COURSE SYLLABUS

**********************************************************************************************************************************************
YEAR COURSE OFFERED:  2021-2022
SEMESTER COURSE OFFERED:  Spring
DEPARTMENT:  Mathematics
COURSE NUMBER:  4389 (Section 14865)
NAME OF COURSE:  Survey of Undergraduate Math
NAME OF INSTRUCTOR:  Dr. Melahat Almus
Instructor’s email:  malmus@uh.edu.
Office hours:  Check CASA.

**********************************************************************************************************************************************
The information contained in this class syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.
**********************************************************************************************************************************************

Learning Objectives

As the course title indicates, this is a review and survey of topics in the undergraduate mathematics curriculum that are studied in other courses. The course is organized as a set of 2 to 3 week modules in calculus, linear algebra, differential equations, analysis, abstract algebra, and probability.
Our main objective is to review the courses you took as part of your degree. And the second objective is to prepare for the Math Field Test.
At the end of the course, students are required to take the Major Field Test in mathematics, a national test administered in the University Testing Center. Our purpose in requiring the test is to have a national benchmark by which to evaluate our undergraduate curriculum.
See the "Math Field Test" statement below for how the test affects your grade.

Due to the mass amount of information to be covered, we can’t review all the courses in depth in class; it is expected that the student will be reviewing the topics outside of class time as well.
The student needs to keep up with reading the assigned material, watching assigned videos (if any), working on assigned homework and quizzes, and participating in class activities.

Note: This is a face-to-face course with several in-class quizzes.
COURSE SYLLABUS

Prerequisites

The prerequisites for Math 4389 are

Math 3331: Differential Equations
Math 3333: Intermediate Analysis
Three hours of 4000 level Mathematics courses, or consent of instructor.

(Math 3330: Abstract Algebra is not a pre-requisite; but it is a topic we will be reviewing. Students who did not take it will be expected to do some independent study to get the necessary background.)

Note: You need to create an account at CASA(casa.uh.edu) to access class material and quizzes. No need to purchase an access code.

This is not a self-paced course. Students are expected to read course materials, watch videos and complete assignments in a timely manner. Due dates will be posted on CASA calendar.

Reading Assignments:

Text: There is no assigned text for the course. You will be provided with pdf files of course materials.

Reading assignments from the textbooks will be indicated on the course calendar. You will be expected to read the assigned chapters carefully, ahead of time and to participate in the discussions in class.

Due to the mass amount of the material we will be reviewing, it is expected that you read the course materials (online pdf files posted on CASA) outside of class and watch assigned videos.

TECHNOLOGY REQUIREMENTS:
Computer and internet access is required for this course.

In summary, students will need:
- a functioning and updated computer.
- reliable internet connection
- PDF viewer
- Ability to log in to CASA for online assignments.
- Ability to watch mp4 files.
- Ability to access Microsoft TEAMS platform. Note that all UH students have access to MS teams with their cougarnet ID.
- Note: Webcams will be required if we move to an online setting.
COURSE SYLLABUS

COURSE DELIVERY FORMAT

This course is being offered in the **face to face** format. This course is not self-paced; students are expected to follow assignment due dates as specified on CASA calendar. Lectures for this course will take place according to the class schedule. This is a face to face lecture and by signing up for this class, students agree that they are available during the meeting times.

Instructors have no obligations to make any material of face-to-face meeting available. However, this instructor will make an effort to record face-to-face lectures and post them afterwards. If you miss a live meeting, check CASA to see if the recording is available and watch it as soon as possible to keep up with the teaching schedule. Again, there might be technical difficulties or other problems and your instructor does not guarantee that the recording will be available; try your best to attend lecture (unless you feel sick, you have Covid symptoms, or you need to self-isolate or quarantine – see “presence in class” item below.)

Due to the changing nature of the pandemic, the team for this lecture will be created and available on MS TEAMS. In case of a need to move to the online setting, all students will be enrolled in the team.

- Make sure you are a member of the team: H_20221_MATH_4389_14865. Students who are enrolled in this course becomes members of the team automatically; you do not need a code to be a member.
- If we move to the online setting: Students are expected to behave professionally during live meetings. Any students who do not follow the university’s code of conduct might be removed from the meeting. Turn off your webcam and microphone before joining the meeting.

Face Covering Policy
To reduce the spread of COVID-19, the University strongly encourages everyone (vaccinated or not) to wear face coverings indoors on campus including classrooms for both faculty and students.

Presence in Class
Your presence in class each session means that you:

- Are NOT exhibiting any [Coronavirus Symptoms](#) that makes you think that you may have COVID-19
- Have NOT tested positive or been diagnosed for COVID-19
- Have NOT knowingly been exposed to someone with COVID-19 or suspected/presumed COVID-19

If you are experiencing any COVID-19 symptoms that are not clearly related to a pre-existing medical condition, do not come to class. Please see [Student Protocols](#) for what to do if you experience symptoms and [Potential Exposure to Coronavirus](#) for what to do if you have potentially been exposed to COVID-19. Consult the (select: [Undergraduate Excused Absence Policy](#) or [Graduate Excused Absence Policy](#)) for information regarding excused absences due to medical reasons.
COVID-19 Information
Students are encouraged to visit the University’s [COVID-19](https://www.uh.edu/coronavirus) website for important information including on-campus testing, vaccines, diagnosis and symptom protocols, campus cleaning and safety practices, report forms, and positive cases on campus. Please check the website throughout the semester for updates.

Vaccinations
Data suggests that vaccination remains the best intervention for reliable protection against COVID-19. Students are asked to familiarize themselves with pertinent [vaccine information](https://www.uh.edu/coronavirus), consult with their health care provider. The University strongly encourages all students, faculty and staff to be vaccinated.

Reasonable Academic Adjustments/Auxiliary Aids
The University of Houston complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for disabled students. In accordance with Section 504 and ADA guidelines, UH strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a disability requiring an academic adjustments/auxiliary aid, please contact the [Justin Dart Jr. Student Accessibility Center](https://www.uh.edu/student-accessibility/) (formerly the Justin Dart, Jr. Center for Students with DisABILITIES).

Excused Absence Policy
Regular class attendance, participation, and engagement in coursework are important contributors to student success. Absences may be excused as provided in the University of Houston [Undergraduate Excused Absence Policy](https://www.uh.edu/graduate/) and [Graduate Excused Absence Policy](https://www.uh.edu/graduate/) for reasons including: medical illness of student or close relative, death of a close family member, legal or government proceeding that a student is obligated to attend, recognized professional and educational activities where the student is presenting, and University-sponsored activity or athletic competition. Under these policies, students with excused absences will be provided with an opportunity to make up any quiz, exam or other work that contributes to the course grade or a satisfactory alternative. Please read the full policy for details regarding reasons for excused absences, the approval process, and extended absences. Additional policies address absences related to [military service](https://www.uh.edu/student-accessibility/), [religious holy days](https://www.uh.edu/student-accessibility/), [pregnancy and related conditions](https://www.uh.edu/student-accessibility/), and [disability](https://www.uh.edu/student-accessibility/).

Recording of Class
Students may not record all or part of class, livestream all or part of class, or make/distribute screen captures, without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the [Justin Dart, Jr. Student Accessibility Center](https://www.uh.edu/student-accessibility/). If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Classes may be recorded by the instructor. Students may use instructor’s recordings for their own studying and notetaking. Instructor’s recordings are not authorized to be shared with anyone without the prior written approval of the instructor. Failure to comply with requirements regarding recordings will result in a disciplinary referral to the Dean of Students Office and may result in disciplinary action.

Syllabus Changes
Due to the changing nature of the COVID-19 pandemic, please note that the instructor may need
COURSE SYLLABUS

to make modifications to the course syllabus and may do so at any time. Notice of such changes will be announced as quickly as possible through CASA and/or MS Teams.

UH Email
Please check and use your Cougarnet email for communications related to this course. To access this email, login to your Microsoft 365 account with your Cougarnet credentials.

Honor Code Statement
Students may be asked to sign an honor code statement as part of their submission of any graded work including but not limited to projects, quizzes, and exams.

Helpful Information

Coogs Care: https://www.uh.edu/dsaes/coogscare/

Student Health Center: https://www.uh.edu/healthcenter/

Laptop Checkout Requests: https://www.uh.edu/infotech/about/planning/off-campus/index.php#do-you-need-a-laptop

COURSE ASSESSMENTS:

1) **Module Quizzes (Proctored In-class)**

There will be at least one quiz covering every module. These quizzes will be given during class time – in class. The quiz dates will be announced on CASA calendar.

One of the lowest in-class quiz grades will be dropped. The primary reason for this policy is to offset the impact of zero/low quiz scores due to emergencies on a student’s final course grade. Hence, students should not expect to have an option to make up missed quizzes unless in the case of an excused absence (please see excused absence policy). If a make-up quiz is given, it might be given in a different format and might be proctored differently.

2) **Online CASA Quizzes:**

There will be some online quizzes throughout the semester. The quizzes will be available on CASA under the “online assignments” tab. Quizzes will close at 11:59 pm on the due date; no make ups. 20 attempts on each quiz; I will take your best score. You can find them under “online assignments” tab at CASA (casa.uh.edu).

3) **Homework:**

Multiple Choice assignments (EMCFs - EHWs) will be turned in on CASA using the EMCF tab. These close at 11:59pm on the due date. Your grade on EHW is out of the number of questions.
COURSE SYLLABUS

Written Homework will be turned in on the due date indicated on CASA. Follow the instructions on how to turn it in (given on the cover page). Not following the instructions might result in the homework assignment not being accepted. Practice making PDF files (using a scanner or a smartphone app) and submitting assignments on CASA.

Attendance/Participation:

Attendance is strongly recommended since it is a very important factor in succeeding in this course. Participation will be very important in this course. Students are encouraged to actively participate in lectures. We will be reviewing several modules and attending class will be very beneficial for your learning experience and your performance on the quizzes and on the field test.

Attendance/Participation grade will be considered under the item “HW grades”. Depending on the total attendance points assigned, it will be worth either as 1 HW grade, or more. At the end of the semester, you will see the grade(s) posted on CASA; the percentage might be worth UP TO 5% (<= 5%) depending on total number of attendances taken.

2 days of absence will be excused for all students; the primary reason for this policy is to offset the impact of zero/low quiz scores due to emergencies on a student’s final course grade. If your absence exceeds the dropped amount, and if it falls under the “excused absence policy”, contact your instructor as explained under that policy; follow the procedure as outlined there.

Instructors have no obligations to make any material of face-to-face meeting available. However, this instructor will make an effort to record face-to-face lectures and post them afterwards. If you miss a live meeting, check CASA to see if the recording is available and watch it as soon as possible to keep up with the teaching schedule. Again, there might be technical difficulties or other problems and your instructor does not guarantee that the recording will be available; try your best to attend lecture (unless you feel sick, you have Covid symptoms, or you need to self-isolate or quarantine – see “presence in class” item above.)

4) MATH FIELD TEST

All students taking this class must take the Major Field Test to be able to pass this course.

- If you don’t take the test, you can’t pass the course.
- Moreover, you are not eligible for an A unless you score at or above the national median on the MFT.
- You have only 1 attempt on the Field Test. If a student takes it more than once, only the first score will be accepted.

You will receive your score at the end of the test. The score is out of 200; will be divided by 2 to convert to be out of 100. For example, if your FT score is 190, then I will take your grade to be 190/2=95 and this will be 30% of your overall average.
COURSE SYLLABUS

You will schedule and take the Major Field Test at the University Testing Center; the testing window will be announced on CASA calendar. Students are responsible for scheduling their exams before the testing window begins.

Note that I do not have a copy of the Field Test. You have to take the test at the Testing Center.

You must pay the fee (around $50) for taking the test. To compensate for this expense there is no textbook for the course and all other learning materials will be supplied free.

For more information on MFT, visit: https://www.ets.org/mft/about/content/mathematics

Grades:

Your average will be calculated as:

Module Quizzes (Proctored): 40%

Online CASA Quizzes: 2%

Homework (Written and Multiple Choice, Attendance/Participation): 28%

Major Field Test (score out of 100): 30%

GRADING SCALE

If “x” is your average, letter grades will be assigned as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 ≤ x</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>below 60</td>
</tr>
</tbody>
</table>

LATE ASSIGNMENT AND MAKE-UP POLICY

This course is a cumulative course. You as a student need to keep up with the reading, quizzes, and homework assignments. Students are expected to check the calendar on CASA several times a week and plan ahead so that they don’t miss assignments. We drop some assignments primarily to offset the impact of zero/low scores due to emergencies on a student’s final course.
COURSE SYLLABUS

grade. Hence, students should not expect to have an option to make up missed assignments unless in the case of an excused absence (See: Excused Absence Policy below).

If requesting make up work (assignment or test) due to an excused absence: the student needs to contact the instructor in writing before the next class meeting (or as soon as possible afterwards with an explanation regarding why the notice could not be sent before the next class meeting). Read the Undergraduate Excused Absence Policy to see a list of documentations to support your request; follow the guidelines provided on this document to make your request. Your instructor will inform you of the decision in writing (via email).

OFFICE HOURS:

Office hours will be hold virtually via MS Teams; more information on how to join the office hour will be provided on CASA and in our lecture team.
If you need to speak with your instructor privately, email your instructor to arrange a virtual meeting with your instructor.

COMMUNICATION via EMAIL

Email communications related to this course will be sent to your Exchange email account which each University of Houston student receives. The Exchange mail server can be accessed via Outlook, which provides a single location for organizing and managing day-to-day information, from email and calendars to contacts and task lists. Exchange email accounts can be accessed by logging into Office 365 with your Cougarnet credentials or through Acccess UH. They can also be configured on IOS and Android mobile devices. Additional assistance can be found at the Get Help page.

Per UH Policy, notices properly addressed and so sent (for example, via PeopleSoft) shall be presumed to have been received by the student. Thus, you are responsible for the content in emails sent to your UH account, regardless if your external (non-UH) email provider filters or blocks them.
When emailing your instructor, it is recommended that you use a professional email address and include the course name on the subject line so that your instructor can address your questions accordingly. Please read this link for more on communication via email: EMAIL ETIQUETTE (https://www.math.uh.edu/~tomforde/Email-Etiquette.html).

IMPORTANT: Note that your instructor will communicate with you via email. Your instructor will not reply to chat messages via MS TEAMS. Calls from MS TEAMS will not be responded to unless they are made by appointment. If you leave a voice mail at your instructor’s office phone, he/she might not receive it. The best way of communication with your instructor outside of class times is via email.
COURSE SYLLABUS

ACADEMIC HONESTY POLICY

University of Houston students are expected to adhere to the Academic Honesty Policy as described in the UH Undergraduate Catalog. “Academic dishonesty” means employing a method or technique or engaging in conduct in an academic endeavor that contravenes the standards of ethical integrity expected at the University of Houston or by a course instructor to fulfill any and all academic requirements. Academic dishonesty includes, but is not limited to, the following: Plagiarism; Cheating and Unauthorized Group Work; Fabrication, Falsification, and Misrepresentation; Stealing and Abuse of Academic Materials; Complicity in Academic Dishonesty; Academic Misconduct. Refer to UH Academic Honesty website and the UH Student Catalog for the definition of these terms and university’s policy on Academic Dishonesty.

Anyone caught cheating will be reported to the department for further disciplinary actions, receive sanctions as explained on these documents, and will have an academic dishonesty record at the Provosts office. The sanctions for confirmed violations of this policy shall be commensurate with the nature of the offense and with the record of the student regarding any previous infractions. Sanctions may include, but are not limited to: a lowered grade, failure on the examination or assignment in question, failure in the course, probation, suspension, or expulsion from the University of Houston, or a combination of these. Students may not receive a W for courses in which they have been found in violation of the Academic Honesty Policy. If a W is received prior to a finding of policy violation, the student will become liable for the Academic Honesty penalty, including F grades.

Posting answers for Quiz or Homework questions online (at group chats or other online tools) is considered an academic honesty violation. Students are expected to know the difference between “getting/giving HELP on a problem” and “getting/giving answers to a problem”. If a student is caught sharing answers (in person or online), he/she might be reported to the departmental hearing officer for an academic honesty violation. If a student becomes aware of cheating or any other violations; that student is responsible for informing the instructor.

COPYRIGHT

The materials provided by the instructor in this course are for the use of the students enrolled in the course only. Copyrighted course materials may not be further disseminated without instructor permission. This includes sharing content to commercial course material suppliers such as Course Hero or Chegg. Students are also prohibited from sharing materials derived from the instructor’s content (e.g., a student’s lecture notes). Sharing homework, quiz or test problems with commercial course material suppliers is a violation of copyrights.

UH CAPS

Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to college, or feeling sad and hopeless. You can reach CAPS (www.uh.edu/caps) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. No appointment is necessary for the "Let's Talk" program, a drop-in consultation service at convenient locations and hours around campus.

https://uh.edu/caps/outreach/lets-talk/