MTH 175 (Spring 2019) Syllabus

Applied Calculus (4 credits)
University of Wisconsin-La Crosse

Section	Class number	Days / Times / Location
175-01	1909	MoTuWeTh 7:45a-8:40a, Centennial 3211

Instructor Information

Instructor: Dr. Edward D. Kim
Office: 1018 Cowley Hall
Phone: 608-785-6613
Email: @uwlax.edu

Office Hours

Day of week	Time	Location
Mondays	5:00pm-6:00pm	My office (1018 Cowley)
Tuesdays	4:00pm-5:20pm	My office (1018 Cowley)
Wednesdays	6:00pm-7:00pm	My office (1018 Cowley)
Thursdays	1:10pm-2:05pm	My office (1018 Cowley)

Using office hours. If you are stuck on anything, please visit office hours! These are times that my door is open for all students in my math classes to get help and get questions answered. I intentionally pick different times on Mondays vs. Wednesdays, and different times on Tuesdays vs. Thursdays in order to try to increase my availability to students. (If you had a class on Tuesdays and Thursdays at the same time, this increases the chances that if one time doesn't work, the other time will hopefully work.)

To make use of any of the times listed above, I encourage you to show up without an appointment. The times listed are "open hours" so there is no need to let me know in advance that you are dropping by. If these times do not work for you, or if you need to discuss a private matter, please e-mail me about setting up a one-on-one office hour by appointment. (To ensure that the above "open hours" are available to all, I cannot set up an appointment during the times listed above.)

If someone has arrived for office hours before you, do not hide in the hallway out of view. I will work hard to rotate through so that everyone has a fair chance at getting their questions answered. In addition, by listening to what other people struggle with, you may end up wanting to hear the answer to another question anyway!

Course Description

Catalog Description

Basic concepts and methods from differential, integral, and multivariate calculus. Logarithmic and exponential functions are included, but not trigonometric functions. Emphasis of the course is on models and applications in business and the social, life, and physical sciences. Prerequisite: grade of "C" or better in MTH 150 or two years of high school algebra and appropriate placement test score. (Successful completion of MTH 175 precludes taking MTH 150. Successful completion of MTH 207 precludes taking MTH 175.) Offered Fall, Spring, Summer.

Prerequisites

Grade of "C" or better in MTH 150 or two years of high school algebra and appropriate placement test score. (Successful completion of MTH 175 precludes taking MTH 150. Successful completion of MTH 207 precludes taking MTH 175.)

Course Learning Outcomes

Students will develop an understanding of and appreciation for the theory and applications of calculus, especially with a focus on applications to business and economics. Specifically, the student will:

- Evaluate limits of a function or distinguish those cases in which the limit does not exist.
- Solve business application problems involving finding the marginal of some function using differentiation.
- Compute the tangent line to the graph of a function at a point.
- Calculate the derivative of polynomial, rational, exponential, and logarithmic functions and apply this to cost/revenue/profit.
- Find a derivative using the product, quotient, and chain rule and apply this in business contexts (e.g. revenue).
- Understand the connection between marginal cost/revenue/profit and a derivative.
- Use derivatives to determine the shape of a graph and draw conclusions for cost/revenue/profit.
- Use derivatives to find minimum cost and maximum revenue/profit and find extreme values of a cost model on a closed interval
- Compute the elasticity of demand at a given price
- Evaluate definite and definite integrals using substitution
- Apply integration to problems of area and consumer/producer surplus given supply and demand functions

Materials and Tools

R. A. Barnett, M. R. Ziegler, K. E. Byleen. *Calculus for Business, Economics, Life Sciences, and Social Sciences*. 13th Edition. Pearson. This textbook will be available from Textbook Rental.

General Education Program

MTH 175 is a course in the `Mathematics' list of GE 02 (http://catalog.uwlax.edu/undergraduate/generaleducation/#generaleducationrequirementstext).

Format

This is a face-to-face course. You may be asked to reference materials or participate online through the learning management system, Canvas. If that is the case, you will need your UWL NetID to login to the course from the Canvas homepage (http://www.uwlax.edu/canvas/).

Grading Policies

Your overall course grade is determined by the following components, with the weights given:

- WeBWorK: 20% of your grade. WeBWorK is an online homework system, accessed by visiting https://webwork2.uwlax.edu/webwork2/MTH175-Kim/ (https://webwork2.uwlax.edu/webwork2/MTH175-Kim/) with both your username and initial password being the part before the at-sign in your uwlax e-mail address. To succeed in this class, you should regularly complete assignments immediately after the topic has been covered in class. Do not always complete assignments at the last minute. The "E-mail instructor" button is **only** for technical errors in WeBWorK: mathematical concerns should be discussed in office hours. **E-mail is not a good format for discussing mathematics, so visit office hours instead.**

- Quizzes: 20% of your grade. There are 21 in-class quizzes which will take place in the last 5 minutes of class most Tuesdays and Thursdays as shown in the calendar (next page). A quiz will not cover material presented in the previous two class sessions: so a Thursday quiz may cover up to Monday's class. A Tuesday quiz may cover up to last week Wednesday's class. Starting with Quiz 03, material covered on a quiz does not include material from the previous three class days. So, Quiz 03 on February 7 may cover material up to January 31. Similarly, Quiz 04 on February 12 may cover up to material up through the end of class on February 5. (The only exception to this is Quiz 02, which has the same material cutoff as Quiz 03, namely, January 31.) The lowest 3 quizzes will be dropped. There are no make-up quizzes, except in extreme circumstances determined by the instructor. The questions from the quizzes are based on the textbook exercises. Quiz 01 is a "get to know you" video that you will submit in Canvas. Quiz 02 and beyond are written in-class quizzes. AAA timing of quizzes
- In-class exams: 40% of your grade. Other than the final, there are four in-class exams of 55 minutes, each of equal weight.
    - Exam 1 (on Thr Feb 21) covers material from Jan 28 through the end of class on Feb 14.
    - Exam 2 (on Thr Mar 14) covers material from Jan 28 through the end of class on Mar 7, with emphasis on material after Feb 14.
    - Exam 3 (on Thr Apr 4) covers material from Jan 28 through the end of class on Mar 28, with emphasis on material after Mar 7.
    - Exam 4 (on Thr Apr 25) covers material from Jan 28 through the end of class on Apr 18, with emphasis on material after Mar 28.

  While exams generally emphasize later material, mathematics is inherently cumulative so the **exams are cumulative too**. Exams must be taken on the scheduled day unless prior arrangements have been made for extreme circumstances.
- Final Exam: 20% of your grade. The final exam is comprehensive (covers all sections which we covered). In accordance with the final exam schedule (https://www.uwlax.edu/records/faculty-staff-resources/final-exam-schedule/#tab-spring-2019), the final exam is on Thursday, May 16, 2019. The exam starts at 2:30pm and is two hours long. In accordance with the growth mindset policy of this class, if your percentage on the final is higher than your percentage on an in-class exam, the score for one of your in-class exams will be replaced with the final exam percentage.

Late Assignments, Missed Exams

Assignments are due on the dates indicated in the Course Schedule. For extenuating circumstances that impact your ability to meet deadlines or participate in class activities, you are responsible for alerting me as soon as possible. If a situation should arise (e.g., ill on an exam day), please notify me by e-mail as soon as possible: a determination of alternate arrangements will be made on a case-by-case basis, but the instructor has the final determination for what absences are eligible, which is why it is important to alert the instructor as soon as you know of an absence which would affect an assignment deadline or test date.

Attendance and Participation

There are no points in the course grading policies assigned to attendance or participation. Though attendance and participation do not have a direct effect on your grade, attendance and participation are required for success with homeworks, quizzes, and exams. I strongly recommend that you attend and participate every class session! If you have any extenuating circumstance that may prevent full attendance or participation, please let me know as soon as possible.

Expectations for Graded Work

I provide students feedback and/or scores on assignments that require individualized grading. Generally, I return work that requires individual feedback within 21 days from the date the work was due. I will notify you if I am unable to grade the work within the 21-day timeframe, and will identify a revised return date. If you submit work after the due date, it may not be accepted for credit, and it may not be returned within 21 days.

The grades for any work that is graded electronically, such as scanned examinations, will be accessible to you within 14 days of the due date for the work. If you submit electronically graded work after the due date, it will not be accepted for credit except under extreme circumstances determined by the instructor.

Your graded coursework will be returned in compliance with FERPA regulations, such as in class, during my office hours, via the course management system through which only you will have access to your grades, or using . Assignments will be returned as

soon as possible but due to the nature of mathematics assignments (especially where a consecutive assignment can be started prior to the previous assignment being due), it is not possible to return work prior to a similar assignment being due, but you should generally have returned work with feedback within the subsequent assignment being due.

Grading Scale

To be guaranteed a given grade, a student needs to obtain at least the following overall percentage:

Letter Grade	Minimum Percentage
A	91%
AB	88%
B	82%
BC	78%
C	70%
D	60%

Course Outline and Schedule

Please note that the timing of activities and topics listed below may change. I will give you timely notice of any major changes in the syllabus through email, on Canvas, in class, or some combination of methods.

Monday	**Tuesday**	**Wednesday**	**Thursday**
Jan 28 (Session 1) functions	Jan 29 (Session 2) algebra review	Jan 30 (Session 3) algebra review	Jan 31 (Session 4) 2.1: limits
Feb 4 (Session 5) 2.1: limits Quiz 01 due online	Feb 5 (Session 6) 2.2: infinite limits Quiz 02	Feb 6 (Session 7) 2.2: infinite limits	Feb 7 (Session 8) 2.2: infinite limits Quiz 03
Feb 11 (Session 9) 2.3: continuity	Feb 12 (Session 10) 2.3: continuity Quiz 04	Feb 13 (Session 11) 2.4: derivative	Feb 14 2.4: derivative Quiz 05 (Session 12)
Feb 18 (Session 13) 2.5: deriv. properties	Feb 19 (Session 14) 2.5: deriv. properties Quiz 06	Feb 20 (Session 15) 2.7: econ review	Feb 21 (Exam day) **EXAM 1**
Feb 25 (Session 16) 2.7: marginal an	Feb 26 (Session 17) 3.1: interest Quiz 07	Feb 27 (Session 18) 3.2: exp/log deriv	Feb 28 (Session 19) 3.2: exp/log deriv Quiz08
Mar 4 (Session 20) 3.3: product rule	Mar 5 (Session 21) 3.3: quotient rule Quiz 09	Mar 6 (Session 22) 3.4: Chain rule	Mar 7 (Session 23) 3.4: Chain rule Quiz 10
Mar 11 (Session 24) 3.7: elasticity	Mar 12 (Session 25) 4.1: first deriv Quiz 11	Mar 13 (Session 26) 4.1: first deriv	Mar 14 (Exam day) **EXAM 2**
Mar 18 *Break*	Mar 19 *Break*	Mar 20 *Break*	Mar 21 *Break*

Mar 25 (Session 27) 4.2: second deriv	Mar 26 (Session 28) 4.2: second deriv Quiz 12	Mar 27 (Session 29) 4.4: curve sketching	Mar 28 (Session 30) 4.4: curve sketching Quiz 13
Apr 1 (Session 31) 4.5: abs max/min	Apr 2 (Session 32) 4.5: abs vs local Quiz 14	Apr 3 (Session 33) 4.6: area, volume	Apr 4 (Exam day) **EXAM 3**
Apr 8 (Session 34) 4.6: optimization	Apr 9 (Session 35) 4.6: optimization Quiz 15	Apr 10 (Session 36) 4.6: optimization	Apr 11 (Session 37) 5.1: antider Quiz 16
Apr 15 (Session 38) 5.1: antider	Apr 16 (Session 39) 5.2: substitution Quiz 17	Apr 17 (Session 40) 5.2: substitution	Apr 18 (Session 41) 5.2: substitution Quiz 18
Apr 22 (Session 42) 5.4: definite int	Apr 23 (Session 43) 5.4: definite int Quiz 19	Apr 24 (Session 44) 5.5: FTC	Apr 25 (Exam day) **EXAM 4**
Apr 29 (Session 45) 5.5: FTC	Apr 30 (Session 46) 6.1: area btw curves Quiz 20	May 1 (Session 47) 6.1: area btw curves	May 2 (Session 48) 6.2: applications Quiz 21
May 6 (Session 49) 6.2: applications	May 7 (Session 50) 7.1: several vars Quiz 22	May 8 (Session 51) 7.2: partial diff	May 9 (Session 52) 7.2: partial diff

This calendar shows what we will tentatively cover in class each day.

Homework

This class will have collected and uncollected homework.

- Collected homework is completed online (through WeBWorK). Once you complete a problem and have WeBWorK certify that with a horizontal green bar, you do not need to do anything further in that problem. There is no process of "submitting" a completed homework set: so, as soon as you see the green bar, you permanently have credit. (I will periodically transfer the scores from WeBWorK into Canvas.) Some of the exercises may overlap with the uncollected exercises in the table below. There is a gap in time between when material is covered in class and when it is due in WeBWorK. The gap is meant to give you time to absorb the material and visit office hours. If you are always completing assignments on the due date, you are always behind in material in the class! To succeed in this class, you should regularly complete assignments immediately after the topic has been covered in class. Do not always complete assignments at the last minute. Several policies/guidelines/expectations:
    - Do not skip the uncollected homework. The only reason there is a separation into collected versus uncollected homework is so that you will get feedback in a timely manner.
- Uncollected homework is found in the table below. Though these assignments are not collected, you should do as many as possible as practice problems. The first column shows the textbook section. The next column shows exercises assigned from the textbook. Exercises marked with an asterisk (*) are the **only** problems for which you should use a calculator or computer. (For problems without an asterisk, use of technology only to **check** answers is suggested.) Though textbook exercises are not collected or graded, to encourage you to do the book problems, **each exam will contain at least one problem from the list of problems in the table below**.

Section	WeBWorKs	Textbook exercises
2.1	1, 2	9-37odd, 47, 51, 53, 55, 59, 61, 63, 73, 75
2.2	3, 4	9-16, 17-23odd, 51, 53, 55, 57, 85abd
2.3	5, 6	9-29
2.4	7, 8	9ab, 11ab, 19-45, 55, 79, 81

2.5	9, 10	9-63odd, 79, 89
2.7	11, 12	9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 23, 25, 27, 33b, 35ab, 47
3.1	12, 13	9-20 (use a calculator), 25-32
3.2	14, 15	9-23, 27, 31, 35, 37, 39, 41
3.3	16, 17	15, 17, 19, 25, 31, 37, 53, 59, 63, 69, 93ab
3.4	18, 19	9, 13, 15, 17-38 , 41, 45, 51, 53, 63, 79, 91
3.7	20	15-38odd, 51, 52, 53
4.1	21, 22	9-25, 33, 37, 41, 43, 45, 61, 65, 67, 69, 73, 75, 81, 85
4.2	23, 24	9, 11, 13-16, 17, 21, 25, 31, 33, 39, 41, 45, 53, 63, 67, 71, 83
4.4	25, 26	9, 10, 11, 13, 15, 19, 25, 35
4.5	27, 28	21, 25, 33, 35, 39, 43, 49, 53, 57, 59, 61, 63, 67
4.6	28, 29, 30	9-21odd, 27-31odd, 35
5.1	31, 32	9-23, 25, 31, 33, 43-53, 55, 57, 63, 65, 83B, 85
5.2	33, 34, 35	9-49, 59, 67, 77, 81
5.4	36, 37	7, 19, 31-41
5.5	38, 39	13-45, 59, 69, 71, 81, 87
6.1	40, 41	15, 19, 23, 25, 33-40, 45, 49, 51, 55, 85
6.2	42, 43	55, 56, 57, 58, 59, 60, 63, 65
7.1	44, 45	9, 11, 31, 35, 37, 43; Sketch domain of 50, 51, 55, 57
7.2	45, 46	9, 11, 17, 19, 23, 31, 35, 39, 43, 61

WeBWorK information

Access WebWorK at https://webwork2.uwlax.edu/webwork2/MTH175-Kim/ (https://webwork2.uwlax.edu/webwork2/MTH175-Kim/). To log in, your username AND password are BOTH the same: they are the part of your uwlax e-mail address before the @ sign. YOUR PASSWORD FOR WEBWORK IS NOT THE PASSWORD USED FOR WINGS AND OTHER CAMPUS RESOURCES.

Since the material in ww00 is a review, this long assignment should be completed as soon as possible! There is a gap between the suggested due date and the actual due date. The suggested due date is the first date that I think you should be able to complete the assignment. The extra days between the suggested due date and the actual due date are meant to give you time to absorb the material, ask me questions, and serves as a buffer.

Each problem will be worth one point. As soon as you see the green horizontal bar for a problem, you have received full credit. You can move on to another problem. You do not need to do anything to "submit" an entire WeBWorK homework set. Once the green bar is seen, you have received credit for that problem in the set.

Inputting mathematics into WeBWorK

Here's a table that shows how to input many of the typical mathematical formulas for our class. A more complete list is available at http://webwork.maa.org/wiki/Available_Functions (http://webwork.maa.org/wiki/Available_Functions).

You want to say	Then type	Comments
x^2+1	`x^2+1`	The symbol is the ``carat'': type shift then 6
$\sqrt{5}$	`sqrt(5)`	

$\sqrt[3]{5}$	`5^(1/3)`	Use the fact that $\sqrt[3]{5} = 5^{\frac{1}{3}}$
$(3, 8]$	`(3,8]`	All numbers x such that $3 < x \leq 8$
$[5, \infty)$	`[5,INF)`	All numbers $x \geq 5$
$(-\infty, 5)$	`(-INF,5)`	All numbers $x < 5$
$(-\infty, 5) \cup (5, \infty)$	`(-INF,5)U(5,INF)`	Use `U` for the union symbol $\cup$ and note $(-\infty, 5) \cup (5, \infty)$ denotes all real numbers except 5
$(-\infty, 0) \cup (0, 1) \cup (1, \infty)$	`(-INF,0)U(0,1)U(1,INF)`	All reals except 0 and 1
$\|x + 3\|$	`abs(x+3) or |x+3|`	
$\ln \|x\|$	`ln(abs(x))`	
$\ln\left(\frac{3x + x^{22}}{1 + e^x}\right)$	`ln((3x+x^22)/(1+e^x))`	Parentheses are needed -- order of operations
$\ln\left(\frac{\sqrt{3}}{2}\right)$	`ln(sqrt(3)/2)`	

Watch the video save time in WeBWorK (http://youtu.be/aEtypz8Wsbw). Highlights of video:

- **Using calculators wastes time:** WeBWorK will accept notation similar to what you might type in a calculator. In general, it is faster to type directly into WeBWorK. Skip the step of typing something very similar into a calculator, only to have to copy the numerical output of the calculator into the WeBWorK.
- **Use a text editor:** For complicated expressions with many parentheses or expressions with a lot of repetition, it is helpful to type in Notepad (on Windows) or TextEdit (on Mac) where you have access to copy-paste.

Assignment #	Start (and complete if possible) on	Final due date in system
ww00	ASAP	02/05/2019
ww01	01/31/2019	02/05/2019
ww02	02/01/2019	02/06/2019
ww03	02/05/2019	02/07/2019
ww04	02/06/2019	02/11/2019
ww05	02/07/2019	02/12/2019
ww06	02/11/2019	02/13/2019
ww07	02/12/2019	02/14/2019
ww08	02/13/2019	02/18/2019
ww09	02/14/2019	02/19/2019
ww10	02/18/2019	02/20/2019
ww11	02/19/2019	02/25/2019
ww12	02/20/2019	02/26/2019
ww13	02/25/2019	02/27/2019
ww14	02/26/2019	02/28/2019
ww15	02/27/2019	03/04/2019
ww16	02/28/2019	03/05/2019
ww17	03/04/2019	03/06/2019
ww18	03/05/2019	03/07/2019

ww19	03/06/2019	03/11/2019
ww20	03/07/2019	03/12/2019
ww21	03/11/2019	03/13/2019
ww22	03/12/2019	03/25/2019
ww23	03/13/2019	03/26/2019
ww24	03/25/2019	03/27/2019
ww25	03/26/2019	03/28/2019
ww26	03/27/2019	04/01/2019
ww27	03/28/2019	04/02/2019
ww28	04/01/2019	04/03/2019
ww29	04/02/2019	04/08/2019
ww30	04/03/2019	04/09/2019
ww31	04/08/2019	04/10/2019
ww32	04/09/2019	04/11/2019
ww33	04/10/2019	04/15/2019
ww34	04/11/2019	04/16/2019
ww35	04/15/2019	04/17/2019
ww36	04/16/2019	04/18/2019
ww37	04/17/2019	04/22/2019
ww38	04/18/2019	04/23/2019
ww39	04/22/2019	04/24/2019
ww40	04/23/2019	04/29/2019
ww41	04/24/2019	04/30/2019
ww42	04/29/2019	05/01/2019
ww43	04/30/2019	05/02/2019
ww44	05/01/2019	05/06/2019
ww45	05/02/2019	05/07/2019
ww46	05/06/2019	05/08/2019
ww47	05/07/2019	05/09/2019
ww48	05/08/2019	05/13/2019
ww49	05/09/2019	05/14/2019

General expectations for math courses

- Calculators are not allowed on quizzes or exams. We will talk about what a calculator-less answer to a quiz/exam question looks.
- Do not start late. To be up to date, you must do exercises each day.

How to learn mathematics

- Use mathematical language and grammar. It is my expectation that you work every day not just on *doing* mathematics, but speaking and thinking in standard mathematical grammar. You should expect this of yourself.
- As you do mathematics, work on explaining what you are doing in complete sentences. Avoid using the word "it".
- Be sure to read the book section before class and after class. Your before read should be quick. Your after read should be thorough.
- There is no replacement for your effort.
- Do not work on things last minute.
- Keep an honest and accurate log of your study time for class. Be sure to "clock out" when your mind wanders to something else (social media, etc.)
- Take thorough notes in class. If it's written on the board, be sure to have it written in your notebook.
- Review your notebook after every class. The best way to review your notebook is to write a new copy of everything you wrote in your original notebook. This gives you the chance to review, and if even notice when you don't fully understand something. If you notice that you don't fully understand something, drop by office hours and ask for clarification.
- Get help at the first sign of trouble: office hours are times reserved for you to get help. It is normal to use office hours!
- Be sure to read the book section to supplement the things we discuss in class.
- To succeed, you should do the textbook exercises.
- Each day's class is likely to rely on the previous day's material: it is not a good habit to wait to do homework until the day it is due (or the day before).
- Commit to learning something soon after it is discussed in class: then you earn points for it on a quiz, an exam, a later exam, and a final. If you learn it only later, you can only earn points for it later.
- It is not a secret to me that Google and Wolfram Alpha exist. If you use these resources, you remove the struggle for yourself and it will reflect in your quizzes and exams.
- Mathematics requires attention to detail, and use of precise mathematical notation and wording. These things are important to me as I assess your work, so please make them important to you.
- If you commit yourself to understanding each topic in time, then you don't really have to "study" for an exam. If you commit to only "halfway understanding" each topic, then you will need to spend an unnecesary amount of time before each exam "studying", but this cramming does not lead to in-depth knowledge or long-term recall.

Gradescope 'how to' videos

- Setting up your GradeScope account (https://youtu.be/RLpiQIBt6uo)
- Gradescope feedback (https://youtu.be/GjzgE9MFfdI)

Getting help

When you are stuck with math, please get help! Visit regularly-scheduled office hours (no appointment needed). If these times don't work, please e-mail about scheduling an appointment for time outside regularly-scheduled office hours. E-mail is not a good format for discussing mathematics, so visit office hours instead! Mathematical questions will not be answered on the day of a test: the five minutes before a test starts is not an appropriate time to ask a math question.

General expectations

I am committed to your success. To reach success, there is no substitute for your hard work. I value your effort much more than I value getting it right the first time around. I want you to grow and learn this semester, and I hope you will adopt my stance on growth mindset. Ask questions! Embrace mistakes as an opportunity to learn.

UWL Policies and Supports

Academic Integrity and Misconduct

Academic misconduct is a violation of the UWL Student Honor Code (http://catalog.uwlax.edu/undergraduate/academicpolicies/studentconduct/) and is unacceptable. I expect you to submit your own original work and participate in the course with integrity and high standards of academic honesty. When appropriate, cite original sources, following the style rules of our discipline.

Plagiarism or cheating in any form may result in failure of the assignment or the entire course, and may include harsher sanctions. Refer to the Student Handbook #14.02 (https://www.uwlax.edu/student-life/student-resources/student-handbook/#tm-academic-misconduct--chapter-uws-14-) for a detailed definition of academic misconduct. For helpful information on how to avoid plagiarism, go to 'Avoiding Plagiarism' on the Murphy Library website (http://libguides.uwlax.edu/plagiarism2). You may also visit the Office of Student Life (https://www.uwlax.edu/student-life/) if you have questions about plagiarism or cheating incidents. Failure to understand what constitutes plagiarism or cheating is not a valid excuse for engaging in academic misconduct.

Concerns or Complaints

If you have a concern or a complaint about the course, or me, I encourage you to bring that to my attention. My hope would be that by communicating your concern we would be able to come to a resolution. If you are uncomfortable speaking with me, or you feel your concern hasn't been resolved after bringing it to my attention, you can contact my department chair. The Student Academic Non-Grade Appeals process can be found in the Student Handbook (https://www.uwlax.edu/student-life/student-resources/student-handbook/#tm-non-academic-misconduct--chapter-uws-17-). For more information, see appealing a final grade (http://catalog.uwlax.edu/undergraduate/academicpolicies/gradesgradingtesting/#appeal-final-grade) in the Undergraduate Catalog.

Course Access

Access to course materials in D2L/Canvas may cease after the term ends. If you wish to archive materials for your personal records or portfolio you should do so as you progress through the course. As a general rule, you should always save local copies of course-related work. To avoid disasters, you should also save important files to external media or cloud storage.

Eagle Alert System

This class will be participating in the Eagle Alert System (https://www.uwlax.edu/academic-advising-center/eagle-alert/student-resources/) through WINGS. The system is designed to promote student success. If I notice that you are experiencing difficulties early in the semester (e.g., low assignment scores or limited participation), I may note this information and you will receive an email indicating that I have entered feedback. I may also enter positive feedback encouraging you to consider additional learning opportunities. The link in the email will take you to WINGS where you can login to see the feedback. I encourage you to meet with me and/or refer to the helpful campus resources listed below under Academic Services and Resources and on UWL's Student Success page (https://www.uwlax.edu/info/student-success/).

Inclusive Excellence

UWL's core values (https://www.uwlax.edu/chancellor/mission/) include "Diversity, equity, and the inclusion and engagement of all people in a safe campus climate that embraces and respects the innumerable different perspectives found within an increasingly integrated and culturally diverse global community." If you are not experiencing my class in this manner, please come talk to me about your experiences so I can try to adjust the course if possible.

Name/Prounouns

I will do my best to address you by a preferred name or gender pronoun that you have identified. Please advise me of this preference early in the semester so that I may make appropriate changes to my records. Information on UWL's preferred name policy is available here (https://www.uwlax.edu/records/preferred-name/) and UWL's Pride Center is available for additional assistance.

Student Evaluation of Instruction (SEI)

UWL conducts student evaluations electronically. Approximately 2 weeks prior to the conclusion of a course, you will receive an email at your UWL email address directing you to complete an evaluation for each of your courses. In-class time will be provided for students to complete the evaluation in class. Electronic reminders will be sent if you do not complete the evaluation. The evaluation will include numerical ratings and, depending on the department, may provide options for comments. The university takes student feedback very seriously and the information gathered from student evaluations is more valuable when a larger percentage of students complete the evaluation. Please be especially mindful to complete the surveys.

Academic Services and Resources at UWL

Below are services available to all UWL students, including online students:

- Academic Advising Center (http://www.uwlax.edu/advising/)
- ACCESS Center (http://www.uwlax.edu/access-center/) (formerly Disability Resources)
- Career Services (http://www.uwlax.edu/careerservices/)
- Counseling and Testing Center: (http://www.uwlax.edu/counseling/)
- Financial Information: Financial Aid Office (https://www.uwlax.edu/finaid/) and It Makes Cents (https://www.uwlax.edu/it-makes-cents/)
- Murphy Learning Center (http://www.uwlax.edu/murphy-learning-center/) (Walk-in tutoring)
- Murphy Library (http://www.uwlax.edu/murphylibrary/)
- Multicultural Student Services (http://www.uwlax.edu/mss/)
- Public Speaking Center (https://www.uwlax.edu/murphy-learning-center/subject/public-speaking-center/)
- Records and Registration (http://www.uwlax.edu/records/)
- Student Handbook (https://www.uwlax.edu/student-life/student-resources/student-handbook/)
- Student Support Services (https://www.uwlax.edu/student-support-services/)
- Veteran Services (http://www.uwlax.edu/veteran-services/)
- Writing Center (http://www.uwlax.edu/writingcenter/)

Technical Support

For tips and information about D2L/Canvas visit the Information Technology Services (ITS) student support page (http://www.uwlax.edu/D2L/Help-for-students/). Need help making sure your computer is set up correctly for online coursework? D2L's System Check (https://community.desire2learn.com/d2l/systemCheck) ensures that your computer and web browser are configured to properly access their system. You can also contact the ITS Support Center at (608) 785-8774 or email them at helpdesk@uwlax.edu for questions about D2L/Canvas or any other technological difficulties. The hours for ITS are Monday through Thursday from 7:30 am to 6:30 pm, and Friday from 7:30 am to 4:30 pm, Central Time.

Our Legal Obligations to You

The texts at https://www.uwlax.edu/info/syllabus/ (https://www.uwlax.edu/info/syllabus/) reflect UWL's legal obligations to students.