Instructor Information

Instructor:  
Ms. Cynthia Fletcher
Office:  
IT 409C
Mailbox:  
IT 409C
Hours:  
MW 11 – 12:30; TR 9:30 – 10:30
Phone:  
501-812-2322 (office) 501-725-1271 (cell)
Email:  
cfletcher@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 Howe (501)812-2342 mbryanthowe@uaptc.edu

*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 course that does not meet face to day, however; you are required to come to campus for your mandatory final exam. This is an in person, 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 11, 2018, and will be given at PTC’s Main (North) campus in the Campus Center’s Grand Hall.

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 and the course requires an online learning component. See prerequisite details below. (3 credit hours)

Prerequisites: (must meet one of the following requirements)

• MATH 1300 or MATH 1302 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
• Permission of the department chair or division dean
Course Materials

Required Materials:

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.*

Optional Materials: A hard copy of the textbook is not required. Calculus and Its Applications,

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**: Ptcmmdyyyy (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’re logged into 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

To remain in the course, all students must make 100% on the syllabus quiz posted in Blackboard AND complete the graded assignments for Week 1 by 11:59 pm on Tuesday, August 28th in MyLabsPlus. Any student who does not complete the syllabus quiz and week 1 assignments by August 28th will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class.

To be successful in this course, it is recommended that each student log in to MyLabsPlus at least three (3) days per week (Sunday through Saturday) and complete all required assignments that are due for that week. Although you are able to complete all assignments at your convenience, please note that there are due dates and deadlines for assignment completion. If you experience significant personal difficulties that prevent you from meeting these deadlines, be certain to contact me prior to the deadline of your assignments. However, there are no make-ups for missed quizzes or exams. Attendance will be documented by weekly and recorded at the end of the week (Sunday through Saturday). Graded assignments are the only assignments that will count as attendance and participation in this course.

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 as “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](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 paragraphs 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.

**Virtual Classroom Policy**

This course does not use Blackboard for completion of assignments. You will use Blackboard to retrieve the syllabus, view lecture videos and other documents and take the syllabus quiz. All homework, quizzes and exams are in MyLabsPlus (MLP).

**Timely Response:** Instructors will normally answer emails and voice mails within 24 hours, except for weekends and times when the college is closed.
Email Policy: Due to UA-PTC’s board policy and privacy issues, please only send emails from your 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.

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.

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

Homework: 10%
Quizzes: 15%
Regular Test: 50%
Final Exam: 25% (Student will receive an F for the course for failure to take final exam).

Course Average will be calculated as follows (amend as necessary):
(Homework Avg *0.10) + (Quiz Avg *0.15)+(Regular Test Avg* 0.50) + (Final Exam Avg * 0.25)

I am not, nor will I ever be, responsible for your grade in this course. YOU MAKE the grades; I RECORD the grades. BE ACCOUNTABLE.

* 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.
Additional Instructor Policies:
- The use of math textbooks, notes, formulas, papers (of any kind), cell phone, tablets, and other smart mobile devices is strictly prohibited during proctored assessments (final exam). These items should not be visible at any time and will be considered as cheating (you may receive a grade of F for the course and reported to the Dean of Students).
- Final exams must be done in pencil

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.

Calculators: Graphing and scientific calculators are allowed. Please restrict calculator usage to all calculators below TI-89. The use of any calculator at or above TI-89 (including your cell phone) will be considered as a form of cheating (see Academic Integrity Policy).

Electronic Equipment: The use of electronic devices (i.e. cell phone, tablets, iPad, iPod, etc.) is strictly prohibited during proctored assessments (finals) and will be considered an act of academic dishonesty. The use of such devices during prohibited times may result in immediate dismissal from class, a grade of F within the course, will be reported to the Dean of Students, and may be recorded on your Academic Records at Pulaski Technical College.

COURSE STRUCTURE

1. **Attend class and actively participate** *(Log into MyLabsPlus at least 3 times per week and complete weekly assignments)*
   a. Print lecture notes in Blackboard
   b. View lecture videos in Blackboard
2. **Complete the Homework in MLP** *(Worth 10% of your overall grade)*
   Homework will be assigned through MLP for each section covered. You are expected to keep a homework notebook showing all work to the computer problems. These problems should be done before the next class meeting. Homework should be done on notebook paper in pencil and kept in a binder. Each assignment should be titled with the name of the section along with the specific problems to be worked at the top of each page. Each homework assignment can be worked an unlimited number of times. You should strive to make 90% on every homework assignment
3. **Complete the Chapter Quizzes in MLP** *(Worth 15% of your overall grade)*

Quizzes will be assigned through MLP for each chapter covered. You are expected to keep quizzes in your notebook showing all work to the computer problems. These problems should be done before taking your exam. Quizzes should be completed on notebook paper in pencil and kept in a binder. Each assignment should be titled with the name of the section along with the specific problems to be worked at the top of each page. Each quiz within the chapter can be worked an unlimited number of times. You should strive to make 75% on every chapter quiz.

4. **Complete the Chapter Exam in MLP** *(Worth 50% of your overall grade)*

You should strive to make at least a 70% on the exam. Each exam is timed and you will have 2 attempts. Each unanswered question will be graded as a zero (0).

5. **Complete the Final Exam (Paper/Pencil)** *(Worth 25% of your overall grade)*

The Final Exam is a paper pencil proctored assessment, by the instructor, and can only be completed on campus **Tuesday, December 11th**.

**Late Submission Request:**

Once the MyLabsPlus due date passes, you have the opportunity to request a one-time extension for each assignment with an automatic 10% deduction. You have 7 days from the MLP due date to complete the assignment after the due date. This includes online homework, quizzes, and exams (excludes final exam).

**Final Exam:** This is an in person, 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**, and will be given at PTC’s main (north) campus in the Campus Center’s Grand Hall. You have five times to choose and an appointment is not necessary.

Times: 8 am – 10 am, 10:30am-12:30pm, 1:30 pm – 3:30 pm, 4 pm-6pm and 6:30pm-8:30pm. 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.

**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.
Finding a proctor for an exam is solely your (the student’s) responsibility. If you would like to have a proctored exam, you will need to submit your request to your instructor within the first two (2) weeks of class, and provide your proctor information.

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

**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

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<th>Week 1</th>
<th>Introductions, Syllabus, Review 4</th>
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<tr>
<td>Week 2</td>
<td>Section 1.1 and 1.2</td>
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<td>Week 3</td>
<td>Section 1.3 and 1.4</td>
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<td>Week 4</td>
<td>Section 1.5</td>
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<td>Week 5</td>
<td>Section 1.6 and 1.7</td>
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<td>Week 6</td>
<td>Section 1.8 and Review/ Exam 1 (Chapter 1)</td>
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<td>Week 7</td>
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<td>Week 8</td>
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<td>Week 9</td>
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<td>Week 10</td>
<td>Review/ Exam 2 (Chapter 2)</td>
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<td>Week 11</td>
<td>Section 3.1 and 3.2</td>
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<td>Week 12</td>
<td>Section 3.3 and 3.4</td>
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<td>Week 13</td>
<td>Review/Exam 3 (Chapter 3)</td>
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<td>Week 14</td>
<td>Section 4.1 and 4.3</td>
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<td>FALL BREAK</td>
<td>FALL BREAK</td>
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<td>Week 15</td>
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<td>Week 16</td>
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<td>Finals' Week</td>
<td>Tuesday, December 11, 2018</td>
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<td>PTC NLR (Main Campus)</td>
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<td>Campus Center Grand Hall (1st Floor)</td>
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Final Exam Schedule: This is an in person, 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, and will be given at PTC’s main (north) campus in the Campus Center’s Grand Hall. You have five times to choose and an appointment is not necessary. Times: 8 am – 10 am, 10:30am-12:30pm, 1:30 pm – 3:30 pm, 4 pm-6pm and 6:30pm-8:30pm. 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.

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

Course Agreement Form

Your course agreement form is the syllabus quiz posted in Blackboard. To remain in the course, all students must make 100% on the syllabus quiz posted in Blackboard AND complete the graded assignments for Week 1 by 11:59 pm on Tuesday, August 28th in MyLabsPlus. Failure to do so will result in you being dropped as a “No Show” for the semester and will not be allowed to reenroll for Fall 2018.