

**Instructor:** Nicki Boardman

**Email:** [nicki.boardman@okstate.edu](mailto:nicki.boardman@okstate.edu)

**Office Hours:** I will hold office hours in the MLSC on the 5<sup>th</sup> floor of the library each week. If you cannot make my office hours due to a conflict of work/school schedule, please email me to make an appointment to meet with me at another time.

**Mondays: 9:30-11:00 AM      Tuesdays: 11:00-12:30 PM**

**Text:** Technical Calculus with Analytical Geometry by Peter Kuhfittig (not required)

**Course Structure:** This is a lecture-based class that meets three days a week. There will be fourteen quizzes, three exams and a final exam in the class. To succeed in this class you should take responsibility for your own success by working and understanding all the material covered, attending lectures and use the course resources such as the MLSC. I encourage you to ask me when you have questions or concerns and I will be happy to help. I care about your general welfare as a student and am committed to your success in my class this semester.

**Cell Phones:** Cell phones and all other electronic devices (excluding calculators) must be turned off and be out of view during the entire class. Cell phones and electronic devices may not be used during class to play games, text, listen to music, making or receiving phone calls, using cell phones as a calculator, etc.

**Calculators:** A scientific or graphing calculator may be used to complete homework for this class. Only TI-83, TI-84, TI-83 Plus and TI-84 Plus are allowed or calculators with fewer capabilities. **TI-89 and TI Inspire ARE NOT ALLOWED.** You can check out a calculator for free from the math department. You may also ask the instructor for approval if your calculator is not a make/model listed above. This calculator must be a dedicated calculator, not a cell phone or iPod or something similar. The use of the calculator may not be allowed on certain exams or quizzes.

**Lecture Notes:** Lecture notes can be found online on Brightspace by D2L ([online.okstate.edu](http://online.okstate.edu)) under "Content". These lecture notes are provided as a skeleton to assist in taking and organizing notes and problems we will discuss in class. Although these are not required, they will assist in learning and keeping up in the course. It is the responsibility of the student to print these out and bring them to class.

**Attendance:** Attendance is required for success in this course. For students with 3 or fewer absences at the end of the semester, an additional 2 quiz scores will be dropped.

**Homework:** Select problems from each section have been selected to provide a foundation of each topic covered in class. These problems should be worked in detail and will be the basis for many of the quizzes and exam topics. No homework will be turned in for a grade.

**Quizzes:** There will be fourteen quizzes throughout the semester. These may consist of in-class, take-home, or group quizzes. Each will be worth 20 points. The two lowest scores will be dropped. **NO MAKE-UP QUIZZES** will be given.

**Exams:** There will be three exams throughout the semester plus a final exam. The three exams will be given on **September 19<sup>th</sup>, October 17<sup>th</sup>, and on November 14<sup>th</sup>**. Each exam will be worth 100 points.

**Missed Work:** There will be **NO MAKE-UP QUIZZES** in this course. If you miss an exam for a **serious and unavoidable conflict**, and you are able to provide acceptable documentation verifying that reason, then you will be allowed to make up the missed exam. Serious reasons include official University activities, activities associated with military service, illness family emergencies, mandatory court appearances, and any other events of comparable gravity. If this condition is not satisfied, it is understood that a grade of 0 will be recorded for the missed exam.

**Final Exam:** The final exam will be comprehensive and will be worth 100 points. The final exam will be given on **Monday, Dec 10<sup>th</sup> from 8:00-9:50AM** in Human Sciences 331 (our regular classroom). Note this time is different than our regularly scheduled meeting time. This time for the Final exam is not negotiable (except when the OSU Final Exam Overload Policy applies). You should note this on your calendar now; Plan ahead.

**Final Grades:** There are two grading options to calculate the final grade. The final grade will be determined by taking the better of the two possible options.

<b>Option 1:</b>		<b>Option 2:</b>	
Quizzes	- 30 %	Quizzes	- 30 %
Exam 1	- 15 %	Exam 1	- 10 %
Exam 2	- 15 %	Exam 2	- 10 %
Exam 3	- 15 %	Exam 3	- 10 %
Final Exam	- 25 %	Final Exam	- 40 %

The final grade will be determined according to the University grading scale

<b>90-100 %</b>	<b>A</b>
<b>80-89 %</b>	<b>B</b>
<b>70-79 %</b>	<b>C</b>
<b>60-69 %</b>	<b>D</b>

**Data Sheet & Course Contract:** At the beginning of the semester you will be asked to complete a Data Sheet with picture ID and sign a Course Contract. This document is a very important requirement of the course. You should make it a high priority to complete it properly and return it to the instructor on time. Copies of the document will be passed out during the first lecture.

**MLSC:** The Mathematics Learning Success Center is located on the 5<sup>th</sup> floor of the Library. The MLSC is a place where students can receive tutoring and review topics in undergraduate math classes. This is where I will hold my office hours.

**Important Dates:**

**Monday, August 20:** Classes Begin

**Monday, August 27:** Last day to drop/add a class with no grade and no fees

**Monday, September 3:** NO CLASS – University Holiday

**Friday, October 19:** NO CLASS – University Holiday

**Friday, November 9:** Last day to drop or withdraw with an automatic grade of “W”

**Wednesday-Friday, November 21-23:** NO CLASS – Thanksgiving Break

**Pre-Finals Week:** 12/3 – 12/7

**Finals Week:** 12/10-12/14

**University Policies / Academic Integrity:** OSU is concerned about your success as a student here and has provided a website to answer questions most often asked by students. If you have questions regarding OSU policies, please look at the Syllabus Attachment found on our course webpage.

OSU is committed to the maintenance of the highest standards of integrity and ethical conduct. OSU’s academic integrity policies will be followed in this class and these policies can be viewed online at <http://academicintegrity.okstate.edu/>

**Doing Your Own Work:** On homework and take-home quizzes you are encouraged to work with others and with tutors, but you should ultimately be able to work the problems and understand the concepts yourself. Copying is not allowed! You need to complete your own write up of problems even if you receive help.

**Special Accommodations for Students:** Appropriate accommodations will be made for students that have a qualified disability, have contacted the Student Disability Services and once SDS has sent an official notice of the disability to the instructor. Accommodations will not be retroactively provided.

**Any changes in this syllabus or schedule will be communicated to you in class.**