

**2019 s -MATH-1326, Applied Calculus II**
**VERSION: January 11,2019**

| Section  | Call No. | Course Meeting Times        | Class Room                  | Instructor             |
|----------|----------|-----------------------------|-----------------------------|------------------------|
| 1326.001 | 20731    | TR8:30am – 9:45am           | FO 1.502                    | David Lewis            |
| 1326.002 | 20649    | TR10:00am – 11:15am         | FO 2.404                    | David Lewis            |
| 1326.003 | 21268    | TR11:30am – 12:45pm         | FO 2.404                    | Kemelli Estacio Hiroms |
| 1326.004 | 20650    | TR1:00pm – 2:15pm           | FO 2.404                    | Derege Mussa           |
| 1326.005 | 20798    | TR2:30pm – 3:45pm           | FO2.404                     | Derege Mussa           |
| 1326.007 | 20813    | TR8:30am – 9:45pm           | FO 1.202                    | Kemelli Estacio Hiroms |
| 1326.008 | 20948    | TR10:00am – 11:15pm         | FO 1.502                    | Manjula Foley          |
| 1326.009 | 21423    | TR1:00pm – 2:15pm           | FN 1.502                    | Manjula Foley          |
| 1326.011 | 21273    | TR2:30pm – 3:45pm           | FO 1.202                    | Manjula Foley          |
| 1326.012 | 21103    | TR4:00pm – 5:15pm           | FO 2.404                    | Derege Mussa           |
| 1326.013 | 21284    | TR11:30am – 12:45pm         | FO 2.208                    | Manjula Foley          |
| 1326.501 | 21231    | TR5:30am – 6:45pm           | FO 1.202                    | Ajaya Paudel           |
| 1326.502 | 21102    | TR7:00pm – 8:15pm           | FO2.404                     | Ajaya Paudel           |
| 1326.701 | 20648    | See exam information below. | See exam information below. | Derege Mussa           |

**Instructor Information**

| Instructor             | Phone        | Office    | E-mail                 | Office Hours                                                   |
|------------------------|--------------|-----------|------------------------|----------------------------------------------------------------|
| David Lewis            | 972-883-6037 | FA 2.410  | dlewis@utdallas.edu    | MW 10:00 -11:00 am, TTH 11:30 -12:30 pm<br>or by appointments  |
| Kemelli Estacio Hiroms | 972-883-4511 | FN 2.206  | kxe160930@utdallas.edu | MW 11:30 -12:30am, TTH 10:00 – 11:00 am<br>or by appointments  |
| Manjula Foley          | 972-883-6318 | FO 2.604A | mx091000@utdallas.edu  | TTH 09:00 -10:00 am                                            |
| Ajaya Paudel           | 972-883-6589 | FO2.104   | abp062000@utdallas.edu | TTH 2:30-4:00 pm, F 1:15-2.15 pm<br>or by appointments         |
| Derege Mussa           | 972-883-6562 | FO2.104   | dxm146130@utdallas.edu | TTH 10:00 – 11:00 am, TTH: 5:20- 6:20 pm<br>or by appointments |

**General Course Information**

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pre-requisite      | C-or better in <b>MATH 1325</b> or an equivalent course.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Co-requisite       | Students must be enrolled in the <b>MATH 1326 exam</b> section, which is section701.<br>Section701only meets on the exam weeks, not every week.                                                                                                                                                                                                                                                                                                                                                      |
| Course Description | Course topics include review of limits, differentiation, logarithmic, exponential functions. and L Hospitals Rule . It also covers integration techniques, application of integration, calculus of several variable, differential equations, sequences and series. This course is intended to provide students with the skills needed to develop solutions to mathematical problems at the level appropriate to the course.                                                                          |
| Recommended Texts  | CalculuswithApplications11 <sup>th</sup> Edition, by Lial, Green well and Ritchey, published by Pearson.                                                                                                                                                                                                                                                                                                                                                                                             |
| Required Supplies  | <ol style="list-style-type: none"> <li>Students must purchase My Math Lab access code. An electronic version of the textbook is included. <b>My Math Lab must be accessed through eLearning.</b></li> <li>A stapler is required for take-home quizzes.</li> <li>A non-programmable, non graphic scientific calculator may be used on quizzes and exams. <b>Calculators which can compute derivatives and/or integrals (such as some Casio brand calculators) are strictly prohibited.</b></li> </ol> |

|                      |                                                                                                                                                                                                                                                                                         |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| eLearning            | You must check the eLearning course page regularly.<br>Course assignments and the grade book will be posted through eLearning.<br><a href="https://elearning.utdallas.edu">https://elearning.utdallas.edu</a>                                                                           |
| UTDE-mail            | Your official UTD E-mail address will be used to send you important course information.<br>You must check your official UTD E-mail address regularly and make sure your inbox is not full.                                                                                              |
| Additional Resources | The Student Success Center Math Lab is located in the library <b>MC 3.606</b> .<br>Check their website for additional information.<br><a href="http://www.utdallas.edu/studentsuccess/mathlab/weeklyreviews.html">http://www.utdallas.edu/studentsuccess/mathlab/weeklyreviews.html</a> |

#### Student Learning Objectives/Outcomes

|   |                                                                                                                                                                |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Students will be able to formulate real world problem in to mathematical statements.                                                                           |
| 2 | Students will be able to develop solutions to mathematical problems at the level appropriate to the course.                                                    |
| 3 | Students will be familiarized with integration techniques, differential equations, functions of several variables, sequences, and series summation principles. |
| 4 | Students will be able to describe or demonstrate mathematical solutions either numerically or graphically.                                                     |

#### Tentative Course Outline

| Week | Monday | Sections and Days Off            | Exam                    | THQ Due (TUE) | DHW Due (WED) | Quiz (THU) |
|------|--------|----------------------------------|-------------------------|---------------|---------------|------------|
| 1    | 01/14  | Chapters 2 – 5 Review            |                         |               |               |            |
| 2    | 01/21  | MLK, Chapters 2 – 5 Review, 12.7 |                         | THQ1          | DHW1          | Q1         |
| 3    | 01/28  | 7.1, 7.2                         |                         | THQ2          | DHW2          | Q2         |
| 4    | 02/04  | 7.4, 7.5                         |                         | THQ3          | DHW3          | Q3         |
| 5    | 02/11  | 8.2, Review                      |                         | THQ4          | DHW4          | Q4         |
| 6    | 02/18  | 8.1, 8.4                         | <b>MON (02/18)</b>      |               |               |            |
| 7    | 02/25  | 9.1, 9.2, 9.5                    |                         | THQ5          | DHW5          | Q5         |
| 8    | 03/04  | 9.3, 9.4                         |                         | THQ6          | DHW6          | Q6         |
| 9    | 03/11  | 9.4, 9.6                         |                         | THQ7          | DHW7          | Q7         |
| 10   | 03/18  | Spring Break                     |                         |               |               |            |
| 11   | 03/25  | 9.6, Review                      |                         | THQ8          | DHW8          | Q8         |
| 12   | 04/01  | 10.1, 10.2                       | <b>MON (04/01)</b>      |               |               |            |
| 13   | 04/08  | 10.4, 10.3                       |                         | THQ9          | DHW9          | Q9         |
| 14   | 04/15  | 12.1, 12.2                       |                         | THQ10         | DHW10         | Q10        |
| 15   | 04/22  | 12.4, 12.6                       |                         | THQ11         | DHW11         | Q11        |
| 16   | 04/29  | Review                           |                         | THQ12         | DHW12         |            |
| 17   | 05/06  |                                  | <b>Final Exam (MON)</b> |               |               |            |

#### Grading Information

|                        |                                                                                                                                                                                                                                                                                                           |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description            | There will be 2 exams. There will be 11 quizzes. There will be 12 take home quizzes. There will be 12 digital Homework assignments. There will be 1 comprehensive final exam.                                                                                                                             |
| Quizzes                | There will be 11 quizzes. The quizzes will be taken in class. A missed quiz results in zero. A quiz average will be obtained by dropping the two lowest quiz scores and averaging the remaining quiz scores. The quiz average is 15% of your course grade.                                                |
| Digital Homework (DHW) | There will be 12 DHW assignments, which will be posted on My Math Lab and completed outside class. A missed DHW results in zero. A homework average will be obtained by dropping the lowest two homework scores and averaging the remaining homework scores. The DHW average is 10% of your course grade. |

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |         |             |         |             |             |              |         |             |         |             |         |            |         |             |         |                |                           |            |         |             |         |              |          |            |         |             |         |            |        |  |  |  |  |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------|-------------|---------|-------------|-------------|--------------|---------|-------------|---------|-------------|---------|------------|---------|-------------|---------|----------------|---------------------------|------------|---------|-------------|---------|--------------|----------|------------|---------|-------------|---------|------------|--------|--|--|--|--|
| Take Home Quizzes (THQ) | There will be 12 THQ assignments, which will be posted on eLearning and completed outside class. You must download, print-off, complete and staple them. THQ must be submitted at the beginning of the lecture. It is not possible to turn-in THQ at any other place or time. A missed THQ results in zero. THQ will not be accepted if they are late, not stapled or missing a name. Your THQ average will be obtained by dropping the lowest two scores and averaging the remaining scores. The THQ average is 10% of your course grade.                                                              |              |         |             |         |             |             |              |         |             |         |             |         |            |         |             |         |                |                           |            |         |             |         |              |          |            |         |             |         |            |        |  |  |  |  |
| Exams                   | There will be 2 midterm exams. You will receive a zero for a missed exam. Exams cannot be dropped or replaced with other assignments. The lowest exam score is valued at 15% and the highest exam score is valued at 25%.                                                                                                                                                                                                                                                                                                                                                                               |              |         |             |         |             |             |              |         |             |         |             |         |            |         |             |         |                |                           |            |         |             |         |              |          |            |         |             |         |            |        |  |  |  |  |
| Final Exam              | There will be a comprehensive final exam. The final exam is 25% of your course grade.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |         |             |         |             |             |              |         |             |         |             |         |            |         |             |         |                |                           |            |         |             |         |              |          |            |         |             |         |            |        |  |  |  |  |
| Attendance              | Attendance is required and will be taken.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |         |             |         |             |             |              |         |             |         |             |         |            |         |             |         |                |                           |            |         |             |         |              |          |            |         |             |         |            |        |  |  |  |  |
| Grade Scale             | <table border="1"> <tr> <td><i>A+</i>:</td><td>[97,100]</td> <td><i>A</i>:</td><td>[93,97)</td> <td><i>A-</i>:</td><td>[90,93)</td> </tr> <tr> <td><i>B+</i>:</td><td>[87,90)</td> <td><i>B</i>:</td><td>[83,87)</td> <td><i>B-</i>:</td><td>[80,83)</td> </tr> <tr> <td><i>C+</i>:</td><td>[77,80)</td> <td><i>C</i>:</td><td>[73,77)</td> <td><i>C-</i>:</td><td>[70,73)</td> </tr> <tr> <td><i>D+</i>:</td><td>[67,70)</td> <td><i>D</i>:</td><td>[63,67)</td> <td><i>D-</i>:</td><td>[60,63)</td> </tr> <tr> <td><i>F</i>:</td><td>[0,60)</td> <td></td><td></td> <td></td><td></td> </tr> </table> |              |         |             |         | <i>A+</i> : | [97,100]    | <i>A</i> :   | [93,97) | <i>A-</i> : | [90,93) | <i>B+</i> : | [87,90) | <i>B</i> : | [83,87) | <i>B-</i> : | [80,83) | <i>C+</i> :    | [77,80)                   | <i>C</i> : | [73,77) | <i>C-</i> : | [70,73) | <i>D+</i> :  | [67,70)  | <i>D</i> : | [63,67) | <i>D-</i> : | [60,63) | <i>F</i> : | [0,60) |  |  |  |  |
| <i>A+</i> :             | [97,100]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <i>A</i> :   | [93,97) | <i>A-</i> : | [90,93) |             |             |              |         |             |         |             |         |            |         |             |         |                |                           |            |         |             |         |              |          |            |         |             |         |            |        |  |  |  |  |
| <i>B+</i> :             | [87,90)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <i>B</i> :   | [83,87) | <i>B-</i> : | [80,83) |             |             |              |         |             |         |             |         |            |         |             |         |                |                           |            |         |             |         |              |          |            |         |             |         |            |        |  |  |  |  |
| <i>C+</i> :             | [77,80)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <i>C</i> :   | [73,77) | <i>C-</i> : | [70,73) |             |             |              |         |             |         |             |         |            |         |             |         |                |                           |            |         |             |         |              |          |            |         |             |         |            |        |  |  |  |  |
| <i>D+</i> :             | [67,70)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <i>D</i> :   | [63,67) | <i>D-</i> : | [60,63) |             |             |              |         |             |         |             |         |            |         |             |         |                |                           |            |         |             |         |              |          |            |         |             |         |            |        |  |  |  |  |
| <i>F</i> :              | [0,60)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |         |             |         |             |             |              |         |             |         |             |         |            |         |             |         |                |                           |            |         |             |         |              |          |            |         |             |         |            |        |  |  |  |  |
| Example                 | <p>Here is an example of how to compute your course grade.</p> <table border="1"> <tr> <td>THQ average</td><td>DHW average</td><td>Quiz average</td><td>Exam 01</td><td>Exam 02</td><td>Final</td></tr> <tr> <td>71</td><td>85</td><td>83</td><td>81</td><td>89</td><td>91</td></tr> <tr> <td>Course Percent</td><td colspan="5"><math>0.1*71+0.1*85+0.15*83+0</math></td></tr> <tr> <td>Course Grade</td><td colspan="5"><i>B</i></td></tr> </table>                                                                                                                                                   |              |         |             |         | THQ average | DHW average | Quiz average | Exam 01 | Exam 02     | Final   | 71          | 85      | 83         | 81      | 89          | 91      | Course Percent | $0.1*71+0.1*85+0.15*83+0$ |            |         |             |         | Course Grade | <i>B</i> |            |         |             |         |            |        |  |  |  |  |
| THQ average             | DHW average                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Quiz average | Exam 01 | Exam 02     | Final   |             |             |              |         |             |         |             |         |            |         |             |         |                |                           |            |         |             |         |              |          |            |         |             |         |            |        |  |  |  |  |
| 71                      | 85                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 83           | 81      | 89          | 91      |             |             |              |         |             |         |             |         |            |         |             |         |                |                           |            |         |             |         |              |          |            |         |             |         |            |        |  |  |  |  |
| Course Percent          | $0.1*71+0.1*85+0.15*83+0$                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |         |             |         |             |             |              |         |             |         |             |         |            |         |             |         |                |                           |            |         |             |         |              |          |            |         |             |         |            |        |  |  |  |  |
| Course Grade            | <i>B</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |         |             |         |             |             |              |         |             |         |             |         |            |         |             |         |                |                           |            |         |             |         |              |          |            |         |             |         |            |        |  |  |  |  |

#### 4. Important Dates

|                     |                                                                          |
|---------------------|--------------------------------------------------------------------------|
| Jan, 30             | Census day; Last day to drop without record.                             |
| Jan, 31 – March, 28 | Students may withdraw from a class with signature and receive <b>W</b> . |
| Feb, 26 – March, 28 | <b>WL</b> period, with signature of instructor and advisor.              |
| March, 29 or later  | Students may withdraw from a class for non academic reasons only.        |

#### Exam Information

The exams will not be during class time. First and second midterms are scheduled on Monday evening during the exam section MATH 1326.701 for all sections. The location of the exam will be announced on eLearning.

| Exam        | Name   | Date             | Time             | Location |
|-------------|--------|------------------|------------------|----------|
| First Exam  | Exam01 | Monday, Feb.18   | 8:30pm – 10:00pm | TBA      |
| Second Exam | Exam02 | Monday, April.01 | 8:30pm – 10:00pm | TBA      |
| Final Exam  | Exam03 | Monday, May.06   | 8:00pm – 10:45pm | TBA      |

#### Additional Information About the Text book

At minimum, student will need to purchase the access code for My Math Lab related to the course text, as that includes access to the e-book. For further information contact the campus bookstore.

| Option                                                    | ISBN                                        | Description                                                                                                |
|-----------------------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------|
| My Math Lab access code only                              | ISBN 10:032119991X<br>ISBN-13:9780321199911 | This option contains the full text in e book form and access to My Math Lab homework.                      |
| My Math Lab access code packaged with the loose leaf text | ISBN-10:0133886840<br>ISBN-13:9780133886849 | This option contains the full text in eBook form, loose leaf text book And access to My Math Lab homework. |

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| My Math Lab access code packaged with the hard- cover text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ISBN-10:0321979427<br>ISBN-13:9780321979421 | This option contains the full text in eBook form, hard cover text-book<br>And access to My Math Lab homework. |
| First time login guideline for My Math Lab                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                             |                                                                                                               |
| <b>My Math Lab must be accessed through eLearning.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                             |                                                                                                               |
| <ol style="list-style-type: none"> <li>1. Login to eLearning, and select MATH1326.701-AppliedCalculusII.</li> <li>2. On the course home page, click Pearson's My Lab &amp;Mastering.</li> <li>3. Click on My Math Lab All Assignments at the top.</li> <li>4. Read the terms, and click the Accept button.</li> </ol> <p><b>A)</b> If you do not already have an account with My Math Lab, click the Create button. Follow the screen prompts to set up an account. Make sure to use your UTD email address for your username, for example, abc099000@utdallas.edu. You will be given 3 options:</p> <ol style="list-style-type: none"> <li>a) Enter an access code</li> <li>b) Pay for access now</li> <li>c) Request temporary access</li> </ol> <p><b>B)</b> If you already have an account, enter your Username and Password, and click Sign In</p> <ol style="list-style-type: none"> <li>5. When your registration is complete, click Go to Your Course to enter the My Math Lab course.</li> <li>6. On your subsequent return to eLearning, you only need to repeat steps 1 and 2 above to enter the My Math Lab course.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                             |                                                                                                               |
| <b>Additional Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                             |                                                                                                               |
| Failure to demonstrate all work and steps in the solution of a problem may result in zero credit for the problem.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                             |                                                                                                               |
| The use of any electronic communications device during class is prohibited.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                             |                                                                                                               |
| Failure to regularly check the course eLearning site is not an excuse.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                             |                                                                                                               |
| Failure to check and maintain your UTD email is not an excuse.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                             |                                                                                                               |
| <p><b>The description and time lines contained in this syllabus are subject to change at the discretion of the instructor.</b></p> <p><b>Official UTD Policies</b></p> <p>Further information about official UTD policy is available at the following link, and that information is considered to be part of this syllabus. <a href="http://coursebook.utdallas.edu/syllabus-policies/">http://coursebook.utdallas.edu/syllabus-policies/</a></p> <p><b>Academic Integrity</b></p> <p>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.</p> <p>Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as ones own work or material that is not ones own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.</p> <p>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.</p> <p><b>Copyright Notice</b></p> <p>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 owners 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</p> <p><a href="http://www.utsystem.edu/ogc/intellectualproperty/copypol2.htm">http://www.utsystem.edu/ogc/intellectualproperty/copypol2.htm</a></p> |                                             |                                                                                                               |

## **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 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 students' 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 Procedure**

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university *Hand book 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 respondents 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 Grades**

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester 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**.

## **Disability Services**

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is: The University of Texas at Dallas, SU 22

PO Box 830688

Richardson, Texas 75083-0688

(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the students responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

### **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.