

MATH 1040
Pre-Calculus and Introductory Differential Calculus
(first semester of year-long Calculus)

Fall 2020

Instructor-specific Supplement to MATH 1040 general course policies and calendar

Mrs. Donna Simms

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Section 1 meets in Zoom and/or in Martin M-105
from 8:00 – 8:50 MTWF

Go to http://mthsc.clemson.edu/ug_course_pages/MTHS1040 to download and/or print the department course policies. Read this document to be familiar with the coordinated class policies. Be sure that you understand the grading scale and policies, that you have the 3 Wednesday night test dates and final exam time free, and that you understand there is an online HW component to your grade as well as your section work average.

Go to http://mthsc.clemson.edu/ug_course_pages/MTHS1040 to download and/or print the calendar.

Go to http://mthsc.clemson.edu/ug_course_pages/MTHS1040 to download and/or print the objectives list.

How I see your learning process:

1a) Listen to the lecture(s) through Canvas before you come to class.

- Download and print the L&LA before listening to the lecture(s) for the day. (or use a tablet with a writing tool.) Strive for a peaceful listening environment where you can concentrate on the lectures.

- Listen to my lectures. (I am not expecting you to go find the material on your own on the internet but that doesn't mean you can't look up other material on the internet in your follow up learning stage.)

- Actively listen to the lectures and take notes. It is easier to learn Calculus by having someone teach you and help you than by only reading the book on your own.
- Notes are more than writing down the answer to the problem. The process is important.
- Good notes will make the learning activity time more understandable.
- The lecture problems will be graded when the L&LA is submitted, not just the problems you do on your own.

- If I “go too fast” in the lecture, you can pause the recording till you catch up.
- If you miss something in the lecture, you can rewind me.
- If you have questions, write them down to ask in class or e-mail me.

- Note: DO NOT start the learning activity part of the L&LA before you come to class. Save the LA to do WITH your group.

1b) Lecture Check

- Five minutes before class starts each day, the lecture check assignment will open. The first thing you should do when you “arrive at class” is to check for the required note page of the day. Scan that page and upload the lecture check within the first 10 minutes of class. Once this upload is done, proceed to learning activity time – step 2.

- If it looks like you have started the learning activity part of the L&LA before “attending class”, you will not receive the full 5 points for the lecture check.

- If you are unable to attend class both virtually or in the classroom (illness, conflicts, internet issues, technology issues, etc.) please contact Mrs. Simms as soon as possible to determine together if you are eligible for an excused Lecture Check assignment.
- If you are unable to complete listening to the lecture, taking notes, and uploading the lecture check but you are able to attend class (virtually or in the classroom) and you participate fully, you will receive 1 point for the lecture check.

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2) “Come to class” for Learning Activities

- Once you have listened to the lecture(s) and taken notes on those problems, attend class (virtually or in the classroom when allowed) with a goal of complete the rest of the L&LA problems in the learning activity environment.
- Attendance will be taken during this time also (attendance does not affect your grade).
- If you are attending class virtually, please plan to have your video on if at all possible. It is much easier to learning math together if you can see each other.
- If you are attending class virtually and your connection is lost, you are expected to reconnect as soon as possible. If the instructor’s connection is lost, students are expected to work together until the end of the class meeting time even if the instructor is not able to reconnect.
- Students will be allowed to attend class virtually the entire semester if that is their preference.
- You should be actively working with your group on the learning activity part of the L&LA during this time. (virtual or in the same room with social distancing)
- It is OK to be working with other groups during learning activity time (many days Zoom breakout groups are likely to contain 2-3 Canvas groups.)
- Learning Activities are to help you LEARN. They are not meant for “busy” work. They are the second step in the LEARNING process for this online course.
- I reserve the right to deduct points during class for not being “on task” or not working well as a group during learning activity time.
- I do not want to see the “divide and conquer” approach to learning activities. All students in a group should be on the same problem at the same time.
- Group-time talk should concentrate on Calculus – we have a limited 50 minutes in class – socialize outside of that time. Please work on Calculus only – don’t penalize your whole team because you have a test in another class, etc.
- Please have respect for your classmates by not texting and by restricting phone and computer use to Calculus-related issues.
- Hopefully your group will be able to turn in the learning activity before “leaving class.”
- The latest a L&LA can be turned in is the beginning of class the next day. (see the Assignment Calendar)
- Generally, each L&LA will be graded out of 10 or 20 points for completeness and the impression of correctness in both the lecture and learning activity problems as shown on the top of the 1st page of each document. Neatness, notation, and/or accuracy may be considered in the score.
- Unless otherwise instructed, you will turn in one L&LA per Canvas group.
- Groups who turn in two L&LA will receive the lower grade.
- If you finish the L&LA with classroom time still remaining, you should start on the paper homework or the MLM assignments. Come prepared with materials needed.
- The key to the learning activity will be posted at 5:00 pm the day it is due.
- If a learning activity is ever not collected for a grade, it is your individual responsibility to complete it at some point. Nothing further will be collected or graded – but you do not want to leave a gap in your learning.
- Except for extreme extenuating circumstance, L&LA are not accepted late or by e-mail. The due date shown in the course calendar is the last time a L&LA can be turned in (not the day you should be doing most of the work on it.) – most are set to 10 minutes after class starts. You should “come to class” with the assignments already submitted or ready to submit. The links to turn in assignments shut down automatically based on the server time. Do not wait to the last minute or you might not be able to get the assignment uploaded.

3a) Do your HW – Calc paper and MyLabMath.

- Finish L&LA if necessary.
 - Complete paper HW.
 - Complete MLM assignments.
 - Listen to next day's lecture (back to #1)
- Generally, paper HWs are 5-20 points each. Quizzes (rare) are 5-20 points each. Attending required office hours are 5 points each. Participating in required Canvas discussions are 5-10 points. All will be averaged together.
- Grading will vary: effort, accuracy, individual, group.
 - Grading may also be based on your presentation of the assignment. Papers are expected to be legible, problems numbered, in order, neat work, step by step work, clear final answers. Points may be taken off for improper presentation.
 - I expect to see work – a list of answers is not acceptable in most cases. Points will be taken off for failure to show work.
 - Always remember that it is better to try than not to do.
- Written HW assignments should be scanned as one pdf document per document.
- Paper HW are due electronically at the end of class time. You should “come to class” with the HW done so that you can concentrate on learning activity time.
- Except for extreme extenuating circumstance, HWs are not accepted late or by e-mail. The links to turn in assignments shut down automatically based on the server time. Do not wait to the last minute or you might not be able to get the assignment uploaded.
- Always remember that **it is better to try than not to do**.
 - Homework is meant to help you LEARN. It is not meant for “busy” work. It is the third step in the LEARNING process for this course.
- This is also a good time to read the textbook and its printed examples if you have not pre-read before listening to the lecture.

3b) Important Note

- The learning activities and HW components of the course grade often will not accurately reflect the final course grade.
- Doing the learning activities, HW components, and discussions/groups will help your grade. If you conscientiously do your learning activities, HW components, and participate in discussions/groups these averages may be higher than your test scores. Studying for tests is absolutely necessary – learning activities, HW, and discussions/groups should be considered part of your studying process.
- On the other hand, not actively participating in learning activities, paper HW, and MyLabMath is certain to hurt your grade.

3c) Department Homework

- Each student will work online homework associated with the Calculus text through the web portal, MyLabMath.
- I have done Advanced Integration with Canvas so once you get logged in to MLM you should be able to access MLM assignments directly through Canvas.
- MyLab Math due dates should show up in your Canvas calendar.
- Additional MyLab Math usage will be your personal choice. They have extra problems and practice methods.

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- When working online homework, be sure to follow instructions exactly for entering the answer.
- MyLabMath is 10% of your grade. Take this seriously – they help you learn if approached properly.
- MyLabMath are generally due at 11:00 pm. (Those due on a test day are due at 5:00 pm) The links to complete assignments shut down automatically based on the server time. Do not wait to the last minute or you might not be able to submit the assignment.
- The department homework average will come from the online homework points earned divided by the 95% total number of points with a maximum average of 100%.
- A electronic interactive version of the text is accessible through MyLab Math with interactive figures, video examples, etc.
- There is also a static pdf version of the text accessible through MyLab Math that looks just like the printed text.

4) Follow up learning each day.

- Once any of your work is graded, it is your responsibility to compare your work to Mrs. Simms' posted solutions for . . .

correctness and accuracy

notation

complete calculus thoughts

The point of the lecture and the learning activity is for you to LEARN in a combination of methods – not just to complete another assignment.

- After completing the learning activity and comparing it to the key, it is your responsibility to consider what you have learned and then apply that knowledge to the objective lists. You may be able to understand better what “concept you are learning” if you attempt to match up the lecture/learning activity problems to the objectives and skill set problems.

- Everything in the lecture/learning activity supports at least one objective and corresponding problem(s). The lecture/learning activity problems in combination with the objectives list should give you a complete picture of the type of things that may be expected from you on a test.

- If you feel you do not understand something or have not learned some concept, SEEK ASSISTANCE – don't wait till the last minute. You can get extra help at Mrs. Simms' office hours, at PAL sessions, the CU ASC tutoring services, maybe from extra “meetings” with your group or other Calculus friends, and from Canvas or MyLab Math resources.

- After work has been graded, compare your work to Mrs. Simms' posted solutions for correctness, accuracy, notation, and complete calculus thoughts. As you review an assignment, ask yourself

What was I learning?

Can I recognize another one of these problems?

Can I write it down well?

5) Test Reviews

There will be a test review due the day of Test 2 and Test 3. The Test 1 review is optional. They contain comments referencing the objectives and also problems.

Some percentage of the review will be due by the same process as L&LAs the day you take the test. (print, complete, scan your work, and submit pdf to Canvas).

The key will be made available before this is due. I suggest you work the problems without looking at the key. Then use the key to check yourself, learn how to do the problems you were unsure of, and compare your presentation to mine. Presentation is important in the Free Response part of the test.

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A collection of previous exams is provided on the MATH 1040 course website as a courtesy to students. These exams are intended to aid you in your study and to give you a feel for the format of an exam; however, these exams are not to be interpreted as “practice exams.” Students should have no expectation that the questions on a future exam will be similar to questions on a previous exam. Each semester a new exam is written and reviewed by the instructors of the course.

6) Proctored Tests

The three unit exams (likely 9/16, 10/14, and 11/18) and final exam (12/7). Exams will be proctored virtually (through Zoom and/or using Lockdown Browser and Respondus Monitor). The regular semester tests will take place in the evening at 7:30 PM on designated Wednesdays (likely 9/16, 10/14, and 11/18). Ninety minutes will be allotted for each test and 150 minutes will be allotted for the Final Exam with up to 15 extra minutes to scan and submit your test through Canvas and Gradescope.

You will be asked to have your video and microphone on during the testing. You will be asked to show your CU ID at the beginning of the testing session. You may be asked to show any papers you have in your testing area. You may be asked to pan around your testing area before testing begins. You will need to ensure that your eyes and hands show fully in the video during the entire testing time. You will be required to stay on camera during the scan & submit phase of your testing.

Students will not be permitted to use calculators, computers, smart phones, or any other technology on any unit test or the Final Exam except for the apps/programs needed to administer the test/exam. The use of a textbook and/or notes is prohibited on all MATH 1040 tests and Final Exam.

An absence from a test or exam will result in a grade of zero. If you miss a unit test or the final exam due to an emergency that would qualify as an excused absence, **you must inform your instructor within 24 hours of the scheduled test or exam.** In the case of an excused absence for a unit test, the final exam score will be used in place of the missing test score.

Students will have 1 week from the date graded test files are returned to submit the test for re-grading or to correct a clerical error. After this one-week period, no grading appeals will be considered.

The final exam is comprehensive – it will be given Monday, 12/7 beginning at 11:30 am and will be allotted 2.5 hours.

7) NOTE:

- I always have told 1040/1070 students, expect to spend 2-3 hours outside of the classroom for every 1 hour you spend in the classroom. This is still true, the flipped classroom is simply shifting somewhat what you do outside/inside of “class time”.

traditional class with part of class time lecture, part group learning activity time:

listen to lecture	learning activity time	possible class discussion time	complete learning activity for grade	paper HW	MyLab Math HW	follow up learning for the section after grading
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flipped class

listen to lecture	learning activity time	possible class discussion time	complete learning activity for grade	paper HW	MyLab Math HW	follow up learning for the section after grading
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both approaches have the same stages of learning.

- You do have to mentally get used to remembering to listen to the lectures in advance of class time. But the extra time to do the more active part of your learning “in class” with the teacher and more time to work with your group “in class” is worth the effort. Again, for each hour “in class”, you should expect to spend at least two hours “out of class”. i.e. expect to put at least 12 hours per week into this class.

• Note: Additional learning strategies do not show on the learning line for each textbook section - like additional “meetings” with your group or Calculus friends outside of class, attendance at PAL, attendance at ASC services tutoring, Mrs. Simms’ office hours, and a systematic review for each test. These are all important strategies that can enhance your learning.

8) Other things to discuss:

- 1) What if I am not able to attend class either virtually or in the classroom on a specific day?
 - a) If you know ahead of time that you will not be able to attend class:
 - communicate with Mrs. Simms before your class and receive confirmation that she has recorded the excused absence.
 - provide Mrs. Simms ahead of time with documentation of the need for an absence, especially for university sanctioned absences.
 - Note: an e-mail generated by the Student Notification of Absence that does not explain anything beyond “I will be absent” will NOT earn an excused absence.
 - b) If you wake up sick, have technology issues, or have some other unexpected circumstance keeping you from attending class both virtually and in the classroom, send Mrs. Simms an e-mail as soon as possible (preferably no later than 5:00 pm the day of the absence) explaining why your absence should be excused. (It is acceptable for a friend to send me an e-mail for you if your circumstances cause you not to be able to send.)
 - c) Note: “I slept through my alarm” is not an excused absence.
 - d) Documentation of absence or e-mail explanation of absence after 5:00 pm the day of the absence will not generally receive an excused absence. If there are extenuating circumstances, contact Mrs. Simms as soon as possible to discuss the situation.
- 2) What happens to my lecture check grade if I have an excused absence?
 - a) If you have a pre-arranged excused absence, the lecture check grade will be eliminated from your grade for that day (no penalty, no benefit to your overall section work average)
 - b) If I receive your e-mail by 5:00 pm and agree that the absence is excused, the lecture check grade will be eliminated from your grade for that day (no penalty, no benefit to your overall section work average.)
- 3) How do I turn in “late work” if I have an excused absence?
 - a) If you qualify for an excused absence, communicate with Mrs. Simms to establish together an extension date and time of the L&LA and HW assignments, etc. that are due that day.
 - b) Mrs. Simms will go into Canvas and change the due date and time for you.
 - c) If the assignment due is a group assignment, you may not receive the group grade and you will be required to submit your own document for an individual grade.
 - d) Any late work that is allowed based on an excused absence must be submit no later than the administration of the associated unit test.
- 4) What if I have do not qualify for an excused absence?
 - a) Any other absence (that is not pre-arranged or excused by communication with Mrs. Simms) will receive a 0 for that day’s lecture check, L&LA, and HW assignments, etc. due that day because of lack of engagement with the course material.
 - b) No late work of any type will be accepted for absences that do not qualify as excused.
 - c) Without class attendance (virtual or in the classroom) or an excused absence, assignments will be collected early or on time.

NOTE: Rare exceptions may be made to the above rules for major documentable emergencies and illnesses.

- 5) If you ever feel that section course policies conflict with the department course policies, the department course policies mentioned on the first page of this document supersedes this document.

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Know/Use your resources:

Mrs. Simms

Office location: Martin O-311 but I have a special ADA accommodation for Fall 2020 due to coronavirus pandemic which is likely to keep me off campus all semester.
Office phone: 656-5210 but again, I will not be on campus and not visiting my office.

Canvas discussions:

- Questions that you believe pertain to the whole class, should be posted at the Canvas discussions.
- All students can post and answer in discussion.
- I will check these (and post as needed) on a daily basis.

Zoom office hour meetings:

There will be at least six 20-30 minute Zoom group office hours sessions offered during each unit at a variety of times. You will be required to attend at least one session per unit for a grade in the section work component of your grade or to attend at least one individual Zoom office hour 10-20 minute session by appointment.

- You are welcome to attend Zoom office hours as often as needed. Don't say "I hate to bother you" – part of my job is to hold office hours to offer additional assistance.
- But quite often, you are going to want to ask me questions when office hours are not set up. If so, send me e-mail, I check fairly regularly.

e-mail: dsimms@clemsun.edu

I will check my e-mail on a regular basis.

You should hear back from me within 2 hours M, T, W, and F 10:30 am – 2 pm.

You should hear back from me within 4 hours M, T, W, and F 2 pm – 6 pm and Th 10 am – 6 pm.

Outside of those times, it is likely you will have to wait until after I get out of class the next day to receive a reply especially if you send your question after 9 pm.

- The more efficient way to send a question is to take a picture of what you are working on and attach the picture to your e-mail. It is much easier for me to answer questions quickly when I can see your work so far and when I don't have to look up a reference.

For example – "I got 10 for #8 on page 4 of L&LA 2.3 and I think it is wrong" requires me to be with my computer to look up #8 on page 4 of L&LA 2.3. A picture will get a quicker answer. Sometimes I may even be able to write on your picture for a clearer answer.

- No matter what format you choose to send your questions, feel free to send as many questions as you need to – you can ask questions after you listen to the lecture, during class time (learning activity time), while you are doing HW, while you are reviewing, etc. My job is to help you learn – "virtual class" does not mean you have to learn on your own. Ask me your questions – my answer is likely to be more clear than a google search and should be a better use of your time.

- Never say, "I don't want to send too many questions." Send as many as you need to.
- Also, you can make a list of questions and ask them during learning activity time in class.
- Ask specific questions by e-mail - not "I don't understand section 2.3."

Study Materials on Canvas

- Lectures
- Lecture & Learning Activity blank documents and Keys
- Mrs. Simms' solutions to textbook exercises including HW problems and many other problems that can be used as extra practice.
- Review Materials for each test
- Test Keys for reviewing for the final exam
- If you think you could use a certain document for your studying and learning process, look around Canvas – it is probably there. If you can't find something, ask.

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MyLab Math

Some MLM problems have help available in the problem. Note: using these may cost one of your tries at the problem.

Stay in touch.

- E-mail will be used to communicate with the class periodically and with individual students, so check your e-mail on a regular basis.
- Announcements will be posted on Canvas to communicate with the class. Check these announcements regularly.
- If you have a question, problem, or concern, don't hesitate to talk to Mrs. Simms. I am here to help you learn.

**I promise you my best effort in teaching this class.
I expect the same learning effort in return.**

Strive to LEARN – not just to get by.