

Office: University Hall 4080-B, 530-4489

Office hours: Tentatively TR 10-12; M 11-12; and, when necessarily, by appointment.

Text book: Essential Calculus by James Stewart.

Topics: We will cover most of sections 5.6-10.5.

Prerequisites: Math 1850 and its prerequisites.

1. Rules, information, guidelines, ..., etcetera, on this handout are subject to change as needed.

2. **Grading policy:**

- (a) Grades will be determined based on the following

Exam I	150	Week 6
Exam II	150	Week 13
Quizzes	400	1-2 Quizzes a week at the start of the period
Group work & class participation	100	See below
Exam Final	200	See finals' week schedule
Total	1000	

(b) Grade lines	$A \geq 90\%$	$A- \geq 87\%$	$C+ \geq 73\%$	$C \geq 70\%$	$C- \geq 67\%$
	$B+ \geq 83\%$	$B \geq 80\%$	$B- \geq 77\%$	$D+ \geq 63\%$	$D \geq 60\%$

- (c) All exams and quizzes are closed book.
- (d) Calculators are not allowed except when it is explicitly stated in the statement of a problem.
- (e) Each quiz tests all the material that is covered in the current chapter.
- (f) All exams are comprehensive.

3. **Presentation on exams, quizzes, homework and assignments:**

- (a) Correct solutions consist of all correct work, description of steps in words, reasonings and explanations that lead to the correct final answer. Correct final answers and/or scattered calculations and numbers without correct solutions will earn no points.
- (b) Solutions must be in the most efficient way using the methods given in the lecture.
- (c) Your work must be presented in a clear, organized and legible fashion.
- (d) Following the above mentioned format is the only way you can earn partial credit for relevant ideas and steps which points in the right direction.
- (e) Your score is based on what you write down on the paper, not on your thoughts while writing it down.

4. **Exams and quizzes:**

- (a) Regardless of the topics covered on quizzes and exams, you will always need to use all the material covered since the beginning of the term as well as in the prerequisite courses and their prerequisites.
- (b) Questions on quizzes and exams will be similar but not necessarily identical to concepts, ideas and examples discussed in the following: lectures, text book, handouts, examples presented in class and/or examples in the text, problems on the exercise-list, assignments, quizzes, group works, homework.
- (c) Quizzes & Exams will start at the beginning of the period sharp. If you arrive late, you will have only the remainder of the allowed time.

5. **Course organization:** This course is organized in a *lecture-discussion and group work format*.

- (a) Read the material to be covered before the class and come to class prepared to ask and answer questions.
- (b) Students are expected to participate in the discussion, answer questions and work problems on the board.
- (c) Part of the period is spent on *group work*. See below for description of group work.
- (d) Students are expected to spend at least 6 hours a week studying for this course.
- (e) Students are responsible for all material introduced in lectures, handouts and the textbook and all items mentioned under "*exams and quizzes*" above.

6. **Attendance:** Students are required to attend all classes and responsible for all the instructions, information, guidelines, assignments, exercises and announcements given therein. Each one-credit-hour absence will result in 15 points (1.5%) deduction of the earned total in a 4-credits class, and 20 points (2%) in a 3-credit class. See [http://www.utoledo.edu/facsenate/missed\\_class\\_policy.html](http://www.utoledo.edu/facsenate/missed_class_policy.html) for the university policy on this issue.

7. **Group work:** Students will be divided into groups of 3-4 students. Regularly, each group will be given assignments to work on collectively in class or at home. Groups may be reassigned regularly.
  - (a) Each student will submit a separate written answers to the assignment.
  - (b) Students will be asked to present their work on the board and answer questions from me and their classmates.
  - (c) Assignments must be stapled, legible, organized, well presented with complete explanations. Ineligible calculations without explanations will not be graded.
8. **Quizzes, Group work and Class participation:**
  - (a) These three items account for 50% of the grade. Each meeting there will be a quiz and/or a group work assignments as described in this handout.
  - (b) Positive classroom participation is very important in borderline situations. Recall the section on *course organization*.
9. **Exercises:**
  - (a) A suggested list of exercises and problems will be given each lecture to help you practice.
  - (b) It is encouraged and recommended that you practice more by solving additional exercises.
10. **General Advice, Remarks, and Rules:**
  - (a) Continual steady work is the best approach to learning. This is because in every lecture we encounter several new ideas and techniques. We need time to absorb them and get familiar with them.
  - (b) Frequent quizzes are meant to encourage and reward continual steady work.
  - (c) Make up exams are possible only in extenuating circumstances that can be officially verified.
11. **Teacher-Student Interaction, Follow-up, and Feedback:**
  - (a) You are encouraged to discuss with me any difficulties you have with the course as early as possible, in order not to fall behind.
  - (b) If your score on any quiz or exam is 75% or less, you should set up an appointment to meet with me in my office to discuss the difficulties you are having with the material. If needed, I may assign you some specific exercises to prepare and discuss with me at a latter time.
  - (c) It is very important to take advantage of office hours. If you cannot make it for one reason or the other, you can talk to me right after class in order to set up an appointment.
  - (d) You should not hesitate to ask questions during lecture. Also, you should not hesitate to answer your classmates' questions as well as mine. Your class participation will benefit you and your classmates and will provide me with instantaneous feed back on where you stand.
  - (e) During the term you will be given a Midterm Feedback Questionnaire (MFQ). Your comments and suggestions which will make classroom activities more in tuned with this group's particular needs. The questionnaire will be anonymous. You are also encouraged to make suggestions to me during office hours.
12. **Classroom decorum:**
  - Disturbing classroom activities and violating appropriate classroom decorum will lead to penalties in the form of having to leave the classroom and a deduction of 30 points (3%) from the total points you earned.
  - Refusing to leave the classroom will result in multiple deductions of 30 points increments.
  - In order for that not to happen you should observe the following and any other instructions given in class:
    - (a) Arrive to classroom on time.
    - (b) Do not talk or chat with your classmates.
    - (c) Do not use ipods, mp3's, ..., etcetera.
    - (d) Raise your hand if you want to ask or answer a question.
    - (e) **Cell phones:** Turn off the ringer of your cellular phone before entering the classroom. The following are not allowed during class time:
      - i. Engaging in a phone conversation.
      - ii. Reading or sending messages.
      - iii. Checking who rang you or sent you a message.
      - iv. Leaving the classroom to engage in a phone conversation.
      - v. Using cell phones as calculators, clocks, ..., etcetera.
    - (f) Follow any instructions or regulations announced in the classroom immediately. If you want to discuss their validity, you may do that during office hours.