Mini Session 6
Online Math 1314 – Business Calculus
Course Syllabus/Departmental Policies

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Email:  beatrice@math.uh.edu
Webpage/CASA Website:  casa.uh.edu

All course links/information/most assignments and the textbook are within your CASA account. After logging in, follow the course link.

Online Sessions:  Tuesdays/Thursdays 12 p.m. – 3 p.m. and Fridays 2 p.m. – 4 p.m.

The link to the online classroom is in your CASA account on the Welcome Page.

If your schedule will not allow you to attend the live sessions, a recording of it will be posted on the CASA Calendar for you to watch and listen to before the next class session. You must have access to a computer and a fast internet connection. You will be able to see and hear my lectures. When attending live lectures, you will also be able to communicate with me through the class chat line.

NOTE: Students are responsible for any content and announcements given in the live online lectures. Videos of the lectures are posted in the CASA Calendar the same day it was delivered.

ASSESSMENT AND GRADING SCHEME

Quizzes 20%
Online Test 1 10%
Test 2 35%
Test 3 35%

GRADING SCALE

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>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 ≤ 70</td>
</tr>
<tr>
<td>D+</td>
<td>63 ≤ x ≤ 67</td>
</tr>
<tr>
<td>D-</td>
<td>60 ≤ x ≤ 63</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

Grades are NOT rounded up. So, for example, in order to earn an A as a letter grade, you must have an average that is 93.0% or better. 92.9999999% is an A–.
ACCESS COURSE CODES

Course codes may be purchased at the campus bookstore at the register. Once purchased, enter the code into the online form at casa.uh.edu by the deadline. Students who have not entered a valid access code by the deadline will be denied access to their course account and will not be able to submit coursework until they enter a valid access code.

COMMUNICATION/EMAIL

Communication from student to instructor, outside of class, will be addressed to the student via their UH email. Notices sent shall be presumed to have been received by the student. Thus, the student is responsible for the content in emails sent to his/her UH account, regardless if his/her external (non-UH) email provider filters or blocks them. Emails lost to external providers shall not be used as a justification to claim faculty are unresponsive/not communicating in any way. Your teacher reserves the right to make changes to the syllabus/policies of the course and to announce such information as needed. You are responsible for knowing the content of any announcements concerning changes.

LEARNING OBJECTIVES

Upon successful completion of this course students will be able to use Geogebra for curve sketching and graphical analysis. Differentiation and integrations of elementary functions will be expected along with interpretation of the numerical results. Students will be able to handle certain topics in functions of several variables and will be competent in handling application problems in a business setting.

COMPUTER REQUIREMENT

Geogebra, a free program to everyone, will be required to do a lot of the problems in this course. It may be downloaded at https://www.geogebra.org/download. Scroll down to Geogebra Classic 5 and download it. This program and version will be available to you for your exams at CASA Testing.

TECHNICAL PROBLEMS ON CASA SITE

Technical questions can be resolved by sending email to technical support by using the link on the CourseWare log-in page. Your teacher does NOT have any authority to fix or change anything on the CourseWare site; you must contact CourseWare tech support if there is a problem.

DISCUSSION BOARD IN CASA WEBSITE

The discussion board is found in CourseWare and is a tool intended to facilitate your studies. You should post questions regarding the subject matter or answer questions asked by your classmates. Additionally, the discussion board is a great place to organize and join study groups.
Questions about personal circumstances (travel due to family emergencies, for example) or grades are private and should be sent directly to the instructor. The discussion board is not a forum for requests; for example, students should not post requests for additional extra credit opportunities, deadline extensions, keys to any assignments, or a grade “curve”. Finally students should expect to be able to operate in a safe and friendly environment. Posts perceived as personal attacks on anyone (“flaming”), will not be tolerated, and will result in restriction from the discussion board. If you would like to meet up with classmates, makes those initial contacts via email. You may not advertise anything for sale on the discussion board. If you do so, you may lose the privilege of participating in the discussion board.

ON-CAMPUS TUTORING OPTIONS AVAILABLE:

- For help with any pre-requisite materials, you can log on to your CASA account, then choose MATH PLACEMENT from your course listing and then choose Help Videos
- For help on any Lessons, you can log on to your CASA account, then click on Appendix B then B.4 Video Lessons
- CASA Tutoring  http://www.uh.edu/casa/tutoring-center/
- LAUNCH Tutoring  http://www.uh.edu/ussc/launch/

ON-LINE QUIZZES

- The quizzes are located in the CASA website under the “Online Assignments” tab.
- The quizzes will close on the due dates indicated on CASA at 11:59 pm.
- Once a quiz closes, it will not reopen.
- One of the lowest quizzes will be dropped.

<table>
<thead>
<tr>
<th>Quiz</th>
<th>Material</th>
<th>Due Date before midnight</th>
<th>Attempts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>L2</td>
<td>11/2</td>
<td>Twenty</td>
</tr>
<tr>
<td>2</td>
<td>L3</td>
<td>11/3</td>
<td>Twenty</td>
</tr>
<tr>
<td>3</td>
<td>L4, L5</td>
<td>11/4</td>
<td>Twenty</td>
</tr>
<tr>
<td>4</td>
<td>L6, L7</td>
<td>11/5</td>
<td>Twenty</td>
</tr>
<tr>
<td>5</td>
<td>L8</td>
<td>11/6</td>
<td>Twenty</td>
</tr>
<tr>
<td>6</td>
<td>L9, L10</td>
<td>11/8</td>
<td>Twenty</td>
</tr>
<tr>
<td>7</td>
<td>L11</td>
<td>11/9</td>
<td>Twenty</td>
</tr>
<tr>
<td>8</td>
<td>L12</td>
<td>11/10</td>
<td>Twenty</td>
</tr>
<tr>
<td>9</td>
<td>L13</td>
<td>11/12</td>
<td>Twenty</td>
</tr>
<tr>
<td>10</td>
<td>L14, L15</td>
<td>11/17</td>
<td>Twenty</td>
</tr>
<tr>
<td>11</td>
<td>L16, L17</td>
<td>11/19</td>
<td>Twenty</td>
</tr>
<tr>
<td>12</td>
<td>L18, L19</td>
<td>11/20</td>
<td>Twenty</td>
</tr>
<tr>
<td>13</td>
<td>L20, L21</td>
<td>11/26</td>
<td>Twenty</td>
</tr>
<tr>
<td>14</td>
<td>L22, L23</td>
<td>11/28</td>
<td>Twenty</td>
</tr>
<tr>
<td>15</td>
<td>L23, L24</td>
<td>11/29</td>
<td>Twenty</td>
</tr>
</tbody>
</table>
PRACTICE TESTS

- Each exam has a practice exam and covers the material that each respective exam covers. Ten percent of your practice test score will be added to your exam score as bonus.
- Practice exams are taken via your CASA account and can be found under the “Online Assignments” tab.
- Practice exams will close on the due dates indicated on CASA at 11:59 pm.
- You have 20 attempts at each practice exam.

<table>
<thead>
<tr>
<th>PT</th>
<th>Material</th>
<th>Due Date before midnight</th>
<th>Attempts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>L1</td>
<td>11/4</td>
<td>Twenty</td>
</tr>
<tr>
<td>2</td>
<td>L2 – L13</td>
<td>11/14</td>
<td>Twenty</td>
</tr>
<tr>
<td>3</td>
<td>L14 – L24</td>
<td>11/30</td>
<td>Twenty</td>
</tr>
</tbody>
</table>

EXAM INFORMATION

The CASA Testing Center is also known as CASA Testing. It has three locations and once you make a reservation it will inform you of which location your test will take place. You will be required to show a Cougar 1 card to check in and take an exam in CASA (a driver’s license will NOT be accepted). You need to have your photograph and fingerprints on file at CASA; there will be time at the beginning of the semester to get this done. You will not be permitted to take personal belongings (including but not limited to purses, fanny packs, and backpacks) to your testing cubicle; you will be required to check them. You may not have a cell phone or a calculator with you in the testing cubicle. Neither the Department of Mathematics nor the University of Houston is liable for misplaced, lost, or stolen personal belongings. Students who are tardy will NOT be seated. If you arrive more than 10 minutes after the test has begun (by CASA’s clock, not your watch), then you will not be seated. You may reschedule the test to another time if one is available. Once you enter the testing facility you will not be able to leave for any reason without submitting your test for grading. This includes breaks to go to the restroom – make sure you are comfortable BEFORE entering the testing facility.

<table>
<thead>
<tr>
<th>Test</th>
<th>Material Covered</th>
<th>Dates</th>
<th>Location</th>
<th>Attempts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>Prerequisite + Lesson 1</td>
<td>10/31 – 11/4</td>
<td>Online via your CASA Account</td>
<td>Two</td>
</tr>
<tr>
<td>Test 2</td>
<td>Lessons 2 – 13</td>
<td>11/13 &amp; 11/14</td>
<td>@CASA Testing; Reservation Required</td>
<td>One</td>
</tr>
<tr>
<td>Test 3</td>
<td>Lesson 14 – 24</td>
<td>11/30</td>
<td>@CASA Testing; Reservation Required</td>
<td>One</td>
</tr>
</tbody>
</table>
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- Test 1 is accessible via your Online Assignments tab in your CASA account.
- For the tests given at CASA Testing, see the “Proctored Exams” tab in your CASA account for details and how to make a reservation.
- The exams given in CASA will consist of multiple choice questions.
- The scheduler will be available approximately 1 week prior to the start of the exam cycle. Sign up for a slot asap.
- Rescheduling a test appointment during the testing period may be possible (depending on space availability) by using the online scheduler. Do not assume that you will be able to reschedule – check first! Best times to check start at 7 p.m. the night before a date that all slots are full.
- Submitting your test: Press “Submit” on the computer at your testing carrel after you have completed the entire test and are ready to leave the testing center. If you press submit and continue to work on your test, a CASA Testing Center employee will take your test from you and escort you out of the Testing Center.
- Retests: There will be no “re-tests”. If you earn a score that is not satisfactory to you, that is unfortunate but is no cause for you to be allowed to take the test again.

Remote students - those that live more than 100 miles from the UH campus may request to test remotely. The University of Houston’s Online & Special Programs (OSP) office facilitates all proctoring services for online students at the University. Information about proctoring and how to submit a proctoring request form can be found on the Proctoring Services page, http://www.uh.edu/online/students/proctoring-exam-form.php. Prior to submitting a request, students should read and understand the proctoring processes and requirements.

Questions or concerns about proctoring services can be directed to the OSP office at 713-743-3327 or proctoring@uh.edu. Hours of operation are Monday-Friday, 8:00 a.m.- 5:00 p.m., except for University holidays.

LATE ASSIGNMENT, MAKE-UP AND INCOMPLETE POLICIES

- This course is a cumulative course. You as a student need to keep up with the course. Thus late work or make-ups will not be accepted. Hence, one of the lowest quizzes is dropped.

- Students that register for a course late (or re-register if dropped because of financial aid issues) or input their course code after its deadline and have missed assignments will be given no special consideration, remediation, tutorials, etc., and such students are responsible for all course content, meeting course deadlines, etc.

- Incomplete policy: A notation of "incomplete" may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester but who, because of illness or other unusual and substantiated cause beyond the student's control, has been
unable to take or complete the final examination or to complete some limited amount of term work.

**ACADEMIC ADJUSTMENTS/AUXILIARY AIDS**

The University of Houston System 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 students who have a disability. In accordance with Section 504 and ADA guidelines, University of Houston 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 visit The Center for Students with DisABILITIES (CSD) website at http://www.uh.edu/csd/ for more information.

**ACCOMMODATIONS FORMS**

Students seeking academic adjustments/auxiliary aids must, in a timely manner (usually at the beginning of the semester), provide their instructor with a current Student Accommodation Form (SAF) (http://www.uh.edu/csd/services/online_accommodation_form.html) from the CSD office before an approved accommodation can be implemented.

Details of this policy, and the corresponding responsibilities of the student are outlined in The Student Academic Adjustments/Auxiliary Aids Policy (01.D.09) (http://www.uh.edu/af/universityservices/policies/sam/1GenAdmin/1D9.pdf) document under [STEP 4: Student Submission (5.4.1 & 5.4.2), Page 6]. For more information please visit the Center for Students with Disabilities FAQs (http://www.uh.edu/csd/services/faq_online_form.html) page.

Additionally, if a student is requesting a (CSD approved) testing accommodation, then the student will also complete a Request for Individualized Testing Accommodations (RITA) paper form to arrange for tests to be administered at the CSD office. CSD suggests that the student meet with their instructor during office hours and/or make an appointment to complete the RITA form to ensure confidentiality. **Students should bring a copy of their approved SAF form when meeting with the instructor to complete a RITA form.**

*Note: RITA forms must be completed at least 48 hours in advance of the original test date. Please consult your counselor (http://www.uh.edu/csd/about/staff.html) ahead of time to ensure that your tests are scheduled in a timely manner. Please keep in mind that if you run over the allotted time indicated on your RITA form, then your exam score will be reduced 1 percentage point for each minute over.

**UH CAPS STATEMENT**

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.  http://www.uh.edu/caps/outreach/lets_talk.html

**ACADEMIC HONESTY**

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 [https://www.uh.edu/provost/policies/honesty/_documents-honesty/academic-honesty-policy.pdf](https://www.uh.edu/provost/policies/honesty/_documents-honesty/academic-honesty-policy.pdf) and the UH Student Catalog for the definition of these terms and university’s policy on Academic Dishonesty. Anyone caught cheating will receive sanctions as explained on these documents and will be reported to the department and Dean of Students Office for further disciplinary action. 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.

**DROPPING THE COURSE**

You are responsible for making arrangements to drop the course if you wish to do so. If you wish to drop the course, complete the online process at my.uh.edu before the deadline. Your instructor cannot drop you for any reason. Pay attention to the deadline and check your course enrollment status on my.uh.edu to make sure your drop has been processed.

**THE COMPLETION FORMS**

If you are using financial aid and fail the course, you need to provide this form to your instructor at the end of the semester.

**Math 1314 – Topics List**

Finding and Using Regression Models

Finding Limits and Derivatives
  - Finding Limits
  - Continuity
  - Average Rate of Change
  - Limit Definition of the Derivative

Mini Session 6 Online Math 1314 Course Syllabus/Departmental Policies
Finding Derivatives Using Rules and Using Technology

Applications of Derivatives
- Rate of Change and Average Rate of Change Problems
- Break-Even Analysis and Market Equilibrium
- Marginal Analysis
- Average Cost and Marginal Average Cost Functions
- Elasticity of Demand
- Exponential Models
- Analyzing Polynomial Functions
- Analyzing Other Types of Functions
- Optimization

Integration
- Riemann Sums (by hand)
- Riemann Sums, Upper Sums and Lower Sums (using technology)
- Indefinite Integrals
- Definite Integrals (by hand and using technology)

Applications of Integration
- Basic Applications
- Average Value of a Function
- Area Between Two Curves
- Producers’ Surplus and Consumers’ Surplus
- Probability

Functions of Several Variables
- Evaluating Functions of Several Variables
- Finding Domain of a Function of Several Variables
- Finding Partial Derivatives
- Optimizing Functions of Two Variables