Instructor: Atife Caglar
Email: acaglar@math.uh.edu
Online Lecture Times: Tuesday and Thursday, 3:30 pm- 4:30 pm
Office Hours: Monday, Wednesday 1pm -2 pm in my office at PGH 204 or by appointment.
Course Homepage: www.casa.uh.edu and https://www.math.uh.edu/

Overview
This is a 15-week online course on Engineering Mathematics. Key topics include: first order ordinary differential equations and initial value problems; higher order differential equations; vector spaces, matrices, determinants, eigenvectors and eigenvalues; applications to systems of first order equations; Laplace transforms. A more detailed list of topics and topics each exam will can be found here: www.math.uh.edu/~acaglar/SylMATH3321.pdf

Online Live Lectures
There will be two online lectures each week – Tuesday and Thursday, 3:30 pm- 4:30 pm. Students are required to attend BOTH lectures. The completed notes and links to video recordings for each lecture will be posted on the CASA calendar after each session.

A link to the online classroom will be provided on CourseWare. The link will provide instructions for how to enter the classroom. Please test the link ahead of time to avoid unexpected technical difficulties during the first lecture.

Text
Students need to purchase an Access Code from the UH bookstore to access the text and additional electronic learning materials on the CourseWare site: http://www.casa.uh.edu Since all course assignments are administered through CourseWare, students are required to purchase the access code even if they already have a copy of the text. Free access is available for the first two weeks of the semester. After this point, access to all course materials and the ability to submit course assignments will be blocked until you purchase and input the code. No extensions will be given for assignments missed in this way.
**Online Quizzes and EMCFs**

Online quizzes and EMCFs will be given weekly during the semester. These quizzes are multiple choice format and are administered through the CourseWare site. Each quiz can be attempted up to 20 times, and the highest grade will be used for your score. These quizzes are an important component of the course and are the best source of exercises for each lesson. They are also good indicators of possible test questions, so it is important not to rely on guessing when completing these assignments.

**Exams**

There will be four exams: three midterms and a final. The exams will consist of both multiple choice and written questions. The multiple choice questions will be machine graded. The written questions will be graded by the instructors and teaching assistants. Scores will be posted in the grade book on CourseWare approximately one week after the testing period closes.

All exams will be administered in the CASA Testing Center (located in Room 221 of the Garrison Gym). Each student must schedule their exam in advance using the exam scheduler (“Proctored Exams” tab) in CourseWare. This is done approximately two weeks in advance of each testing period. It may be possible to reschedule a test appointment during the testing period (depending on space availability). Do not assume that you will be able to reschedule – check the exam scheduler first! Be aware that there is NO STANDBY waiting at the Testing Center for an open slot. All reservations must be made through CourseWare.

**Note: There are no make up exams in this course. A missed exam will result in a zero. The percentage grade for the final exam (before any extra credit) will be used to replace your lowest test grade if it is higher.**

You will be required to show your Cougar 1 ID card for admission to the Testing Center; no other form of ID is permissible. NO EXCEPTIONS. Please arrive at the Testing Center at least 10 minutes BEFORE the test is scheduled to begin. Students arriving late at CASA for a reservation will NOT be seated (so be sure to leave freeway foul-up time and time to find parking when you leave to go to your appointment).

Remote students, those that live more than 100 miles from the UH campus, need to email their instructor regarding remote administration of their exams. It will be the student’s responsibility to
find a university or testing center that will administer the exams. More information for remote testing can be found here http://www.uh.edu/distance/student-resources/proctoring/

The testing periods are as follows:

![Calendar: MATH 3321](image)

Each student is responsible for scheduling his/her exams and for taking his/her exams at the appointed time. There are no make-up exams in this course. A missed exam will result in a ze
Grades

Final course grades are assigned according to student performance using the guidelines below. Each component of the coursework contributes the following amount to your final percentage:

**Quizzes:** 15%

**EMCFs:** 15%

**Exam 1:** 15%

**Exam 2:** 15%

**Exam 3:** 15%

**Final Exam:** 25%

**Note:** The percentage grade on the final exam can be used to replace your lowest test score.

There are no final exam exemptions in the online math classes.

Letter grades will be assigned as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>x &gt; 93</td>
</tr>
<tr>
<td>A-</td>
<td>90 ≤ x &lt; 93</td>
</tr>
<tr>
<td>B+</td>
<td>87 ≤ x &lt; 90</td>
</tr>
<tr>
<td>B</td>
<td>83 ≤ x &lt; 87</td>
</tr>
<tr>
<td>B-</td>
<td>80 ≤ x &lt; 83</td>
</tr>
<tr>
<td>C+</td>
<td>77 ≤ x &lt; 80</td>
</tr>
<tr>
<td>C</td>
<td>73 ≤ x &lt; 77</td>
</tr>
<tr>
<td>C-</td>
<td>70 ≤ x &lt; 73</td>
</tr>
<tr>
<td>D+</td>
<td>67 ≤ x &lt; 70</td>
</tr>
<tr>
<td>D</td>
<td>63 ≤ x &lt; 67</td>
</tr>
<tr>
<td>D-</td>
<td>60 ≤ x &lt; 63</td>
</tr>
<tr>
<td>F</td>
<td>59 ≤ x &lt; 60</td>
</tr>
</tbody>
</table>

There is no letter grade calculator available for online math students on www.casa.uh.edu
**CourseWare**

It is highly recommended that you check the course homepage (CourseWare) frequently during the Semester. This will allow you to stay up to date with assignments, homework and announcements. CourseWare will provide you with access to the course syllabus, the course calendar, a link to the online classroom, grades, online quizzes, homework assignments, electronic multiple choice forms (EMCFs), a discussion board and an exam scheduler. The completed notes and links to video recordings for each lecture will be posted on the calendar after each session.

You will need to register for a CourseWare account in the first few days of the semester. Additionally, each student should verify that his/her email address is correct both on his/her profile in CourseWare and on PeopleSoft (my.uh.edu). Instructors will use PeopleSoft to send class emails, so it is important to have a correct email address listed there. If your email address changes, it is your responsibility to record the change on PeopleSoft and on CourseWare.

**System Requirements and Equipment**

Since this is an online class there are certain special requirements.

You must have access to a computer and a fast internet connection. Broadband, Cable and DSL connections are the best for this. Good dial-up connections are also suitable. You will need to install Adobe Acrobat Reader 8.1 or higher, which is available for free from http://www.adobe.com.

**CASA Tutoring Center**

The Center for Academic Support and Assessment (CASA), located in Garrison Gym (Room 222), offers tutoring for all undergraduate math classes five days a week. During Fall and Spring, the center is open Monday through Thursday 9am – 7pm and Friday 9am – 2pm. Please see www.casa.uh.edu/casa/ for more information.

**Incompletes**

An incomplete (I) may be awarded to you by your teacher if the reason is a compelling NON-ACADEMIC reason, you have completed virtually all the course assignments AND you have a passing grade on this work.

Incompletes are NOT available to students who have done little of the coursework nor for students who have failing grades on what they have done. See your teacher to discuss eligibility and to fill out and sign the Incomplete contract. This is also required and must be signed in advance of an I being posted. Imminent failure is not an acceptable reason to be awarded an incomplete.
Dropping
If a student wants to drop the class, it is his/her responsibility to do so by logging on the my.uh.edu and completing the drop process before the drop deadline. Instructors cannot drop students for any reason.

Accommodations
A current Student Accommodation Form (SAF) must be presented in a timely manner for accommodations to be approved. No retroactive accommodations will be provided.

Accommodations for undergraduate mathematics courses that could change the essential nature of the course or provide an unfair advantage to one student over another student will not be approved. Notably, in the event that calculators and/or formula sheets are allowed for all students in a course, then all students may have them. If, however, calculators and/or formula sheets are not allowed to anyone, then no one may have them.

Accommodations that are listed on your SAF that would NOT change the essential nature of a course or provide an unfair advantage may be approved (e.g. an extra set of class notes for lecture, testing at CSD, extended time*). Please review these with your teacher during the conference hours for the class (not immediately before or after a lecture).
*If you run over the agreed upon extended time you will be penalized in proportion to the amount over.

Course Completion Forms
If you are a student with financial aid and you do not pass the course, you will be required submit a form to the financial aid office. You will need to make an appointment with your instructor to get this form completed. Please bear in mind that these forms are often due during holiday periods.

See the Online Math Course Policies for more details
http://online.math.uh.edu/courses/OnlineMathPolicies.pdf
Note that the course syllabus overrides any conflicting policies described in the document above.

Contact Information
Please direct your questions to the appropriate person.
For questions of an academic nature, please email the instructor (but check the syllabus first!).
For technical support on CourseWare, email courseware@uh.edu.
For technical support on the Course Homepage or general questions about online classes, email bekki@math.uh.edu.