

Instructor: H.E. Bible
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Textbook/Graphing Calculator

- *APPLIED CALCULUS (Second Edition)* by Hughes-Hallett, et al.
- A scientific or graphing calculator is required for this course (see Calculator section on pg. 3).

Special Tutoring

Special tutoring will be offered for this course. Normally these are sessions staffed by TAs in this course held Mondays, Tuesdays and Wednesdays during the late afternoon and evenings. Details and a schedule will be announced in class and posted on the website.

Class Format

1. Lectures: Mondays and Wednesdays 2:30 – 3:20 PS 141

- Each lecture will cover 1 to 2 sections from the textbook (see attached schedule).
- Lecture notes are available on the course website. You are required to print these notes off and bring them to class.
- You are responsible for all the textbook material, even if it is not discussed in the lecture.
- There will be very little, if any, time for questions.
- Attendance is required and will be recorded via a signup sheet.
- Hour exams will be given at the normal lecture time in the lecture classroom (see attached schedule).
- The Final Exam will be given **Friday, May 6 at 2:00-3:50pm**. This time cannot and will not be changed.

2. Quiz Sessions: Thursdays 75 minutes (start time / classroom depends on your section)

- You must attend the quiz section in which you are enrolled.
- Attendance is required and will be recorded via a signup sheet.
- You will ask questions about the lecture material and/or homework problems.
- Quiz Session TAs will return and discuss graded quizzes and exams.
- You will turn in any take-home quizzes at the beginning of class.
- During most sessions, you will take a 20-point quiz during the last 15-20 minutes of the class.
- You must arrive on time and be present for the entire class period in order to take the quiz.

Attendance Policy – 4 / 8 Rule

Class attendance is a critical component of learning; therefore, you are expected to attend and participate fully in all scheduled class meetings. Because of the importance we place on our class sessions as active learning opportunities, attendance is a required element of this course. Attendance will be counted in both the Mon/Wed lectures and the Thursday quiz sessions. Your class absences will be the sum of these two absences. Poor attendance will negatively impact your final course grade. For example, if you miss more than eight (8) classes (lectures + quiz sessions) during the semester, you will automatically receive an F in the course.

The 4 / 8 Absence Rule will be strictly enforced.

- More than four (4) class absences make you ineligible for the Low Exam Replacement Policy.
- More than eight (8) class absences earn an automatic F in the course.

In this course, there is no such thing as an excused absence. If you were not physically present for a class, then you were absent – no exceptions, no excuses. Also **NOT excused** are absences due to University-sponsored activities, class field trips, and military training. However, the attendance policy is liberal enough to accommodate an occasional absence without serious penalty.

Attendance will be recorded by having you sign an attendance sheet which will be distributed during the class period. Do not sign the attendance sheet for another student or ask another student to sign for you. This is a serious offense of academic fraud and will be treated as such – all your attendance will be null and void resulting in more than 8 absences and an automatic F in the course and you will be reported to the University Academic Integrity office for possible further sanctions.

Proper attendance also means arriving on time and remaining until the class is dismissed. It is your responsibility to arrive on time. If you are late for whatever reason, please respect your classmates. Do not enter and interrupt the class session already in progress. If your objective for attending a class is to simply sign the attendance sheet and leave early, then you are abusing the system. You will be counted as absent if you are late or leave early. Students who continue to attempt to enter late or leave early after being counseled will be reported to the Academic Integrity office and appropriate University policies will be applied.

It is your responsibility to make sure that you sign the attendance sheet. If you enter the class late and miss the opportunity to sign the sheet, you will be counted absent. You cannot sign the sheet late.

We will begin counting attendance in week two after the drop and add period is over and the roll is official and you have been given your Student Class Number.

Examinations

There will be three (3) fifty-minute 100-point examinations and a 200-point comprehensive final examination. All these exams will be given in the lecture classroom. You will need your calculator on the exams. The exams will be closed-book, but you will be allowed to use a 3" by 5" note card. Baseball caps or hats with wide brims are not allowed during any exam or quiz. No cell phones or other electronic devices (other than a calculator) should be visible during the exams or quizzes. Bring your Student ID to all examinations for identification. A schedule of the exams dates is given in the attached Class Schedule. Review these exam dates now and plan your semester schedule accordingly. Absolutely no makeup exams will be given for any reason. If you do miss an exam, the Low Exam Replacement Policy may apply provided you have 4 or fewer class absences.

Low Exam Replacement Policy

If you make a low score on one of your hour exams, but make a higher percentage score on the final exam, it may be possible to replace that low exam score with your final exam percentage. This privilege is only applicable if you have four (4) or fewer class absences. Only one exam score is eligible for this substitution.

Quizzes

In most Thursday Quiz Sessions, you will be given a 20-point quiz during the last 15-20 minutes of class. A total of twelve (12) quizzes will be given – ten (10) regular quizzes and two (2) makeup quizzes. Only your scores on the best ten (10) of these will be counted. That is, if you take all twelve, you can drop your lowest two scores. Your quiz score has a maximum value of 200 points – the equivalent of two 50-minute exams. Since two of these quizzes are considered makeups, absolutely no additional makeups will be given for any reason. If you miss a quiz, you will receive a zero and it will be one of the two quiz scores you drop.

You will be able to use your calculator, but the quizzes will closed-book with no notes or note cards allowed. You must be present for the entire session to take the quiz. Coming to class late will void the opportunity to take the quiz. The quiz questions will involve topics covered on homework problems, lectures and textbook. Your success or failure on these quizzes will be a direct reflection of how much time and effort you are spending working and understanding the homework problems, studying the textbook and studying the lecture notes. In general, the material tested on each quiz will be the material covered since the last quiz. However, since much of mathematics is cumulative, there is always the possibility that some questions will rely on earlier concepts.

Some of these quizzes may be given in two parts: a 10-pt take-home quiz and 10-pt in-class quiz. For example, at the end of a Wednesday lecture, we may hand out a sheet of problems. You will take these problems home, work the problems and bring them to your Thursday Quiz Session. We will discuss the guidelines for these take-home quizzes if and when they are given.

Homework

Homework assignments will be given for each section we cover. These assignments will be posted on the website. The problems will not be collected or graded but you are responsible for all these problems and you should work and understand all the problems to help you succeed in the course. We suggest that you keep the homework organized in a notebook or binder. It is your responsibility to complete the posted homework prior to the Thursday sessions. You should always bring your homework to the Thursday quiz sessions to ask questions about any material you had trouble with or did not understand. Students may be asked to present their solutions on the board.

Course Grading

1. Quizzes	200 points	} low score may be replaced with Final Exam percent according to the Low Exam Replacement Policy
2. Exam 1	100 points	
3. Exam 2	100 points	
4. Exam 3	100 points	
5. Comprehensive Final	200 points	

Total	700 points	

Semester grades are not negotiable. They will be assigned based solely on total points earned in the course subject to the Lecture Attendance Policy. The course grades will be firmly and equitably assigned with no curving based on total points earned in the course as follows:

700-630 A, 629-560 B, 559-490 C, 489-420 D, 419 and below F.

Student Class Number

After the Drop and add period ends and the roll is official, you will be given a **Student Class Number**. This number will consist of your section number followed by a dash, followed by a sequential number indicating your alphabetical order in your section. For example, if you are in quiz section 9 and you are the 23rd name alphabetically on the roll, your Student Class Number would be **9-23**. The Student Class Number is very important and helpful to your instructors in sorting and organizing the papers and recording grades. You must remember this Student Class Number and put it on all quiz and exam papers. If you fail to put your correct Student Class Number on a quiz or exam paper, you will receive a grade of zero on the paper. **Student Class Numbers** will be assigned in Lecture on **Wednesday, January 19**. Your number will appear on the attendance sign-up sheet to the left of your name.

Unclaimed Papers

It is very important that you get your graded quizzes and exams back in order to monitor your progress in the class, to identify and correct mistakes, and to use in preparing for future work. If your instructors take the time and effort to grade these papers, you should take responsibility to make sure that you get these papers back in a timely manner. Generally, these papers will be returned to the class within one week of being given. Any graded quiz or exam that is not personally picked up by you within two (2) weeks of being returned to the class will receive a grade of zero (0).

Who Should You Talk To

- All questions or issues concerning your grades or progress in the course, class policies, grading of an exam or quiz, attendance, etc. should be directed to me in my office - not to your Quiz Session TA, not by e-mail, not before/after class.
- Your quiz section TA are not authorized to excuse absences, give makeups, change exam or quiz scores, answer questions about grades, answer questions about class policies. All these issues should be directed to me.
- Questions about homework or course material - see your Quiz Session TA, attend the special tutoring sessions, or see me.

Office Hours

My office hours are listed on the course website. Your Quiz Session TA will give you their office hours during the first Quiz Session meeting. You are strongly encouraged to take advantage of these hours for help with the course material. Feel free to drop by anytime we're in. However, since we have a lot of students, this time will be on a first-come, first-served basis. If your schedule conflicts with these times, feel free to talk to us before or after class or e-mail us and we can arrange an appointment at a mutually acceptable time. Note: if you have schedule conflicts with our normal office hours and need a special appointment time, please be prepared to show us your SIS class schedule and other documentation to verify that you do have a conflict.

E-mail Guidelines

My e-mail address is listed on Page 1 (notice it is @math.okstate.edu, not @okstate.edu). Feel free to e-mail me at anytime to set up an office appointment. Please use the following guidelines when you send me an e-mail:

- Use your OSU e-mail account (...@okstate.edu).
- I will not conduct any course business via e-mail. Any questions or issues involving class policies or grades must be taken care of in person in my office.
- The e-mail must have a Subject Line or it automatically gets put in my SPAM folder and I'll never see it.
- The e-mail must include your Student Class Number.
- Any e-mails written using "textese", "cyber slang", or other text message jargon will be DANR (Deleted And Not Read).

Generally, you will not receive a reply to any e-mail you send me that does not follow the guidelines above and/or:

- asks for an excused absence, a makeup quiz, or a makeup exam,
- asks about a class policy that is clearly explained in this syllabus,
- asks for any exception to class policy.

Calculator

A calculator is required for this course. A graphing calculator like a TI83 Plus (or higher) is recommended. At a minimum, you should have a calculator that will perform exponentiation and logarithms. You may be able to check out a graphing calculator from the math department to use for free during the semester. Details will be announced in class.

Cell phones and other electronic devices like PDA's, Blackberry's, iPads, netbooks, etc. are not considered calculators in this course and are illegal. Using these illegal devices on exams or quizzes is considered cheating. You can only use dedicated calculators.

Use of the calculator will be encouraged and allowed for all homework, quizzes and exams. However, please note that it is your responsibility to learn how to operate the calculator properly. Dead batteries, calculator failure or user errors are your responsibility. We will not answer any questions about calculator operation during an exam or quiz. If you forget your calculator or it malfunctions, you cannot borrow one from a classmate or share one during an exam or quiz. Some calculators have calculus evaluation features. In this course you are not allowed to use these features. You must work the problems in this course using the manual techniques covered in the textbook and/or lecture.

Partial Credit / Showing Work

Regardless of what you may be used to in previous math courses, in this course only minimal partial credit will be given.

Many of the problems you will be asked to work in this course require several calculation steps to arrive at the "answer." Just supplying that answer is usually not sufficient. We are interested in measuring whether you have mastered the techniques required for a complete solution. You will demonstrate this by showing all your steps at arriving at the final answer. Therefore, you must show all your work clearly and in detail. You will be graded on your total solution, not just the final answer. Answers alone with little or no work steps shown will result in no points. Also, when an answer has units (\$, feet, \$/item, etc.) you must include the units for full credit.

Classroom Decorum

Because of the size of this class, any activity that is noisy or disruptive affects a large number of students. You are expected to act in an attentive, respectful, non-disruptive manner in the classroom. Cell phones, pagers, iPods and other electronic devices are to be turned off and put out of sight before the beginning of class. No earphones (either wired or wireless) connected to iPods or other devices are permitted. Activities during the lecture such as visiting with other students, talking on the phone, texting, reading the newspaper, working on material for another class, sleeping, playing video games, etc. show contempt for the learning process and are not allowed. You will be asked to leave the classroom if your actions involve the activities above and/or your actions are distracting or inattentive.

You should always come to lecture with a copy of the printed lecture notes. You will be asked to leave the lecture if you come to class unprepared without the printed notes. Viewing the lecture notes using a laptop during the lecture may be permitted provided you discuss it with me at the beginning of the semester. However, it should be for your personal use alone; you cannot share the screen with a neighbor.

If you leave the classroom early or enter late, a TA will ask you for your name and Student Class Number. You should always give them this information. If you are asked to leave the classroom because of disruptive or inattentive behavior, you should provide your name and Student Class Number. If you are asked to leave the classroom, you will not be allowed to return to class until you visit with Professor Bible in person in his office.

During the semester if another student is creating a disturbing or distracting environment for you, please let me know and I will correct the situation quickly.

Course Website

We will use the OSU Online Classroom system - Desire2Learn (D2L) at <https://oc.okstate.edu> for the course website. When you access your courses in D2L, there may be two entries for Math 2103. Always pick the one that is the combination of sections 7-14.

Grades will NOT be posted on the website. However, the course website will have valuable information pertaining to this course including homework assignments, lecture notes and quiz/exam solution keys. Most of these are PDF documents so you will need to have Acrobat Reader installed on your computer. Before coming to class, you should print off the lecture notes and bring them with you to help with taking notes and following along with the lecture. These lecture notes are full-page documents, with large print – exactly like those displayed in lecture. To save paper, you may want to use certain print options to print more than one page per sheet of paper. Refer to Acrobat Help to see how this printing might be done.

The website is a required feature of the course. However, technical problems with the site or your inability to access it should not be used as an excuse for not fulfilling the course requirements. If you do have problems accessing the website, contact the IT Helpdesk. Furthermore, reviewing the lecture notes online is not a sufficient substitute for actually attending the lecture.

University Policies / Academic Integrity

All university policies will be followed in this course. It is your responsibility to know and comply with all university policies and deadlines. The university has prepared a syllabus attachment document which contains important information. You can view the document at <http://osu.okstate.edu/acadaffr/aa/syllabusattachment-spr.htm>.

OSU is committed to the maintenance of the highest standards of integrity and ethical conduct. This level of ethical behavior and integrity will be maintained in this course. A document outlining academic integrity issues specific for this class can be found in the Miscellaneous section of the course website. OSU's academic integrity policies can be viewed at <http://academicintegrity.okstate.edu>.

Special Accommodations for Students

If you have a need for special accommodations of any nature, I will work with you and the Office of Student Disability Services to provide reasonable accommodations to ensure that you have a fair opportunity to perform in the class. Please advise me of such disability and the desired accommodations as soon as possible during the first week of class.

If Student Disability Services has determined that you require extending testing time, you should meet with me as soon as possible to discuss several very specific requirements for this extended testing time.

How to be Successful in This Course

- **Take the Responsibility for Your Own Success.** The wrong attitude, absences, and laziness are usually the main causes for failing this course. Devote the appropriate amount of time and effort needed to learn the material. Don't waste time making up excuses for not doing the required work. Don't waste time or embarrass yourself by being a "grade grubber".
- **Abide by All Course Rules and Policies.** Understand the policies for attendance and for no makeup quizzes and exams. Don't ask for or expect any exceptions to the attendance policy, makeup policy or other course policies.
- **Attend All Lectures and Quiz Sessions.** Print the lecture notes off the website and bring them to class. Arrive on time and don't leave early. Pay attention, take good notes. Ask questions and participate in the Quiz Sessions.
- **Work and Understand All the Homework.** Study (not just read) the lecture notes and the textbook sections before you start the problems. Work the problems every day. Don't get behind or wait until the night before an assignment is due to study.
- **Use the Course Resources.** Start a routine early in the semester of going to the special tutoring regularly for help. Use your quiz section TA's and/or your lecture professor's office hours for help.

Important Class Rules / Policies

1. **Absolutely no makeup exams or quizzes will be given and absolutely no excused absences will be granted regardless of the reason.** This policy will be firmly applied with no exceptions. Sickness, accidents, emergencies, personal/family issues, incarcerations, court appearances, funerals, job interviews, vacation/semester break plans, military training, and even University sponsored / approved absences are all NOT accepted. Consequently, there is no point in trying to discuss the reason for your absence or the reason for the missed exam or quiz with your instructor – it will not be excused.
2. **Semester grades are not negotiable.** They will be assigned based solely on total points earned in the course subject to the Lecture Attendance Policy. Course grades will be firmly and equitably assigned with no curving. Minimum total points needed are 630-A, 560-B, 490-C, 420-D. Missing these minimums by even one point will result in a lower grade.
3. **The 4 / 8 Absence Rule will be strictly enforced.** More than four (4) class absences (lecture+quiz sessions) make you ineligible for the Low Exam Replacement Policy. More than eight (8) class absences earn an automatic F in the course.
4. **See your lecture professor for all class issues.** All questions or issues concerning grading or class policies should be discussed with your lecture professor in person, in his office – not with your quiz section TA, not by e-mail, not before or after class.
5. **Learn your Student Class Number.** You must put your Student Class Number on all quizzes and exams to avoid getting a zero on the paper.
6. **Understand the Unclaimed Paper Policy.** Take responsibility for making sure you get all your graded papers back in a timely manner. Any graded quiz or exam that is not personally picked up by you within two (2) weeks of being returned to the class will receive a grade of zero (0).
7. **Do not waste your TA's time.** Just like you, your quiz section TAs must follow very strict class policies. They cannot change exam or quiz grades. They cannot give a makeup quiz. They cannot give a quiz earlier than the last 20 minutes of class. They cannot allow you to take the quiz if you are late for the quiz session. Don't waste their time or put them in jeopardy by asking them to break the rules and do something they are not allowed to do.

Any changes in this syllabus or class schedule will be communicated to you in class by the instructor.

Class Schedule

Wk	Lec	Date	Section/Topic	Wk	Lec	Date	Section/Topic
1	1	Jan 10 Mon	Course Overview 1.1 What is a Function?	11	18	Mar 21 Mon	3.4 The Product & Quotient Rule
	2	Jan 12 Wed	1.2 Linear Functions		19	Mar 23 Wed	3.4 The Product & Quotient Rule (cont) 4.1 Local Max/Min
		Jan 13 Thu	Quiz Session			Mar 24 Thu	Quiz Session Q9 3.4
2		Jan 17 Mon	University Holiday	12	20	Mar 28 Mon	4.1 Local Max/Min (cont) 4.2 Inflection Points
	3	Jan 19 Wed	1.3 Rates of Change		21	Mar 30 Wed	4.2 Inflection Points (cont) 4.3 Global Max/Min
		Jan 20 Thu	Quiz Session Q1 1.1, 1.2			Mar 31 Thu	Quiz Session Q10 4.1, 4.2
3	4	Jan 24 Mon	1.4 App of Functions to Economics	13	22	Apr 04 Mon	4.4 Profit, Cost and Revenue
	5	Jan 26 Wed	1.5 Exponential Functions 1.6 The Natural Logarithm		23	Apr 06 Wed	4.5 Average Cost
		Jan 27 Thu	Quiz Session Q2 1.3, 1.4			Apr 07 Thu	Quiz Session Q11 4.3, 4.4
						→ Apr 08 Fri	
4	6	Jan 31 Mon	1.7 Exponential Growth & Decay	14	24	Apr 11 Mon	4.6 Elasticity of Demand
	7	Feb 02 Wed	2.1 Instantaneous Rate of Change 2.2 The Derivative Function		25	Apr 13 Wed	Exam 3 – 3.4, 4.1- 4.6
		Feb 03 Thu	Quiz Session Q3 1.5, 1.6, 1.7			Apr 14 Thu	Quiz Session Q12 4.5, 4.6
5	8	Feb 07 Mon	2.2 The Derivative Function (cont)	15	26	Apr 18 Mon	9.1 Functions of Two Variables
	9	Feb 09 Wed	Exam 1 – 1.1-1.7, 2.1-2.2		27	Apr 20 Wed	9.3 Partial Derivatives
		Feb 10 Thu	Quiz Session Q4 2.1, 2.2			Apr 21 Thu	Quiz Session
6	10	Feb 14 Mon	2.3 Interpretations of the Derivative	16	28	Apr 25 Mon	9.4 Computing Partial Derivatives
	11	Feb 16 Wed	2.4 The Second Derivative		29	Apr 27 Wed	9.4 Computing Partial Derivatives (cont) Review for Final
		Feb 17 Thu	Quiz Session Q5 2.2, 2.3			Apr 28 Thu	Quiz Session - Review for Final
7	12	Feb 21 Mon	2.5 Marginal Cost and Revenue	17		Friday	Final Exam Comprehensive
	13	Feb 23 Wed	3.1 Deriv. of Powers & Polynomials			May 6	2:00 - 3:50 pm
		Feb 24 Thu	Quiz Session Q6 2.4, 2.5				The date/time of the Final is set by the University. It cannot and will not be changed.
8	14	Feb 28 Mon	3.2 Exponential and Log Functions				
	15	Mar 02 Wed	3.3 The Chain Rule				
		Mar 03 Thu	Quiz Session Q7 3.1, 3.2				
9	16	Mar 07 Mon	3.3 The Chain Rule (cont)			→ Apr 08 Fri	Last Day to Drop a Course with W
	17	Mar 09 Wed	Exam 2 – 2.3-2.5, 3.1-3.3				
		Mar 10 Thu	Quiz Session Q8 3.3				
10		Mar 14 Mon	Spring Break				
		Mar 16 Wed	Spring Break				
		Mar 17 Thu	Spring Break				