Instructor Information

Instructor: Dalana Nugent  
Office: South Campus, Room 244  
Mailbox: Faculty Workroom in Faculty Office Area across from Finish Line Café 
Hours: Monday/Wednesday 9:00 am – 11:30 am or by appointment  
Phone: 501-812-2362 (but email is the best way to reach me)  
Email: d Nugent@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Chair: Denise Hammett (501)812-2874 denisehammett@uaptc.edu 
Dean: Dr. Marico Bryant (501)812-2342 mbryanthowe@uaptc.edu 
Howe

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

This is an online class so there will be no face to face meetings with one exception; the final exam for this class must be taken on Tuesday, December 11th either at UA-PTC’s main campus or an approved testing center. If you cannot meet this requirement, you should drop the course immediately.

Catalog Description

3 Credit Hours (3 hours lecture per week)

This course includes, but is not limited to, the following concepts when working with various types of functions: 1) derivatives – limits, continuity, slopes, rates of change, definition of derivative, derivatives as rates of change, techniques for finding derivatives and non-differentiable functions; 2) integration – anti-derivatives, indefinite and definite integrals and techniques for finding integrals. Applications include graphing functions using derivatives and optimization. Emphasis is on applied problems in the management sciences and economics.

A TI-83 or TI-84 graphing calculator is required for this course. The course also requires an online learning component.

PREREQUISITE: Students enrolled in MATH 1308 must meet one of the following requirements:

- MATH 1302 (College Algebra) with a grade of “C” or better  
- MATH 1300 (Mathematical Reasoning with a grade of “C” or better  
- A score of 26 or higher on the mathematics section of the ACT
- A score of 70 or above on the COMPASS Algebra Placement Test
- A score of 86 or above on the Accuplacer College Math Placement Test

**Course Materials**

**Required Materials:**

MyLabsPlus Access Code ISBN: 9780558926809 (There is an etext pre-loaded).

Calculator: A TI-83 or 84 calculator is required for the course.


*If you have been awarded financial aid but have not received funds, you can take your schedule down to the UA-PTC bookstore and they will charge your books to your account. This will allow you to purchase your book early and will alleviate you getting behind this semester.*

Free Tutoring is offered on both UA-PTC south and main campus. Information provided at http://www.uaptc.edu/footer-navigation/tutoring-center

**MLP Technical Support:** If you are unable to install the necessary software and plug-ins or the program is not running properly, you may contact the MyMathLab Student Support Line at: 1-800-677-6337 Monday-Friday, 12 pm to 8pm. (All times are Eastern Standard Time.)

*Do not contact the UA-PTC IT services department for assistance with MLP issues. Please be sure to contact the 1-800 number that was provided above.*

**Student MyLabsPlus Access**

MyLabsPlus Web Address: http://pulaskitech.mylabsplus.com/ or you can also access the MLP link in UA-PTC’s Portal.

- **Student MyLabsPlus Username:** The first two letters of your first name, your entire last name, and the last four digits of your student ID.
- **Student MyLabsPlus Password:* Ptcmmddyyyy (this is the letters “Ptc” and your birthdate)
  *If you have previously used MLP with UAPTC, you will need to use that password instead.

Once you login in to MyLabsPlus,

1. You will be prompted to accept the terms of the Pearson User License Agreement and Privacy Policy. Click I Accept once you have read the terms of use.
2. You will be prompted to enter the access code that you received with your book. If you have already purchased the book, chose “Access Now”.
3. If you do not have a code, you will choose “Pay Later”. This will give you **14 days of Temporary Access**, which will begin on the day you registered in the course. This
means that the temporary code could expire at different times for each student since it is based upon the date each student registers into the system. You will need to purchase your book before the temporary access code expires or you will be locked out of MyLabsPlus and you will not have access to your work which could result in zeros on assignments that were missed. DO NOT LOSE YOUR ACCESS CODE ONCE YOU HAVE PURCHASED IT. YOU WILL NOT BE ABLE TO ENTER IT UNTIL THE TEMPORARY ACCESS CODE EXPIRES.

If you have trouble logging in, entering your code or experience issues with not being able to access the course, please contact the Chair of the department. Her name is Denise Hammett and her email is dhammett@uaptc.edu. Please send as much information as you can about the situation including screen shots along with a good working phone number, your username and birthdate.

Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla

Department / Program Learning Outcomes

The Mathematics department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

1. Critical and mathematical thought
2. Academic Integrity
3. Independent thinking and learning
4. Quantitative and technological literacy on a collegiate level.
Student Learning / Course Outcomes

The student will:

1. Calculate rates of change and limits; know the definition of a limit.
2. Calculate the derivative of a function using the definition, differentiation rules and formulas.
3. Recognize functions that are not differentiable.
4. Apply various techniques of integration. Evaluate indefinite and definite integrals using the various techniques of integration.
5. Use differentiation and integration techniques to solve problems in the management sciences and economics; use the calculator to solve these problems.

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class.

Departmental Attendance Policy

In online Business Calculus, the student is expected to take the Syllabus Quiz in Blackboard. This must be done by August 29, 2018. Any student who does not take the Syllabus Quiz by August 29th will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class.

In online Business Calculus, the student needs to log into the course in MyLabsPlus and complete assignments by the required Due Date. There is a schedule later in this document that will show what sections should be worked each week.

Each student must contribute weekly by completing assignments (homework, quizzes and/or exams) in MyLabsPlus. Attendance will be kept weekly (recorded on Monday for
the previous week). Students who fail to do any work in MyLabsPlus for the week will be marked as absent.

The student must check his or her UA-PTC email daily as that is the primary method of communication from the instructor. The main email communication will be on Monday of each week outlining what needs to be done in the course for that week.

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

Attendance is taken starting the first day of the semester and throughout the semester, with the exception of students who enroll after classes have started. Teachers have the right to count students as absent if they arrive late to class, leave class early, or go in and out of the classroom during class time. Teachers have the right to lower a student’s grade based on excessive absences. Instructors set the attendance policy for courses and students’ must follow those policies to remain in the course.

Any student who does not attend class before the roster certification date will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class. Students who were dropped because they had not attended class, will not be allowed back into the course during that specific term; refunds are automatically added to the student’s account for being reported as Never Attending a class. Instructors set the policies for counting students at “no shows” in the online environment and it is the students’ responsibility to follow those policies to remain in the course.

Regular and consistent attendance should be maintained in order to be successful in this course. Excessive tardiness and/or absences are considered discourteous to the instructor and the learning environment and can be a detriment to successful course completion. More importantly, students who are absent miss important information from lectures, class discussions, handouts and assessments, and can easily fall behind on the material. As mastery is a basis for progression, students will need to be present each day. Following an unavoidable absence, the student has the responsibility for completing all activities missed as allowed by the instructor. Instructors in the online environment establish the attendance policies and the requirements for success and it is the students’ responsibility to adhere to those policies.

Drop Date: The last day to drop a course or withdraw from the college is Friday, November 16th. A student should consult with their instructor and financial aid (if applicable) before submitting a drop form. A student can request to drop or withdraw by visiting the student services office on any campus or by submitting a written, faxed request. Faxed requests can be sent to (501) 812-2316 and must contain the student’s name and student ID number, a statement of which course you wish to drop or a statement that you are withdrawing from all courses, your signature, and a copy of your state-issued photo identification. Instructors do not have an administrative drop option.

Course Policies

The UA-PTC Catalog rules and regulations will be enforced in this course at all times.
Please consult the following website for more information: http://www.uaptc.edu/catalog

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

Email Policy: Due to UA-PTC’s board policy and privacy issues, please only send emails from your UA-Pulaski Technical College email account. UA-PTC employees (and students) can only receive and send official email through UA-Pulaski Technical College’s email accounts.

Timely Response: Instructors will normally answer emails and voice mails within 24 hours, except for weekends and times when the college is closed.

Campus Visitors Policy: Classrooms and laboratories are restricted to currently enrolled students only. Visitors are not allowed in any classroom or laboratory where a schedule course is being taught. At no time are children allowed in the classroom during times when scheduled courses are being taught. Additionally, when it is necessary to bring children to campus, they may never be left unattended. At all times, children remain the sole responsibility of the parent.

Incompletes: The requirements for awarding a grade of incomplete, “I” can be found in the Academic Catalog.

Math Department Chair: Denise Hammett, dhammett@uaptc.edu. The department chair may be contacted as a next point of contact. The department chair will not overturn decisions made by the instructor based upon the policies or requirements of the syllabus.

Cell Phones: Please turn cell phones on vibrate mode during class time. Texting during class or doing other things on your phone or tablet or smart watch during class not related to the course is not a good idea as concepts being taught will be missed. No cell phone or other electronic devices (other than graphing calculator) can be used during tests.

Make-up Policy: Tests that are missed can not be made up. If one test is missed for any reason, the grade on it will be 0 until the end of the semester when the final exam percentage will be used as the score on that missed test. If more than one test is missed, the grade on the second missed test will remain a 0. Arrangements can be made to take a test at a different time if the instructor is notified in advance by the student and there is a legitimate reason for rescheduling (examples would be: surgery, National Guard training, funeral, jury duty, etc.). Any arrangement must be made before the day and time of the scheduled test. Exceptions on a case by case basis to be determined by the instructor.

Homework: All homework will be worked in MyLabsPlus. MyLabsPlus will keep track of your homework grade which will be used in calculating your total grade. To be successful in the class, all homework needs to be worked. At the end of the semester, the two lowest homework scores will be dropped. You are allowed to rework the homework assignments for extra practice and for a higher score (up to 100%) as many times as you
like until the due date. Please be responsible and do assignments by the Due Date shown in MyLabsPlus. Once the Due Date has passed, you can complete assignments but you will be assessed a 10% penalty. All assignments will close and can no longer be worked on after Sunday, December 9th.

Grading Policy

Letter grades will be based on the following scale:

- 90 to 100%  A
- 80 to 89%   B
- 70 to 79%   C
- 60 to 69%   D
- 0 to 59%    F

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<thead>
<tr>
<th>Homework: 20%</th>
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<tbody>
<tr>
<td>Quizzes: 5%</td>
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<tr>
<td>Regular Exams: 50%</td>
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<tr>
<td>Final Exam: 25% (Student will receive an F in course for failure to take final exam).</td>
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</tbody>
</table>

Course Average will be calculated as follows:

\[
\text{Course Average} = (\text{Homework Avg} \times 0.20) + (\text{Quiz Avg} \times 0.05) + (\text{Regular Test Avg} \times 0.50) + (\text{Final Exam Avg} \times 0.25)
\]

**Homework** – Homework will be assigned for each section discussed. Homework problems will be found in MyLabsPlus. Homework should be worked out on paper and kept in an organized notebook so you will have something to study at test time. Answers obtained for the homework problems need to be entered in MyLabsPlus. You’ll have aids you can click on to help you work the problems if you have trouble or need help. **MyLabsPlus will keep track of your homework percentage. The two lowest scores will be dropped at the end of the semester.**

**Homework will count as 20% of your total grade.**

**Quizzes** – Quizzes will be found in MyLabsPlus. Quizzes should be worked out on paper and kept in an organized notebook so you will have something to study at test time. Answers obtained for the quiz problems need to be entered in MyLabsPlus. **MyLabsPlus will keep track of your quiz percentage. The lowest quiz score will be dropped at the end of the semester.**

**Quizzes will count as 5% of your total grade.**

**Tests** – Four tests worth 100 points each will be given. These will be paper/pencil tests given in class. A study guide will be given for each test to help students prepare. **At the end of the**
semester, the final exam percentage will be used to replace the lowest of these test scores if the final exam percentage is higher.
Tests will count as 50% of your total grade.

**Final Exam** – This is an in-person, multiple choice, comprehensive, paper/pencil final exam. If the final exam is missed, the student will receive a grade of “F” for the course. **The date for the Final Exam is Tuesday, December 11th.** It will be given at PTC’s main (North Little Rock) campus in the Campus Center Grand Hall. You have five times to choose from and an appointment is not necessary. Times to choose from are: 8:00 am – 10:00 am, 10:30 am - 12:30 pm, 1:30 pm – 3:30 pm, 4:00 pm – 6:00 pm and 6:30 pm - 8:30 pm. You need to be there 15 minutes before the beginning time and you must present a picture ID. Bring your calculator and pencils (no pens); do not bring anything else into the testing room.

**The final exam will count as 25% of your total grade.**

**Alternative Testing Site for final:** If you live too far (more than an hour’s drive) to realistically travel to the main campus to take your final exam, a collegiate proctored testing center may be used. The alternative testing site must be a proctored testing center at a University or College and must be approved by the instructor a full two weeks before the final exam is to take place. The student is responsible for locating an alternative testing center and making the initial contact as well as any fees that the testing center may charge for the service. The student should inquire as to the availability to take the 2 hour paper/pencil exam on the same day as it is scheduled to be given at Pulaski Tech and schedule an appointment. The student should then email their instructor with the name of the University/College, their website address, and the name of the contact person along with their email and phone information. The instructor will then contact the testing center to verify that it meets the standards required and that the student has made arrangements to test on the date required. The student must give the instructor ample time to make contact and grant approval at least two full weeks before the date of the final exam. The instructor, once approval has been given to the student, is responsible for having the exam and all directions to the testing center before the day the exam is to be given.

**Disclaimer:** The final exam for this class must be taken on the date scheduled either at UA-PTC’s main campus or an approved testing center. If you cannot meet this requirement, you should drop the course immediately.

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

**Academic Integrity**

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”
The catalog also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

**Student Code of Conduct**

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. [http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2)

**Sexual Misconduct**

No person at UA-Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu

**Course Evaluations**

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.
Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.
Tentative Course Schedule

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

Online Business Calculus Calendar Fall 2018
MyLabsPlus Due Dates

<table>
<thead>
<tr>
<th>Week #</th>
<th>Date Range</th>
<th>Activity – Things to do!</th>
<th>Date Available In MyLabsPlus</th>
<th>Due Date (@midnight) In MyLabsPlus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week #1</td>
<td>Aug 15 – Aug 19</td>
<td>Purchase Textbook and/or MyLabsPlus and calculator. Register for MyLabsPlus. Take Syllabus Quiz In Blackboard. R.4 Homework</td>
<td>Aug 15</td>
<td>Aug 19</td>
</tr>
<tr>
<td>Week #2</td>
<td>Aug 20 – Aug 26</td>
<td>1.1, 1.2 Homework</td>
<td>Aug 15</td>
<td>Aug 26</td>
</tr>
<tr>
<td>Week #3</td>
<td>Aug 27 – Sept 2</td>
<td>1.3, 1.4 Homework</td>
<td>Aug 15</td>
<td>Sept 2</td>
</tr>
<tr>
<td>Week #4</td>
<td>Sept 3 – Sept 9</td>
<td>1.5, 1.6 Homework</td>
<td>Aug 15</td>
<td>Sept 9</td>
</tr>
<tr>
<td>Week #5</td>
<td>Sept 10 – Sept 16</td>
<td>1.7, 1.8 Homework</td>
<td>Aug 15</td>
<td>Sept 16</td>
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<tr>
<td>Week #6</td>
<td>Sept 17 – Sept 23</td>
<td>Chapter 1 Review Quiz Chapter 1 Exam</td>
<td>Aug 15</td>
<td>Sept 23</td>
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<tr>
<td>Week #7</td>
<td>Sept 24 – Sept 30</td>
<td>2.1, 2.2 Homework</td>
<td>Aug 15</td>
<td>Sept 30</td>
</tr>
<tr>
<td>Week #8</td>
<td>Oct 1 – Oct 7</td>
<td>2.3, 2.4 Homework</td>
<td>Aug 15</td>
<td>Oct 7</td>
</tr>
<tr>
<td>Week #9</td>
<td>Oct 8 – Oct 14</td>
<td>2.5, 2.6 Homework</td>
<td>Aug 15</td>
<td>Oct 14</td>
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</tbody>
</table>

Remember you are required to take the Syllabus Quiz in Blackboard. This must be done by August 29th. Failure to comply will result in the student being permanently removed from the course.
### Online Business Calculus Calendar Fall 2018 (continued)
#### MyLabsPlus Due Dates

<table>
<thead>
<tr>
<th>Week #</th>
<th>Date Range</th>
<th>Activity – Things to do!</th>
<th>Date Available In MyLabsPlus</th>
<th>Due Date (@midnight) In MyLabsPlus</th>
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</thead>
</table>
| Week #10 | Oct 15 – Oct 21   | **Chapter 2 Review Quiz**  
**Chapter 2 Exam**   | Aug 15  
Oct 18  | Oct 21  
Oct 21  |
| Week #11 | Oct 22 – Oct 28 | **3.1, 3.2 Homework**  
**3.3, 3.4 Homework** | Aug 15  | Oct 28  |
| Week #12 | Oct 29 – Nov 4    | **3.1, 3.2 Homework**  
**3.3, 3.4 Homework** | Aug 15  | Nov 4  |
| Week #13 | Nov 5 – Nov 11   | **Chapter 3 Review Quiz**  
**Chapter 3 Exam** | Aug 15  
Nov 8  | Nov 11  
Nov 11  |
| Week #14 | Nov 12 – Nov 18  | **4.1, 4.3 Homework**  
**4.4 Homework** | Aug 15  | Nov 18  |
| Nov 19 – Nov 25 |                | Thanksgiving Break                          |                             |                                  |
| Week #15 | Nov 26 – Dec 2    | **4.4 Homework**  
**Chapter 4 Review Quiz** | Aug 15  | Dec 2  |
| Week #16 | Dec 3 – Dec 9     | **Chapter 4 Exam**  
*(Work paper Final Exam Review to prepare for Final Exam)* | Dec 3  | Dec 7  
*(Notice this is Friday NOT Sunday!!!)* |
| Dec 11  |                   | **Final Exam**  
*Not in MyLabsPlus* | Taken On Campus |

Final Exam is Tuesday, December 11th, from 8:00am – 10:00am, 10:30am - 12:30pm, 1:30pm – 3:30pm, 4:00pm – 6:00pm or 6:30pm - 8:30pm. You pick the session that fits your schedule best and come at that time. Location: Main Campus in the Campus Center Grand Hall.
**Final Exam Schedule:**

**University of Arkansas – Pulaski Technical College**  
**Fall 2018 Final Exam Schedule**  
**December 8 - 14, 2018**

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<thead>
<tr>
<th>Day</th>
<th>If you have class:</th>
<th>Then your final exam will be:</th>
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<td>7:30 am</td>
<td>MW or M or MWF</td>
<td>Wed Dec 12 6:00 – 8:00 am</td>
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<td>9:00 am</td>
<td>MW or M or W or MWF</td>
<td>Mon Dec 10 8:00 – 10:00 am</td>
<td>9:00 am</td>
<td>TR or T or R or TWR</td>
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<td>10:00 am</td>
<td>MW or MWF or WR</td>
<td>Wed Dec 12 10:00 am – 12:00 pm</td>
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<td>11:00 am</td>
<td>MW or M or W</td>
<td>Mon Dec 10 10:30 am – 12:30 pm</td>
<td>11:00 am</td>
<td>TR or T or R or TWR</td>
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<tr>
<td>12:00 noon</td>
<td>MW or M or W or MWF</td>
<td>Fri Dec 14 10:30 am – 12:30 pm</td>
<td>12:00 noon TR or T or R or TWR</td>
<td>12:15 pm</td>
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**Friday only classes will give finals at their normal class time on this date.**  
**Friday, December 14, 2018**

**Saturday only classes will give finals at their normal class time on this date.**  
**Saturday, December 8, 2018**

**Legend**

- **M** – Monday  
- **T** – Tuesday  
- **W** – Wednesday  
- **R** – Thursday  
- **F** – Friday

**Note to Faculty:** If a class meets at a time that is not indicated on this schedule then the time for the final exam is determined by the instructor. But select a time that does not create other final exam conflicts for your students.

**Note to Students:** It is your responsibility to confirm the date and time of your final exam with your instructor before final exam week.

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**Date and Time of Your Final Exam: Tuesday, December 11th, from 8:00am – 10:00am, 10:30am - 12:30pm, 1:30pm – 3:30pm, 4:00pm – 6:00pm or 6:30pm - 8:30pm. You pick the session that fits your schedule best and come at that time. Location: Main Campus in the Campus Center Grand Hall.**
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Dalana Nugent’s Online Business Calculus class at UA-Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

I understand each of the following.

1) I need to use my UA-PTC email address to email my instructor.
2) If I fail to take the final exam it will result in a grade of F for the course.
3) If I miss a test, I will not be allowed to make it up.

Remember you are required to take the Syllabus Quiz in Blackboard. This must be done by August 29th. Failure to comply will result in the student being permanently removed from the course.