

Course Syllabus

Fall 2022

Math 2413 Differential Calculus

August 22, 2022

Lecture Section Information

Section	Instructors	Schedule & Location
Math2413.001	Sultana, Nasrin	Mon, Wed & Fri : 09:00am-09:50am : SCI 3.250
Math2413.002	Paudel, Ajaya	Mon, Wed & Fri : 11:00am-11:50am : SCI 3.250
Math2413.003	Paudel, Ajaya	Mon, Wed & Fri : 12:00pm-12:50pm : AD 2.232
Math2413.004	Kehoe, Joselle	Mon, Wed & Fri : 09:00am-09:50am : SCI 3.230
Math2413.005	Ding, Hui	Mon, Wed & Fri : 10:00am-10:50am : SCI 3.230
Math2413.006	Kehoe, Joselle	Mon, Wed & Fri : 11:00am-11:50am : FO 2.702
Math2413.007	Liu, Runzhou	Mon, Wed & Fri : 12:00pm-12:50pm : FO 2.702
Math2413.008	Khoury, Raja	Mon, Wed & Fri : 02:00pm-02:50pm : SCI 3.230
Math2413.009	Duruoha, Adannah	Mon, Wed & Fri : 03:00pm-03:50pm : SCI 3.230
Math2413.010	Miller, James	Mon, Wed & Fri : 04:00pm-04:50pm : SCI 3.230
Math2413.011	Nguyen, Mylinh	Mon, Wed & Fri : 10:00am-10:50am : SCI 2.235
Math2413.012	Nguyen, Mylinh	Mon, Wed & Fri : 01:00pm-01:50pm : SCI 2.235
Math2413.013	Nguyen, Mylinh	Mon, Wed & Fri : 02:00pm-02:50pm : SCI 2.235
Math2413.015	Khoury, Raja	Mon, Wed & Fri : 04:00pm-04:50pm : SCI 2.235
Math2413.018	Murza, Adrian	Mon, Wed & Fri : 03:00pm-03:50pm : SCI 2.225
Math2413.020	Murza, Adrian	Mon, Wed & Fri : 02:00pm-02:50pm : FO 2.208
Math2413.023	Duruoha, Adannah	Mon, Wed & Fri : 12:00pm-12:50pm : SCI 2.230
Math2413.024	Liu, Runzhou	Mon, Wed & Fri : 01:00pm-01:50pm : FO 2.702
Math2413.025	Nguyen, Mylinh	Mon, Wed & Fri : 11:00am-11:50am : SCI 3.230
Math2413.026	Sultana, Nasrin	Mon, Wed & Fri : 08:00am-08:50am : FO 1.502
Math2413.027	Ding, Hui	Mon, Wed & Fri : 12:00pm-12:50pm : FO 2.404
Math2413.028	Ding, Hui	Mon, Wed & Fri : 01:00pm-01:50pm : FO 1.502

Instructor Contact Information

Dr. Hui Ding
Office: FO 2.110
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Campus Mail: Mail Stop FO 35
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Contact preference: email

Dr. James Miller
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Dr. Raja Khoury
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Office hours: or by appointment via Teams
Contact preference: email

Dr. Adrian Murza
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Dr. Ajaya Paudel
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Dr. Adannah Duruoha
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Dr. Joselle Kehoe
Office: FO 2.108
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Dr. Runzhou Liu
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Dr. Mylinh Nguyen
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Dr. Nasrin Sultana
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Campus Mail: Mail Stop FO 35
Office hours: MWF: 1:00pm-2:00pm or by appointment
Contact preference: email

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Prerequisite: A score of 70% on ALEKS math placement exam or a grade of at least a C- in [MATH 2312](#). (3-2) S

Co-requisites: Students must be registered in **one** of the following **problem sections**.

Section		Schedule	Room	First Name	Last Name	Email (@utdallas.edu)
Math2413	301	M:8:00am - 9:50am	SCI 3.270	Rozina	Akter	Rozina.Akter@UTDallas.edu
Math2413	302	W:8:00am - 9:50am	SCI 3.270	Madhavi	Kaluwaduge	mxk220030@utdallas.edu
Math2413	303	M:10:00am - 11:50am	SCI 3.270	Aprajita	Singh	Aprajita.Singh@UTDallas.edu
Math2413	304	W:10:00am - 11:50am	SCI 3.270	Ivin	Babu	Ivin.Babu@UTDallas.edu
Math2413	305	M:1:00pm - 2:50pm	SCI 3.270	Richik	Das	Richik.Das@UTDallas.edu
Math2413	306	W:1:00pm - 2:50pm	SCI 3.270	Xinxin	Ju	Xinxin.Ju@UTDallas.edu
Math2413	307	M:3:00pm - 4:50pm	SCI 3.270	Huan	Chen	huanchen@utdallas.edu
Math2413	308	W:3:00pm - 4:50pm	SCI 3.270	Madhavi	Kaluwaduge	mxk220030@utdallas.edu
Math2413	309	M:8:00am - 9:50am	SCI 3.260	Aprajita	Singh	Aprajita.Singh@UTDallas.edu
Math2413	310	W:8:00am - 9:50am	SCI 3.260	Riya	Gohil	RiyaPradipsinh.Gohil@UTDallas.edu
Math2413	311	M:10:00am - 11:50am	SCI 3.260	Hazera	Goni	Hazera.Goni@UTDallas.edu
Math2413	312	W:10:00am - 11:50am	SCI 3.260	Kun	Zhao	Kun.Zhao@UTDallas.edu
Math2413	313	M:1:00pm - 2:50pm	SCI 3.260	Sanjaya	Kumara	MananageSanjaya.Kumara@UTDallas.edu
Math2413	314	W:1:00pm - 2:50pm	SCI 3.260	Riya	Gohil	RiyaPradipsinh.Gohil@UTDallas.edu
Math2413	315	M:3:00pm - 4:50pm	SCI 3.260	Ying	Chen	Ying.Chen14@utdallas.edu
Math2413	316	W:3:00pm - 4:50pm	SCI 3.260	Hari	Sitaula	Hari.Sitaula@UTDallas.edu
Math2413	317	M:8:00am - 9:50am	SCI 3.240	Hazera	Goni	Hazera.Goni@UTDallas.edu
Math2413	318	W:8:00am - 9:50am	SCI 3.240	Sungbum	Kim	Sungbum.Kim@UTDallas.edu
Math2413	319	M:1:00pm - 2:50pm	SCI 3.240	Rozina	Akter	Rozina.Akter@UTDallas.edu
Math2413	320	W:1:00pm - 2:50pm	SCI 3.240	Sungbum	Kim	Sungbum.Kim@UTDallas.edu
Math2413	321	M:3:00pm - 4:50pm	SCI 3.240	Ruofei	Guan	rxg156030@utdallas.edu
Math2413	322	W:3:00pm - 4:50pm	SCI 3.240	Tamara	Dolski	Tamara.Kozareva@utdallas.edu
Math2413	324	W:8:00am - 9:50am	SCI 3.220	Himasha	Rajapakshage	hxr210027@utdallas.edu
Math2413	325	M:1:00pm - 2:50pm	SCI 3.220	Huan	Chen	huanchen@utdallas.edu
Math2413	326	W:1:00pm - 2:50pm	SCI 3.220	Tamara	Dolski	Tamara.Kozareva@utdallas.edu
Math2413	327	M:3:00pm - 4:50pm	SCI 3.220	Farabi	Shuvo	Farabi.Shuvo@UTDallas.edu
Math2413	328	W:3:00pm - 4:50pm	SCI 3.220	Himasha	Rajapakshage	hxr210027@utdallas.edu
Math2413	329	M:8:00am - 9:50am	SLC 3.102	Minosoa	Rakotovao	mrx210117@utdallas.edu
Math2413	330	W:8:00am - 9:50am	SLC 3.102	Tonny	Ramarolahy	rxr210120@utdallas.edu
Math2413	331	M:3:00pm - 4:50pm	CB 1.202	Minosoa	Rakotovao	mrx210117@utdallas.edu
Math2413	332	W:3:00pm - 4:50pm	CB 1.206	Tonny	Ramarolahy	rxr210120@utdallas.edu
Math2413	335	M:10:00am - 11:50am	FO 3.222	Sanjaya	Kumara	MananageSanjaya.Kumara@UTDallas.edu
Math2413	336	W:10:00am - 11:50am	CB3 1.314	Richik	Das	Richik.Das@UTDallas.edu
Math2413	337	M:1:00pm - 2:50pm	CB 1.210	Ying	Chen	Ying.Chen14@utdallas.edu
Math2413	338	W:1:00pm - 2:50pm	CB3 1.304	Soham	Sarkar	Soham.Sarkar@UTDallas.edu
Math2413	340	W:3:00pm - 4:50pm	CB 1.202	Soham	Sarkar	Soham.Sarkar@UTDallas.edu
Math2413	342	M:10:00am - 11:50am	JSOM 2.804	Ivin	Babu	Ivin.Babu@UTDallas.edu
Math2413	343	W:10:00am - 11:50am	CB3 1.310	Jianpeng	Cao	Jianpeng.Cao@UTDallas.edu
Math2413	344	W:1:00pm - 2:50pm	CB 1.210	Jared	Smith	Jared.Smith@UTDallas.edu
Math2413	345	M:3:00pm - 4:50pm	CB3 1.308	Jared	Smith	Jared.Smith@UTDallas.edu
Math2413	346	W:3:00pm - 4:50pm	FN 2.204	Gbenga	Solomon	Gbenga.Solomon@UTDallas.edu
Math2413	348	M:1:00pm - 2:50pm	FN 2.204	Ruofei	Guan	rxg156030@utdallas.edu
Math2413	350	M:10:00am - 11:50am	CB3 1.312	Kun	Zhao	Kun.Zhao@UTDallas.edu
Math2413	351	M:2:00pm - 3:50pm	FO 3.616	Xinxin	Ju	Xinxin.Ju@UTDallas.edu
Math2413	352	W:1:00pm - 2:50pm	FN 2.204	Gbenga	Solomon	Gbenga.Solomon@UTDallas.edu
Math2413	801	W:5:00pm - 6:50pm	SLC 1.202	Farabi	Shuvo	Farabi.Shuvo@UTDallas.edu
Math2413	803	W:5:00pm - 6:50pm	CB 1.206	Hari	Sitaula	Hari.Sitaula@UTDallas.edu
Math2413	804	W:5:00pm - 6:50pm	FN 2.204	Jianpeng	Cao	Jianpeng.Cao@UTDallas.edu

During problem session, the TA shall:

- review class material and relevant material from prerequisite courses
- return and discuss graded homework, quizzes and exams
- work problems, or have students work problems
- entertain questions
- administer quizzes

Course Description

MATH 2413 (MATH 2413) Differential Calculus (4 semester hours) Course covers topics in differential calculus of functions of one variable; topics include limits, continuity, derivative, chain rule, implicit differentiation, mean value theorem, maxima and minima, curve sketching, derivatives of inverse trigonometric functions, antiderivatives, substitution method, and applications. Three lecture hours and two discussion hours a week; problem section required with MATH 2413, and registration in the exam section is required. Not all MATH/STAT courses may be counted toward various degree plans. Please consult your degree plan to determine the appropriate MATH/STAT course requirements. Prerequisite: A score of 70% on ALEKS math placement exam or a grade of at least a C- in MATH 2312. (3-2) S

Student Learning Objectives/Outcomes

- (1) Students will be able to formulate real world problems into mathematical statements.
 - Given a narrative description of a problem that lends itself to mathematical analysis, the student will clearly define any variable quantities introduced and provide an appropriate equation, function, or formula relating those variables.
- (2) Students will be able to develop solutions to mathematical problems at the level appropriate to each course.
 - Given a limit statement of indeterminate form, the student will be able to apply appropriate algebraic or calculus based techniques to compute the limit.
 - Given a function, the student will be able to compute a first or second order derivative and, if instructed, evaluate the derivative at a point in its domain.
 - Given a function, the student will be able to compute an antiderivative or a definite integral of the function.
- (3) Students will be able to describe or demonstrate mathematical solutions either numerically or graphically.
 - Students shall provide a qualitative, planar sketch which clearly indicates prescribed attributes.
 - Students will provide numerical results in a prescribed manner, as a percent, an interval, or with specified accuracy.

Mathematics is often referred to as the language of science. As with any language, the more time you spend with it, the more proficient you become at reading and writing it. A long held rule of thumb for learning mathematics is to spend approximately 3 hours outside of class developing your mathematical knowledge and skills for every hour spent in class. Thus, in MATH 2413, one should expect to spend at least 9-12 hours studying each week. Weekly assignments are designed to keep you current with the material and for most students, the assignments will consume this number of hours.

Suggested Course Materials

Text: *Calculus, Early Transcendentals* 8th Edition, Stewart. You can check out the book in the library.

A scientific calculator is recommended. Graphing calculators, programmable calculators, calculators with non-numeric displays, or calculators with calculus operations, smart watches, and cell phones are NOT ALLOWED on quizzes or exams.

Additional Resources

[*Schaum's Outline of Calculus, 6th Edition*](#) is an inexpensive calculus text that includes more than 1,100 fully solved problems, examples, and practice exercises to sharpen your problem-solving skills. Plus, you will have access to 30 detailed videos featuring Math instructors who explain how to solve the most commonly tested problems--it's just like having your own virtual tutor! You'll find everything you need to build confidence, skills, and knowledge for the highest score possible.

URL: <http://elearning.utdallas.edu> requires your NETID and password to logon. Once logged in, select this course. If successful, you will see a link to the complete syllabus and links to additional course material. You can view your grades or use the discussion tool to communicate with your classmates. You will receive a notice via elearning (announcement and/or email) if there is additional information, exam date/location change, etc., or an urgent message, class canceled, etc, that directly impacts this course. Should a personal situation arise and you feel your instructor needs to be aware of the situation, send that information via his/her preferred method of contact.

The Student Success Center **Peer Tutoring Lab** offers *free* help in math, physics and statistic courses to UT Dallas students currently enrolled in classes. The Lab is staffed by tutors during hours Monday- Thursday 10am-6:30pm, Friday 10am-4pm in-person and Saturday 12pm-4pm virtual and closed on Sunday starting Monday, August 30th. Students can:

- Attend Exam Reviews. The schedule of reviews is available [here](#)

- Contact the Math Lab with questions or comments: tutoring@utdallas.edu
- Call at 972-883-5480

Peer Led Team Learning (PLTL)

PLTL is all about working together as a group. Peer leaders are trained to be facilitators, not lecturers or teaching assistants. They don't provide answers to their students; instead they guide them toward answers and set a tone for group discussion and learning. Students do most of the explanation and reasoning to the rest of the group. Individual points of view are respected, criticism is constructive, and all members have an equal opportunity to participate.

Academic Calendar

Wed, 09/07	Census day -- Last day to drop without record.
9/8 – 11/08	Students may withdraw from a class with signature and receive a W.

Math 2413 Schedule (subject to change)

Wk	Sun	Mon	Lecture	Wed	Lecture	Fri	Lecture	Pb Section	Exam
1	8/21 DHW1-3	8/22	Intro, Syllabus, Ch 1 Topics	8/24	Ch 1 Topics	8/26	Section: 2.1	Review	
2	8/28 DHW4-6	8/29 GHW1	Section: 2.2	8/31	Section: 2.2/2.3	9/02	Section: 2.3	Qz 1 (review, 2.1)	
3	9/04 DHW7-8	9/05 GHW2	Labor Day	9/07	Section: 2.4	9/09	Section: 2.4/2.5	Qz 2 (2.2- 2.3)	
4	9/11 DHW9-11	9/12 GHW3	Section: 2.5	9/14	Section: 2.6	9/16	Section: 2.6/2.7	Qz 3 (2.4-2.5)	
5	9/18 DHW12-14	9/19 GHW4	Section: 2.7	9/21	Section: 2.8	9/23	Section: 3.1	Qz 4 (2.5-2.6)	
6	9/25 DHW15-17	9/26 GHW5	Section:3.1/3.2	9/28	Section: 3.3	09/30	Section: 3.3/3.4	Qz 5 (2.7-3.1)	
7	10/02 DHW18-20	10/03 GHW6	Section: 3.4	10/05	Section: 3.4/3.5	10/07	Section: 3.5	Review	10/06 Exam 1 7-8:15pm
8	10/09 DHW21-23	10/10 GHW7	Section: 3.6	10/12	Section: 3.6/3.9	10/14	Section: 3.9	Qz 6 (3.4, 3.5)	
9	10/16 DHW24-26	10/17 GHW8	Section: 3.10	10/19	Section: 3.10/4.1	10/21	Section: 4.1	Qz 7 (3.6, 3.9)	
10	10/23 DHW27-29	10/24 GHW9	Section: 4.2	10/26	Section: 4.2/4.3	10/28	Section:4.3/4.4	Qz 8 (3.10, 4.1)	
11	10/30 DHW30-32	10/31 GHW10	Section: 4.4	11/02	Section: 4.7	11/04	Section: 4.9	Qz 9 (4.2-4.4)	
12	11/06 DHW33-35	11/07 GHW11	Section: 5.1	11/09	Section: 5.1/5.2	11/11	Section: 5.2/5.3	Review	11/10 Exam 2 7-8:15pm
13	11/13 DHW36-38	11/14 GHW12	Section: 5.3/5.4	11/16	Section: 5.4/5.5	11/18	Section: 5.5	Qz 10 (5.1- 5.3)	
14	11/20	11/21	Fall Break	11/23	Fall Break	11/25	Thanksgiving	No class	
15	11/27 DHW39-31	11/28 GHW13	Section: 6.1	11/30	Section: 6.1/6.2	12/02	Section: 6.2	Qz 11 (5.4-5.5)	
16	12/04 DHW42-43	12/05 GHW14	Section: 6.3	12/07	Section 6.3/ Review			Review	12/TBA Final

Grade Policy

The course grade is determined from the following:

- 43 Daily (Digital) Homework sets
- 14 Written (Graded) Homework sets
- 11 Quizzes (Weekly)
- 2 Major Exams

Comprehensive Final Exam

Weights:	10%	Digital Homework Sets
	15%	Written Homework Sets
	15%	Quizzes
	36%	Major exams
	24%	Final Exam

Grade Scale	[96.6,100]...A+	[93.3,96.6).....A	[90,93.3).....A-
	[86.6,90).....B+	[83.3,86.6).....B	[80,83.3).....B-
	[76.6,80).....C+	[73.3,76.6).....C	[70,73.3),....C-
	[66.6,70).....D+	[63.3,66.6).....D	[60,63.3).....D-
	[0 ,60).....F		

- **Daily (Digital) Homework** : There will be 43 assignments, DHW1 through DHW43, will be used in your grade calculation. The DHW percent will be based on 41 scores. The two lowest scores from DHW1 – DHW42 will be dropped (*DHW43 will not be dropped.*) The assignments will be generated using WeBWork. Each assignment will be posted no later than noon of each lecture day (Monday, Wednesday, and Friday) and you will have until 11:59 pm of the following day to complete the assignment. Once you submit a solution, it is graded immediately -- you will have multiple attempts at the solution. Assignment grades will be posted in eLearning--there will be NO late digital homework.

To access WeBWork:

- 1) If on campus, go to your eLearning course “MATH 2413.701” , select the file “Daily Homework (DHW)” from the course homepage, click on the links of the homework.
- 2) a) If off campus, first follow the instructions on the webpage below to set up GlobalProtect VPN if you do not already have it: <https://oit.utdallas.edu/howto/vpn/>
If you have trouble installing or connecting, please click the IT Support link at the top of this webpage.
b) Once you are connected to the UTD network via GlobalProtect VPN, go to your eLearning course...click the links...

- **Graded Homework**: There will be 14 homework sets to be turned in for grading. The number of problems in each set will vary with the material covered. The GHW percent will be based on 12 scores. The two lowest scores from GHW1 – GHW13 will be dropped (*GHW14 will not be dropped*).

The homework sets will be made available via eLearning, generally by Monday of the week before they are due. Print the pdf file (2 sided is fine) or write the problems electrically on paper and present your work for each problem. Then use “Adobe Scan App” to scan your paper (as one file in pdf form) and upload it through the provided link in eLearning. DO NOT submit your paper as a picture (jpeg or tiff...). We will NOT grade any paper which is not in pdf form.

If the header information is not filled out correctly you will lose 10% of the possible points. Your work is to be complete, written with proper mathematical notation, and logical flow. Presentation is valued at 15% of the possible points--be neat! Graded homework is to be submitted within the due date -- there will be NO late written homework.

- **Quizzes** There will be 11 quizzes, Q1 through Q11. Each quiz will be administered in the problem sessions during the weeks identified in the schedule. Your TA will let you take the quiz at the end of the problem section. You will have 15minutes to work on the quiz. Your TA will return your graded quiz in the following week. The Quiz percent will be based on 9 scores. The two lowest scores from Qz1 – Qz10 will be dropped (*Qz 11 will not be dropped*). There will be no quiz during an exam week.
- **Major exams** constitute 36% of your course grade and are weighted as follows. The lowest exam score is valued at 16%, the highest at 20%. Each major exam will occur at the time and date specified on the schedule. The format of your exams will be announced in a week advance.
- The **Final exam** is not optional, is comprehensive, and constitutes 24% of your course grade.

Course & Instructor Policies

Citizenship: Any action that disturbs your classmates or interrupts the lecture is unacceptable. Examples of such actions are:
Course Syllabus

- (a) Entering the classroom late - be punctual
- (b) Cell phones, ringers, buzzers, beepers, alarms, etc - turn them off! unless you are a member of an emergency response team. MUTE yourself in these circumstances.

An apology is expected from anyone creating such a disturbance.

Student participation in class is desired, however, please raise your hand to speak and avoid having side conversations with your classmates.

There will be **no extra credit**

Exam/Quiz policies

- (a) There will be no make-up quizzes.
- (b) There will be no make-up exams unless the circumstances are extraordinary.
- (c) Exams and quizzes are closed book, without notes, and without graphing calculators.
- (d) SHOW ALL WORK on quizzes and exams. Unsupported answers will receive little or no credit. Graded quizzes and major exams will be returned to you as soon as possible.

Technical Support

If you experience any problems with your UTD account you may send an email to: assist@utdallas.edu or call the UTD Computer Helpdesk at 972-883-2911.

Registrar's Intranet: Please log in with your UTD NetID and password to access this site. Information that faculty need about grading, scheduling, and other essential aspects of our responsibilities related to teaching are made available and updated regularly in the Registrar's Intranet. This source of information can only be accessed by logging in with your UTD NetID and password. Many important faculty questions are answered here, and this is information that faculty members are expected to know and understand.

FERPA Guidelines: you will be asked to log in before you access the FERPA Guidelines webpage on the Registrar's Intranet. If faculty have additional questions about FERPA guidance, please contact the Office of the Registrar at records@utdallas.edu for the proper student consent forms and further instructions.

UT System Resources for Creating Accessible Course Content: designed to assist faculty with developing course content

Student Resources

Students who have tested positive for COVID-19 or may have been exposed should not attend class in person and should instead follow required disclosure notifications as posted on the university's website (see ["What should I do if I become sick?"](#))

FAQ: Check out the FAQs and reach out to your instructor or academic advisor if answers are not included **Student Resources:** A variety of resources are available to help students to obtain counseling, health care, and academic support.

Intercollegiate Competitions

Students involved in a UTD sanctioned competitive activity must supply the instructor with a letter certifying his/her eligibility to participate in such a competition. Said letter may be obtained from the Intercollegiate Compliance Officer. It is the students' responsibility to discern scheduling conflicts and to inform the instructor well in advance of a class, quiz, or exam that will be missed due to a competition. The instructor will make reasonable accommodation to resolve the conflict.

Field Trip Policies, Off-campus Instruction, and Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm. Additional information is available from the office of the school dean. Below is a description of any travel and/or risk-related activity associated with this course.

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD printed publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Series 50000, Board of Regents, The University of Texas System*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391) and online at <http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-HOPV.html>

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Sharing Confidential Information

Students considering sharing personal information in email, in person, or within assignments or exams should be aware that faculty members and teaching/research assistants are required by UT Dallas policy to report information about sexual misconduct to the UT Dallas Title IX Coordinator. Per university policy, faculty have been informed that they must identify the student to the UT Dallas Title IX Coordinator. Students who wish to have confidential discussions of incidents related to sexual harassment or sexual misconduct should contact the Student Counseling Center (972-883-2527 or after hours 972-UTD-TALK or 972-883-8255), the Women's Center (972-883-8255), a health care provider in the Student Health Center (972-883-2747), the clergyperson (or other legally recognized religious advisor) of their choice, or an off-campus resource (i.e., rape crisis center, doctor, psychologist). Students who are sexually assaulted, harassed, or victims of sexual misconduct, domestic violence, or stalking, are encouraged to directly report these incidents to the UT Dallas Police Department at 972-883-2222 or to the Title IX Coordinator at 972-883-2218. Additional information and resources may be found at <http://www.utdallas.edu/oiec/title-ix/resources>.

Campus Carry

The University's concealed handgun policy is posted on the campus carry website: <https://www.utdallas.edu/campuscarry/>

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. As a UT Dallas student, you are required to follow the institution's copyright policy (Policy Memorandum 84-I.3-46). For more information about the fair use exemption, see <http://www.utsystem.edu/ogc/intellectualproperty/copypol2.htm>

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

Student AccessAbility

The University of Texas at Dallas is committed to equal access to educational, recreational and social endeavors for students with disabilities. The primary function of the Office of Student Accessibility (OSA) is to provide:

- Academic accommodations for eligible students with a documented physical, mental or sensory disability.
- Facilitation of non-academic and environmental accommodations and services.
- Resources and referral information, and advocacy support as necessary and appropriate.

Academic accommodations for each student are determined by OSA on an individual basis, with input from qualified professionals. Accommodations are intended to level the playing field for students with disabilities, while maintaining the academic integrity and standards set by the University.

972-883-2098 Office
972-883-6561 Fax
studentaccess@utdallas.edu

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

These descriptions and timelines are subject to change at the discretion of the Professor.