earned*** according to the following scale.
There will be no additional curve in this course, extra assignments for individual students to improve their grades are NOT possible.

630 – 700	A	609 – < 630	A –	588 – < 609	B+	560 –< 588	B
539 – < 560	B–	518 – < 539	C+	490 – < 518	C *	469 – <490	C–
448 – < 469	D+	420 – < 448	D	350 – < 420	D–	0 – <350	E

A minimum grade of C (not C –) in MAC 2312 satisfies four credits of the University General Education Mathematics requirement.

For those taking the 'S – U' option: $S > 70\%$, $U < 70\%$.
Approval of the 'S – U' option must be approved by the registrar's office. The deadline for filing an application with the Registrar and further information on the 'S – U' option are given in the Undergraduate Catalog. For a complete explanation of current policies for assigning grade points, refer to the Undergraduate Catalog.

NOTE: We will not review disputed points at the end of the semester. All grade concerns must be settled *within one week of the posting of the grades of the assignment*. No reopening of missed assignments outside this window nor at the end of the semester.

TA – Your main resource is your TA. Contact your TA immediately if you are experiencing problems. He will be available during office hours (or by appointment) to answer your questions about the course material. You should check Canvas regularly and consult with your TA if you have any questions about any recorded grades. All grade concerns must be taken care of within one week of the posting of the score. If you have concerns which cannot be handled by your TA please contact the instructor.

3b. INCOMPLETE GRADES POLICY Students who are currently passing a course and have completed the vast majority of the course work but are unable to complete the course because of illness or emergency may be granted an incomplete grade of I. This will allow the student to complete the course within the first two weeks of the following semester. See the policy on the math department criteria. If you meet the criteria, you must contact the instructor before the finals week to be considered for an I. **A grade of I only allows you to make up your incomplete work, not redo previously completed work, nor closed work.**

3c. GETTING STARTED:

Log in to Canvas and familiarize yourself with the syllabus and the information in the clickable links in Canvas. Make sure you understand what is expected of you in this course. After you have done that, you are ready to begin.

3d. WATCH LECTURE VIDEOS AND COMPLETE LECTURE QUIZZES – Go to Canvas Homepage to access each lecture. Each lecture has an introductory page including the concepts to be covered, and activities you need to do for this lecture. Viewing the video and completing the Lecture Questions (LQ) are important aspects of the learning process. We encourage you to use the notes as well as the videos and the Discussions boards to help answer these questions. After completing LQ, you are ready to practice homework problems (HW).

NOTE: At the time of the taping, we used Early Transcendental Calculus by Stewart. A textbook is no longer required. Please go by the 'topic name' and not by chapter numbers mentioned in the videos.

NOTE: There might be minor typos in some of the videos. Post them on Discussion board if you find them.

3e. HOMEWORK – there are online homework as well as written homework:

1. **Online Homework** (Practice Quiz, LQn, HWn) – Online assignments will be assigned daily. You may access them within each lecture on Canvas homepage or, by clicking on the Assignments tab on the left side of Canvas.
   a. A 48-hours grace period for LQ & HW submissions. No submission after 48 hours past due.
   b. Three lowest LQ scores and one lowest HWn (in group 1) will be **dropped** at the end of the semester to offset possible credit loss due to technical issues or simply just a bad day. (note: Practice Quiz will not be dropped)

Note: Canvas does not allow you to open any work you have not opened, you won't be able to study the missed homework when preparing for exams later. So be sure to do each assignment.

Note: You may experience trouble seeing correct math image or the minus sign in online assignments, quizzes or exams. This issue is typically due to your computer and/or network. **<mark>*Be sure to read the highlighted bullets below under 'Honorlock' to see how to prevent this problem*</mark>**.

2. **Written Homework** (UEnR – Upload Exam n Review)– (See details in UE1R in Canvas).
   - Scan your complete work and upload it in a **single pdf file** before the due date. (Free scanning apps are available on phone or computers). If you use a tablet to do your work, you may simply upload the completed work in pdf format.
   - Your TA is responsible for grading and recording all UEnR scores.
   - All assignments will have posted due dates, and these due dates will not be extended without the approval of the Dean of Students office.

Personal computer issues will NOT be a reason to offer any type of extension. It is strongly recommended that you begin the homework well before the due date to account for any unforeseen difficulties. If you have any issues accessing the online homework, please contact your TA, post them in Discussion board to see if your classmates have the same issue and/or visit the helpdesk website or call 352-392-4357.

Do not try to complete all assignments in one sitting; Remember, **Due Date is NOT Do Date!** Start and submit them early so you won't miss the deadline and still have time to digest and absorb the material. **NOTE:** Complete assignments before each exam. The purpose of assignments is to practice problems to understand and master the material learned. **Completing them after exams is not helpful to your learning nor your grades.**

<mark>**NOTE:** **If you have questions** that are not addressed in the **syllabus** nor **announcements**, post them on any **discussions board or, email our TA for private/personal questions related to the course**.</mark>

3f. QUIZZES & EXAMS. See 4. TESTING. Do not post quiz or exam questions in Discussions boards.

3g. EXTRA CREDIT. You may earn up to 728 out 700 points in this class by posting Q&A in DISn, and complete PracticeEn (exam practice assignments These are your only opportunities to earn extra credit this semester. No other extra credit will be offered. Correct letter grade will be manually calculated and updated in Canvas **after** all grades are in at the end of the semester.

3h. ADDITIONAL PRACTICE PROBLEMS.
   - NYTI: There are problems listed at the end of each lecture called 'Now You Try It' (NYTI). These are written by the instructor and are designed to emphasize important concepts and provide extra practice of the lecture material. NYTI problems are not graded, but some of them are included in the assignments, so it is strongly encouraged that you work them out. **Solutions to NYTI are posted** in the 'Lecture Notes' table under Course Resources in Canvas.
   - I also wrote 277 extra practice problems and the answers, posted in the Course Resources.

4. TESTING.

There are 11 quizzes and three 90-minute unit exams and one two-hour cumulative final exam. They are given on Canvas and administered through Honorlock(HL). All **quizzes** are open from day 1, you may complete and submit them early, but they must be submitted by the due date specified in the calendar.

All **exams** are open on the date specified in the calendar from 1 AM EST and close at 11:59PM EST or when your time is up, whichever comes first. You should start your exam no later than 9pm EST (or 8pm EST for the final exam) to ensure maximum time to work on your exam.

As mentioned above, you should check Canvas regularly and consult with your TA if you have any questions about recorded grades. All grade concerns must be taken care of within one week of the posting of the score.

Cell Phones: Cell phones must be turned off (not on vibrate) and out of reach before taking a proctored test or quiz. Use (defined as having one physically in your hand or within reach) of a cell phone during proctored events will be considered contact with another person and will be viewed as a form of academic dishonesty because I cannot be assured in such a circumstance that you have not taken a picture of the test/quiz or sent a text message to someone. As a result, **using a cell phone during a test or quiz for any reason will result in an automatic grade of zero and possible disciplinary action**. Wait until after you have submitted the test/quiz to use it.

Music Players: iPods and other music players are not to be used during tests and quizzes. Having one out during a test or quiz will result in a grade of zero and possible disciplinary action.

Double Time: *We offer double time on all quizzes & exams, so you won't be stressed out in taking assessments online.*

Honorlock*: Honorlock requires Chrome to work*. Be sure to
- *Obtain Chrome* and ***download*** the *Honorlock Google Chrome Extension*
- *Disable Acceleration in Chrome. (Chrome acceleration may cause lag or crash, so it's a good idea to disable it before taking math assessment).*
- *Do NOT have too many plugins enabled for Google Chrome.* Adblockers are a common cause of browser issues in Canvas.
- *Clear Cache and Cookies and restart your computer* before each exam/quiz. Oftentimes, issues with Canvas are a result of cache/cookies needing to be cleared out and computer/browser need to be restarted after cleaning.

Consult with the helpdesk website (or call 352-392-4357) if you have any technical questions.
We urge you to Livechat with Honorlock Support to do a *speed check* **at least a few days prior to your quiz/exam** to confirm your connection speed and required equipment (ex. webcam, speaker, mic) are in order. It is your responsibility to
- **have *a reliable internet connection with sufficient speed.* Verify with Honorlock that you have an** acceptable internet speed, test-taking location and environment.
- **do a *'speed check'* with *Honorlock before your quiz/exam to confirm your connection, speed and required equipments (ex. Webcam, speaker mic, etc.*) and location are all good to go.**
- Take the 'Practice Quiz' for a test run and get familiar with Honorlock.
- *disable Acceleration in Chrome; don't have too many plugins enabled for Google Chrome; clear cache and cookies and do a restart* before taking any math assignments online.

Doing the above tasks helps prevent 'unreadable math codes' in math assignments/quizzes/tests.

If your answers are not received by Canvas due to some faulty connection/equipment/math image, they are lost for good, we are not able to take anything else to replace your lost answers.

- 'Right click' on the unreadable math code if you encounter/suspect unreadable math issue, then click on 'open image in a new tab' to see the correct image on the *upper left corner* of the new page (this option is not possible during a proctored quiz and exams).

Make sure you are available to take the exams on the designated date. ***Do not request a retake or makeup any missed questions*** *for any quiz or exam, especially due to your poor planning (such as flight delay, work schedule).* However, if you have committed to other plans <u>before</u> the semester starts, you may request a makeup <u>by the end of the 2nd week.</u>

You will not be able to request makeup if problems arise due to your own negligence.
- Some Honorlock agent will tell you the problem is with the exam itself if you could not see math images correctly, this is not true. It mostly is because you did not follow the highlighted steps above. No grade adjustment, drop questions or retake will be granted.

If you are uncertain as to the reliability of your internet service provider or internet connection, find a place to take your exam where the connection is reliable. Makeup is not possible for failed connection. Do not disconnect webcam before you have submitted your quiz/exam. **Failure to do so may result in a 0.**

4a. SEMESTER UNIT EXAMS. Each Unit Exam will be given in Canvas consisting multiple choice questions and possibly a few fill-in-the-blank questions, similar format as in homework. Your exam score is displayed immediately after your submission. The exam is locked after the test.

4b. FINAL EXAM. A mandatory, cumulative final exam in Canvas will be given on the date shown in the course calendar. The final exam also consists of multiple-choice questions and possibly a few fill-in-the-blank questions.

Quizzes and Exams are locked after submission. You may request a 20-minute private conference with your TA to review your quiz or exam within one week after your submission and, within 24 hours after your final exam submission. You may access ***past exams*** (previous semesters) under the Exam Information to help studying for the finals.

4c. MAKEUP POLICIES. Exams must be taken on the exam date; all pre-approved make-up must be arranged prior to the exam. Students can request makeup if they meet the requirements below, but we *do not allow exam re-take nor makeup after you have started the exam*. Requirements for make-up exams, assignments, and other work in the course are consistent with university policies. See <u>UF Academic Regulations and Policies</u> for more information regarding the University Attendance Policies. All make-up work must be arranged with the course instructor unless otherwise stated below.
1. **Exam Conflicts**
    a. If you have a time conflict with an exam for this class and *another assembly exam*, and the course number for the other class is higher than 2312, you must contact the course instructor during the ***first two weeks of this term*** and request to take a makeup exam. You must present documentation of the higher number course. If your other course has a lower course number than 2312 or your other exam isn't an assembly exam, please contact your instructor in that course to make arrangements. See <u>UF Exam Policies</u>.

b. If you are participating in a religious observance, you may make up an exam only if you make arrangements with the instructor ***during the first two weeks of the term.*** If you are participating in a UF sponsored event, you may make up an exam only if you make arrangement with the instructor at least ONE WEEK PRIOR to the event, You must present documentation of the UF sponsored event.

2. **Makeup – Exams**:
   a. If *serious* illness or other last minute *extenuating* circumstances cause you to miss an exam, email TA within 24 hours. Then, as soon as possible after you return to campus, provide the appropriate documentation to the instructor.
   b. If you have committed to a travel prior to the semester start, you may request make-up by the end of the 2nd week of classes.
   c. Contact your TA *immediately* if you have a court order date conflicting with an exam.

   *Missing a quiz or an exam due to negligence or poor planning (eg. travel), however, will result in a minimum 10% penalty on your makeup work. **You will be denied a makeup if you have not completed at least 75% of all the course work thus far.***

3. **There is no make-ups** on any assignments or extra credit work.

All makeup must be completed by the **last Monday** of the semester **before the final exam**.

Note: Information in this syllabus is subject to change. Any changes will be clearly announced in either Announcements, Discussions forum or through ufl.edu email.

5. FORMULAS YOU ARE EXPECTED TO KNOW.

This course assumes that you have a sound precalculus and calculus 1 background. The following is a summary of some important concepts used in solving calculus problems. The textbook provides a more complete review of these essential topics.

COMPLETING THE SQUARE $\qquad x^2 + ax + b = (x + \frac{a}{2})^2 + (b - (\frac{a}{2})^2)$

LAW OF EXPONENTS $\qquad a^{n+m} = a^n a^m \qquad a^{n-m} = \frac{a^n}{a^m} \qquad (a^m)^n = a^{mn}$

PROPERTIES OF logarithms $\qquad log_b|xy| = log_b|x| + log_b|y|$

$$log_b \left|\frac{x}{y}\right| = log_b|x| - log_b|y|$$

$$log_b|a^m| = m \, log_b|a|, \qquad log_b|x| = \frac{\ln |x|}{\ln b}$$

PARABOLA $\qquad y = f(x) = ax^2 + bx + c \qquad\qquad$ CIRCLES $\qquad (x - a)^2 + (y - b)^2 = r^2$

$\qquad$ Vertex $\quad x = -\frac{b}{2a}, \ y = f(-\frac{b}{2a}) \qquad\qquad\qquad$ Center $\ (a, b)$, radius $= r$

Derivatives

$$\frac{d}{dx}(\sin x) =$$ $$\frac{d}{dx}(\csc x) =$$ $$\frac{d}{dx}(\cos x) =$$ $$\frac{d}{dx}(\sec x) =$$

$$\frac{d}{dx}(\tan x) =$$ $$\frac{d}{dx}(\cot x) =$$ $$\frac{d}{dx}(\arctan x) =$$

$$\frac{d}{dx}(a^x) =$$ $$\frac{d}{dx}(e^x) =$$ $$\frac{d}{dx}(\log_a x) =$$ $$\frac{d}{dx}(\ln x) =$$

Integrals

$$\int \frac{1}{x} dx =$$ $$\int e^x\, dx =$$ $$\int a^x\, dx =$$

$$\int \sin x\, dx =$$ $$\int \cos x\, dx =$$ $$\int \tan x\, dx =$$ $$\int \cot x\, dx =$$

$$\int \sec^2 x\, dx =$$ $$\int \csc^2 x\, dx =$$ $$\int \sec x \tan x\, dx =$$ $$\int \cot x \csc x\, dx =$$

$$\int \tan^2 x\, dx =$$ $$\int \cot^2 x\, dx =$$ $$\int \frac{1}{a^2 + x^2}\, dx =$$

Trig Identities

$$\sin^2 x + \cos^2 x = 1 \qquad \tan^2 x + 1 = \sec^2 x \qquad 1 + \cot^2 x = \csc^2 x$$

$$\sin^2 x = \qquad\qquad\qquad\qquad \sin 2x =$$

$$\cos^2 x = \qquad\qquad\qquad\qquad \cos 2x =$$

Know values of $\sin x,\ \cos x,\ \tan x$ at $x = 0,\ \frac{\pi}{6}, \frac{\pi}{4}, \frac{\pi}{3}, \frac{\pi}{2}$; arctan(a) at a=0, 1, sqrt(3), 1/sqrt(3).

(know the values of the other trig. functions at these angles and know the values of all trig functions at complementary and supplementary angels of the angles above)

Chain Rules $$(f(g(x)))' = f'(g(x))g'(x)$$