Math 154.01 – Calculus II Online – Syllabus
Spring 2022

Instructor:	Mona Baarson
E-mail:	baarsonmonag@jccmi.edu
MyStatLab Website:	www.MyStatLab.com
MyStatLab Course ID:	See "How to Sign Up for My Math Lab" instruction sheet
Class Times and Office Hours	Class Session: Tuesday/Thursday 8:30am – 11:00am Office Hours: Tuesday/Thursday 11:00am – 12:30pm Office Hours Location: To be determined due to social distancing
PDF Scanning: You need to have the ability to create scanned PDF files of physical documents.	• Unless you have easy access to a physical scanner, I strongly urge you to get access to a free scan-to-PDF app for your mobile device as soon as possible (if you don't have ready access to a stand-alone scanner). • For example, Genius scan, Cam Scanner, and Adobe Scan are free and do a good job of turning handwritten work into PDF files. • Check out this **tutorial video** a colleague of mine made for her students about Adobe Scan.

Note about e-mail: You can e-mail me a question any time.
I try to return e-mail within 48 hours, with the exception of weekends; if you e-mail after 3 pm on a Friday, you may not hear back from me until the following Monday.

When you e-mail, please **put MTH154.01 in the subject line followed by your name**.
So, the e-mail will come to me as: **Subject: MAT154.01 Your Name.**
I teach more than one class, so please identify the class you are in with your email.

Course Materials:

1. If you are participating in the College's Access program, you should have received an email from the bookstore about how to get materials as you've already paid for them.
   Please be sure to check your JC email!

2. If you opted out of the Access program, you will need to purchase the materials listed on the bookstore website.
   The materials you will need to purchase are:
   • MyMathLab Access code
   • and a large MAT 154 Coursepack.

3. You will need access to graphing technology, such as a graphing calculator or Desmos.
   I will be using a TI-84 and Desmos during our class times together.

PDF Scanning: You need to have the ability to create scanned PDF files of physical documents.

• Unless you have easy access to a physical scanner, I strongly urge you to get access to a free scan-to-PDF app for your mobile device as soon as possible (if you don't have ready access to a stand-alone scanner).

• For example, Genius scan, Cam Scanner, and Adobe Scan are free and do a good job of turning handwritten work into PDF files.

• Check out this **tutorial video** a colleague of mine made for her students about Adobe Scan.

Course Notes/CourseVideos:

- I will also have **some** (not all) videos over the course notes, with the links posted in MyStatLab.
- All the course pack will not always be filled in during our scheduled class time.
- So, on occasion you might need to watch the videos and take notes using your course pack.
- I will also post the keys to the notes we took in class. You may use these to help fill in the notes you might have missed.

ATTENDANCE Policy:

Class attendance is so very important and is the primary reason for success in our course.

- Attendance is required and will be taken in various formats.
- As per college policy, I will be monitoring participation in class.
- **If you do not "actively participate" in the first day of class, you will be dropped.**

Participation in this course is considered "active participation", meaning that in order to be counted as 'present' in the course and in the college's attendance system you must make progress toward course completion each week.

- **I define "active participation" as doing at least one of the following each week:**
- Attending our bi-weekly face-to-face class sessions.
- Completing assignments in MyMathLab such as homework, quizzes and unit exams
- Submitting assigned work such as worksheets and work for exams in JetNet
- Sending the instructor emails and communicating with instructor about the course

If you fail to participate in the course for a period of one week, you will be dropped from the class.

COVID-19 Policies and Procedures:

We are so very fortunate to be able to return to campus this semester. Because it is such a privilege to be able to do so during this time, there are certain policies, requirements, and procedures we must all follow. I will mention a few of them here and modify them as they change going forward.

- In order to come to campus and attend class, everyone (myself included) must take the Reintegration Taskforce Training course on JetNet.

- Everyone, (students, faculty, staff, and administration), must wear masks at all times in class, hallways, restrooms, etc. The mask must be always worn properly at all times.
- This means the mask must be covering the nose and mouth at all times.
- Students that do not comply with the mask policy will be asked to leave class.

- Students and faculty must always maintain a distance of 6 feet from each other, while in class.
- This is due to the Social Distancing Policy.
- No supplies may be shared.

- The faculty and students will be required to clean desks and teaching station prior to beginning class. Clorox wipes will be provided.

For the safety of everyone:

- Those who do not feel well are asked to stay home. This seems to be the new norm. If you have a cold, the flu, Covid-19, etc., you are asked to stay home. When you are feeling ill, contact your instructor(me) and we will determine how for you to get the work you missed completed on time.
- Anyone exhibiting symptoms of COVID-19 in the classroom will be asked to go home.
- Before coming to campus, all faculty, staff, and students approved to be on campus must complete the COVID-19 online training on JetNet. This provides instruction on physical distancing, wearing of face coverings, personal hygiene, and other guidance.
- Before entering campus all faculty, staff and students must complete a daily health screening at campus locations.
- Face coverings must be worn within campus buildings unless an individual is alone in a private office space. Face coverings must be worn outdoors if physical distancing is not possible. Face masks will be provided for those who need them. Please note, some people cannot wear face coverings for medical and other related reasons.

Purpose and Learning Objectives

**"The function of education is to teach the student to think intensively and critically.
Intelligence plus character.... that is the goal of education."
Dr. Martin Luther King**

Course Description: This is the second calculus course for business, mathematics, engineering and science students. In this course, we will explore the following topics: methods and applications of the derivative and integral for inverse trigonometric and hyperbolic functions, indeterminate forms, series, polar and parametric representation of functions, matrices, determinants, solution of systems of equations, and vectors. A graphing calculator is required. I will be using the TI-84 Plus (or TI-83 Plus) and the TI-89.

Prerequisite(s): Math 151 or equivalent

Course Goals: The purpose of this course is to develop a progressive understanding of the concepts of the second course in calculus: methods and applications of the derivative and integral for inverse trigonometric and hyperbolic functions, indeterminate forms, series, polar equations and parametric representation of functions. Not only will we learn the theory behind each of these concepts, but we will also be able to use these theories in practical application problems. We will integrate the use of technology throughout the course by making use of the Graphing Calculator (TI-84 Plus and the TI-89) and/or Desmos.   We will develop problem solving techniques applicable to Calculus to obtain a sense of how and why Calculus is used to solve many problems in many different subject areas. Great emphasis will be placed on understanding of terms, concepts, principles and theories rather than cramming and memorization.

Performance Objectives:

I.   Core Course Objectives

Students completing Math 154-Calculus will be able to:

1.   Understand basic concepts of differential equations including: Slope Fields, Euler's Method, solving differential equations by separation of variables, use of exponential and logistic differential functions to model growth and decay in applied problems.

2.   Apply calculus to standard applications. Applications may include volumes of solids of revolution, arc length, work, force, and centroids.

3.   Understand multiple techniques for integration including: substitution, tables, parts, partial fractions, and trigonometric substitution.

4.   Understand sequences and series; identify manipulate, and test the convergence of various series including Taylor, and Maclaurin.

5.   Perform calculus in polar coordinates and with parametric equations.

6.   Apply appropriate technology in all the above areas.

II.   General Education Outcomes (GEO) & Essential Competencies (EC)

General education outcomes and essential competencies assesses the student's attainment of skills obtained during their completion of a degree. These skills are defined consistent with the college mission, and dispersed across a multitude of courses in the student's program. Courses fulfilling one of more of these outcomes assess for achievement once/year.

Because the vision of Jackson College includes a variety of educational, cultural and economic goals, the general education requirements involve both traditional intellectual pursuits and practical skill development. As the general education requirements are designed to ensure breadth and depth of knowledge, they are met through carefully designed programs of study. Programs of study help students meet these goals by addressing each of the skill areas identified in the **General Education Outcomes.** These are skills which the Jackson College Board of Trustees has determined students should develop or enhance while enrolled in the college.

General Education Outcomes
1. Write clearly, concisely and intelligibly
2. Speak clearly, concisely and intelligibly
3. Demonstrate computational skills and mathematical reasoning
4. Demonstrate scientific reasoning
5. Understand human behavior and social systems, and the principles which govern them.
6. Understand aesthetic experience and artistic creativity
7. Understand and respect the diversity and interdependence of the world's peoples and cultures

Essential Competencies (EC)
In addition to the GEOs listed above, the college is committed to helping students develop three Essential Competencies. These skills are embedded in each program of study and are shaped by the program focus and the pathway within which the program is hosted.

Essential Competencies
1. Think critically and act responsibly
2. Work productively with others, recognizing individual contributions to group success
3. Exhibit technological literacy

MATH 154 addresses GEO 3: Demonstrate computational skills and mathematical reasoning

Instructional Techniques and Procedures
This course usually consists of mostly instruction, group work and classroom demonstrations using graphing technology such as the TI84 Plus graphing calculator and Desmos.

Course Information and Requirements
Attendance and Withdrawal Policy

1. **Office Hours**:   I will give you a handout with my posted office hours.
   I will always be available to you during these times.

   I strongly encourage you to come to me first to get help outside of class. Please do not ever get behind because of lack of understanding. I always want to do my best to help you understand this thing called math. If your available time and mine do not match, then there are other alternatives for help outside of class.

   - You may also send me an email with your question or concern. I will always try to answer your email in a timely manner.

     My email address is: baarsonmonag@jccmi.edu

   - You may also call me at my office number during office hours and I can help you over the phone.

     Always feel free to leave messages on my phone mail or contact me through email with any questions or concerns you may have about the course.

     My office number is 517-796-8579.

2. **Tutoring**:
   - There are also personal tutors available through the Center for Student Success. If you feel that you need a personal tutor, please come see me and I will put you in touch with the person in charge of this service.

3. **Study Groups**:   I strongly encourage you to make a friend or friends in class that you can get together with outside of class. One of the best ways to study and to learn is by helping one another. Like "they" say, "Two heads are better than one."

From the three items above, I hope it is obvious that your success is of utmost importance to all of us here. There is never a need to feel lost because of lack of understanding. There are so many ways for you to obtain math tutoring outside of the regular classroom. There is always some type of math help available. As long as you are being responsible for your learning by attending class, doing the assigned homework and other classroom activities, asking questions in class, and seeking help outside of class from the instructor, the tutoring services and your fellow classmates, success will be yours!!!

4.   **You are responsible for the homework assignments.** The way they are to be completed and turned in is outlined in the pages of the syllabus. Do the homework assignments before attending lectures. The lecture will be used to clarify and re-emphasize previous material and to introduce new material. If you fail to come to class, you will not only miss the lectures, but will also miss the quizzes and the homework review. You will consequently receive a poor grade, not because you cannot do math, but because you failed to show up in class. Remember, there is a strong positive correlation between attendance and performance. It has also been determined that for each hour spent in class, one should spend **at least** two hours studying and reviewing outside of class. Be sure to allow time to do your coursework, to ensure success.

5.   <u>Calculators</u>:   **Graphing Calculators are required for MAT 031, 033, 035, 131, 133, 139, 141, 151, 154, 251 and 254. The TI-84 calculator is the preferred calculator for MAT 039, 033, 131, 133, 139, 141, and 151. The TI-84, TI-89 or TI-NSpire CAS calculator may be used for MAT 154, 251, and 254. We will also use Desmos.**

6.   **Attendance is required and will be taken in some fashion daily (either by roll call, instructor check off, sign in or assignments turned in).**
      If you do not plan to attend lectures regularly, you are advised to withdraw.
      - **Attendance is required and will be taken in some fashion daily (either by**
      - **roll call, instructor check off, sign in or assignments turned in).**
      - It is required by the administration that attendance is taken daily.
      - I do not give a numerical grade for attendance.
      - If you do not plan to attend lectures regularly, you are advised to withdraw.
      - **I will take attendance one time per class period.
        (It may be at the beginning, the middle or the end.)**
      - **If you are not present when I take attendance, then you will be counted as absent.**
      - **Your attendance record is recorded in JetStream.**
      - The quizzes and assignments I give in class may be used for attendance purposes (see
      - explanation in grading procedures).
      - My experience is that good attendance generally correlates highly with success on homework and tests.
      - A student who misses class is responsible for any material presented or assignments given at the missed class.
      - I suggest that students exchange phone numbers with someone in the class with whom they can check in the event of a missed class.

7.   **If you do not attend the first day of class, you will be dropped from the class roster.**
8.   **If you miss more than 3 consecutive class periods, you will be dropped from the course.**
9.   **If at any point in the semester you have missed half (or more than half) of the class periods, you will be dropped from the course.**

8. **<u>Classroom Behavior:</u>** As stated in the Student Handbook, "misconduct for which students or visitors are subject to discipline are as follows:

1) **Dishonesty, such as cheating, plagiarism**, or knowingly furnishing false information to the College.
2) **Forgery, alteration, or misuse** of College documents, records or identification.
3) **Obstruction or disruption of teaching, lecturing**, research, administration, disciplinary procedures, or other authorized activities on College premises..."

I would like to specifically address the highlighted words in this section:

If I ever have any suspicions of dishonesty, the students involved will receive no credit for that particular assignment.

I will not tolerate the classroom teaching/learning process to be disrupted. When I am teaching, I expect my students to be actively listening , in order to answer questions I may ask of them. **Talking to one another while I am teaching is not permitted.** If you have a question while I am lecturing, ask that question of me, not your friend beside you. If you feel the need to come to class and visit with your friends, **I will ask you to leave class and not return until you've met with me to discuss a plan for improved classroom behavior.** If your behavior does not improve after this, then I will visit with the dean of students or the dean of instruction to determine appropriate measures to be taken at that time.

It is extremely important for each student to be in class on time. Not only is the class disrupted by latecomers, the late student misses out on enough time to take quizzes, misses being counted for attendance, and any instructions given at the beginning of class.

It is also extremely important that students do not get up and leave in the middle of class . (It is very disruptive ,to my teaching and others learning, for students to get up and leave or wander in and out of class at any given time.)

I will not tolerate the learning process of any student to be interrupted by lack of respect and consideration from a small few.

Electronic Devices and Cell Phone Policy

The use of cell phones, walkie-talkies, beepers, pagers, any communication device is not permitted in the classroom. If you must bring them to class, I ask that you turn the sounds that they make completely and totally off!!! These devices are not to disrupt class at any time for any reason. If the situation is so extreme that it warrants disrupting the entire class with your communication, then I ask that rather than disrupt class in that manner, perhaps you need to stay home and take care of your business or listen to your CD's or watch your DVDs or play your computer games. This perhaps sounds exceptionally rude and for that I apologize. However, this has become a severe problem to the learning process and we will no longer condone the behavior of people who feel the need to be rude to the entire class. If one of these devices ever disrupts my class, I will ask you to leave class for that session and I will report the disturbance and your dismissal from class to the Dean of Students. If the behavior happens more than once, you will be dismissed from class and will not be able to return until you have made a visit to the Dean of Students, he/she notifies me that you will be returning to class, and you and I meet to discuss a plan for improved classroom behavior.

There is absolutely no reason to bring your cell phone or electronic devices to class or to use them during class. If you have these kinds of devices out in class, I will ask you to leave class.

Please let me be perfectly clear….

I do not want you sitting in class with your headphones on, watching movies, texting, playing games, etc…….

There is to be absolutely no texting at all during class. I will ask that you put your texting device on my desk until the end of class, if I catch you doing this during class time.
If this behavior is necessary for you to be able to function in class, then you need to find another class to sign up for.

I-Pods(or their clones), radios, computers, smart watches, etc…
The use of I-Pods(or their clones), radios, computers, smart watches etc… is also not permitted to be used during class at any time.
If listening to your I-pod is more important than what I have to say and to teach that day, then perhaps you should stay home and listen to your I-pod.

Laptops/Computers
I also do not want you to have your laptops out working on them while I am teaching. (Not even if you are doing your MyMathLab homework assignments.) Class time is not the time to be doing those assignments. The laptop is a useful tool to have available, however it is a distraction to you and your neighbors in the classroom. I do not want to have to become a laptop monitor and worry about what you are doing with the laptop that is not math related (or even if it is). When the class is taught in a room equipped with laptops, I will thoroughly enjoy that. However, until that happens, please leave your laptops at home or in their bags.

All of these items become a huge distraction to everyone's learning process. All of these things that are "entertainment devices" have a wonderful use in the right time and place, just not in my classroom.

It takes all of us working together in a positive fashion to get the most out of our class. I am looking forward to sharing with you, a very positive and rewarding semester of mathematics. Not only do I look forward to your success, but I also hope you enjoy the learning process along the way.

Please Note:

1. **Cell Phone Policy** – Cell phones are NOT allowed in our classroom, without specific permission from me and only under special circumstances. The 1st time the policy is broken by one student the ENTIRE class will be given one warning. After that warning if/when a student is found using or looking at a cell phone during class time, they will be asked to leave the class for the remaining class period.

2. **On-time Policy** - Class is to be treated like a job. To be respectful to your peers, your instructor and yourself, you are expected to be on time for class. There are always those situations that arise that we cannot predict. i.e. a dead car battery, inclement weather, a sick child, personal illness, or a death in the family.   Please contact your instructor, Mrs. Baarson via e-mail baarsonmonag@jccmi.edu or by office phone at 517-796-8579 as soon as possible. I will worry about you and your safety. However, if you are late to class and assignments have been completed and turned in prior to your arrival, you will NOT be given the opportunity to earn this credit.

3. **Headphones and Ear Buds Policy** – Headphones and ear buds are NOT allowed in our classroom. The use of these items hinders the learning process and keeps you from being able to participate effectively in classroom activities. There will be no circumstance in which these are permissible.

4. **Late Work Policy** – There is a "no late work accepted" policy for this class. (This is a department rule as well**.)**
   If you are not in class to pick up the assignments as they are given, you must come to see me during office hours to pick up the missing assignments. You must then have those assignments completed by the due date in order to receive credit for the missed class assignments. This policy is for all assignments given throughout the semester.

   If an assignment is completed and turned in during class time, then that particular assignment may not be turned in at a later time. This is true for all Quizzes given and turned in during class, Classwork turned in during class, and all Exams.

Other General Information

***Attendance:**
- **Attendance is required and will be taken in some fashion daily (either by roll call, instructor check off, sign in or assignments turned in).**
- It is required by the administration that attendance is taken daily.
- I do not give a numerical grade for attendance.
- If you do not plan to attend lectures regularly, you are advised to withdraw.
- **I will take attendance one time per class period.**
  (It may be at the beginning, the middle or the end.)
- **If you are not present when I take attendance, then you will be counted as absent.**
- **Your attendance record is recorded in JetStream.**
- **If you do not attend the first day of class, you will be dropped from the class roster.**
- **If you miss more than 3 consecutive class periods, you will be dropped from the course.**
- **If at any point in the semester you have missed half (or more than half) of the class periods, you will be dropped from the course.**

- The quizzes and assignments I give in class may be used for attendance purposes (see explanation in grading procedures).
- My experience is that good attendance generally correlates highly with success on homework and tests.
- A student who misses class is responsible for any material presented or assignments given at the missed class.
- I suggest that students exchange phone numbers with someone in the class with whom they can check in the event of a missed class.

***Academic Honesty:**
(Excerpt from JCC policy; see instructor for a copy of the complete policy.) Academic Honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' their own, either by plagiarism, by cheating or by helping others to do so. Faculty members who suspect a student of academic dishonesty may penalize the student by…assigning a failing grade for the paper, project, report, exam or the course itself.

*Audits:
Must be registered during the first week of class. You will not receive a grade or credit for the   course.

*Withdraw deadline for this semester is_____.
If you do not wish to complete the class and receive a grade, because you are not happy with your grade or for any other reason, you must withdraw by this date. The instructor may withdraw any student who does not attend class for two consecutive weeks. The instructor may withdraw any student who does not complete assignments and/or tests in a timely manner.
However, **do not assume that I will withdraw you.**

*Incompletes will be given only in accordance with JCC policy. (Excerpt from JCC policy; see instructor for a copy of the complete policy.) A student may request an incomplete from the instructor. The incomplete will be granted only if the student can provide documentation that his or her work up to that point is sufficient in quality, but lacking in quantity, due to circumstances beyond the student's control. Furthermore, a written plan for making up the missing work within one semester must be completed by the student. Final determination of whether an incomplete will be given is the instructor's decision. **Please Note:**   *I will not give an incomplete simply to avoid a failing grade.*

*General College Policies: You should read the policies and procedures of the college as specified in the "Student Handbook" .

*Extra Credit: The mathematics department strongly recommends that extra credit not be offered in mathematics courses. In order to foster a collegiate environment, maintain the integrity of student grades, and provide for proper student placement and advancement through sequenced courses, the department believes this to be in the best interests of both students and faculty. Extra credit is understood to include bonus points on a test or assignment, separate extra credit assignments, and other forms of providing opportunities for more than 100% credit.
   Please Note: *I do not give an extra credit on any assignments.*

* Instructional Philosophy: Education is a self-initiated, active, goal-directed process, leading to a change and/or expansion of the students understanding of and ability to use the subject material. The student is expected to be accountable for the learning process. The instructor should be viewed as a facilitator and resource person to assist in the process.

Getting Help with This Class

Class Times and Office Hours:
Class Session: Tuesday/Thursday 8:30am – 11:00am
Office Hours: Tuesday/Thursday 11:00am – 12:30pm
Office Hours Location: To be determined due to social distancing
Email: baarsonmonag@jccmi.edu

Supplemental Instruction:

Tutoring:
- There are also personal tutors available through the Center for Student Success.
- If you feel that you need a personal tutor, please send me an email and I will put you in touch with the person in charge of this service.

Study Groups:
I strongly encourage you to make a friend or friends in class that you can get together with outside of class.
One of the best ways to study and to learn is by helping one another.
Like "they" say, "Two heads are better than one."

Calculator Help
- You can get **Online Help** with most major brands and models of graphing calculator.
- If you are using the TI-84 you are welcome to come see me during office hours to get help.
- We will also be learning the calculator in class as we progress through the course material.

MyMathLab:
- There are videos, extra problems, sample exams, lecture notes, PowerPoint lectures and more available in MyMathLab.
- It's a great resource! In particular, the **Study Plan** in MyMathLab can help with studying for exams as it gives you unlimited extra problems to do for practice.

Math 154 Calculus II
Grading Procedures

Grading Procedures

First and foremost, it is extremely important that you understand that <mark>this is not a self-paced course!</mark> Deadlines must be met in order to receive credit for the assignment.   The material has to be learned in a way that allows you to digest the concepts being taught. Therefore, we will have a Course Calendar by Weeks with Assignments and Due Dates.

- **It is important to understand that assignments will be completed in MyMathLab and also some assignments will be posted in JetNet.**
- **The MAT 154 Course Calendar for Dates that Sections will be Covered is to be used in conjunction with the due dates found in MyMathLab.**
- **The MAT 154 Course Calendar for Dates that Sections will be Covered will help the student to know what sections and topics in the textbook need to be learned and completed each week in order to meet the due dates posted in MyMathLab.**
- **The official due dates for the MyMathLab assignments (MyMathLab Homework, MyMathLab Quizzes and MyMathLab Unit Exams) are in MyMathLab and the due dates for assignments that need to be posted in JetNet are in JetNet. (If necessary, the instructor will make changes to these due dates.)**

On **The MAT 154 Course Calendar for Dates that Sections will be Covered**, you will find the approximate dates that sections of the course will be covered, approximate dates you should be ready to take the MML unit exams, and the **exact date**s for **the proctored Midterm** and the **proctored Final Exam**.

In order to complete the course, you must complete the requirements in each of the five categories: MML Homework, MML Quizzes, MML Unit Exams, a few Classwork Worksheets (submitted through JetNet), **the proctored Midterm** and the **proctored Final Exam**.

Remember: You should refer to the due dates found in MyMathLab to help you meet the official assignment due dates for the MyMathLab assignments in the course.

MyMathLab Homework: MyMathLab Homework counts 5% of the final grade.
- **Homework** assignments will be completed using MyMathLab.
- These assignments are done on a computer with internet access using MyMathLab.
- MyMathLab can be accessed at the website: www.mymathlab.com
- Homework due dates are posted in MyMathLab.
- **Note: You have an unlimited number of tries to do the homework. Thus, all of your homework should receive full credit, if you keep trying until you get a perfect score!**

MyMathLab Quizzes: count 10% of the final grade.
- **MML Quiz** assignments will be completed using MyMathLab.
- These assignments are done on a computer with internet access using MyMathLab.
- MyMathLab can be accessed at the website: www.mymathlab.com
- Quiz due dates are posted in MyMathLab.
- **Note: You have an unlimited number of tries to do the quizzes. Thus, all of your quizzes should receive full credit, if you keep trying until you get a perfect score!**

Classwork Worksheets/Project: count 15% of the final grade.

- Worksheets are part of your course pack.
- Some (but not all) of the worksheets will be assigned. I will let you know which ones need to be completed and submitted.
- Worksheets must be completed by the due date.
- You will be asked to submit your worksheets using the following procedure.
  1. Complete the assignment by hand (pencil and paper); be sure to write clearly and legibly.
  2. Convert your assignment to a pdf. You can scan it if you have access to a desktop/printer scanner, or you can scan and covert to a pdf using your phone and one of the free scanning apps. I like to use CamScanner or GeniusScan, but there are others out there as well. Use what works best for you.
  3. E-mail the scanned file to yourself (can be done from within the GeniusScan app) and save it on your computer.
  4. Locate the assignment in JetNet and click on the link. Submit the assignment by simply dragging and dropping the pdf file into the designated area.

Unit Exams: count 20% of the final grade.

- **Unit Exams** will be completed using MyMathLab or Paper/Pencil (which can be printed and worked out on).
- These assignments are done on a computer with internet access using MyMathLab.
- MyMathLab can be accessed at the website: www.mymathlab.com
- Unite Exam due dates are posted in MyMathLab.
- You will be able to take these tests on your own with your notes available but will be asked to certify that your work is entirely your own, and you have not used outside help to complete the tests.
- You will be asked to submit the work for your Unit Exams using the following procedure.
  1. Complete the assignment by hand (pencil and paper); be sure to write clearly and legibly.
  2. Convert your assignment to a pdf. You can scan it if you have access to a desktop/printer scanner, or you can scan and covert to a pdf using your phone and one of the free scanning apps. I like to use CamScanner or GeniusScan, but there are others out there as well. Use what works best for you.
  3. E-mail the scanned file to yourself (can be done from within the GeniusScan app) and save it on your computer.
  4. Locate the assignment in JetNet and click on the link. Submit the assignment by simply dragging and dropping the pdf file into the designated area.
- **Note: You have 3 tries to do the Unit Exams if they are given on MML. Thus, all of your Unit Exams on MML should receive full credit, if you keep trying until you get a perfect score!**

Midterm Exam: counts 25% of the final grade.

- **The Midterm Exam** will be a proctored, closed-book exam.
- The exam must be taken while being monitored via a web camera.
- You will take the Midterm Exam during the normal scheduled ZOOM class session.
- If you are unable to take the Midterm Exam during the scheduled class time, you can make other arrangements directly with your instructor.
- Other arrangements for the Midterm Exam must be made well in advance of the scheduled Midterm Exam.
- Midterm Exams not taken by the due date will receive a grade of zero except under extreme, well-documented circumstances arranged _in advance_ of the due date with the instructor.

Final Exam: counts 25% of the final grade.

- **The Final Exam** will be a proctored, closed-book exam.
- The exam must be taken while being monitored via a web camera.
- You will take the Final Exam during the normal scheduled ZOOM class session.
- If you are unable to take the Final Exam during the scheduled class time, you can make other arrangements directly with your instructor.
- Other arrangements for the Final Exam must be made well in advance of the scheduled Final Exam.
- The Final Exam must be taken by the last day of the course.

Grading Information:

- A 2.0 or "C" is a passing grade. Only courses with passing grades count toward graduation.
- Other colleges transfer in only courses with passing grades.
- Many financial aid sources, including most employers, require passing grades.
- Additionally, earning less than a 2.0 in a class results in being unable to participate in the next level of courses in a discipline which requires this course as a pre-requisite.
- Registering for the next course sequence without passing the pre-requisite course may result in you being dropped from that class.

GRADES WILL BE BASED ON THE FOLLOWING SCALE:

Grading Scale Weighted Average (%)	Course Grade	Grading Policy
90 – 100%	4.0	
85 – 89%	3.5	MyMathLab Homework: 5%
80 – 84%	3.0	MyMathLab Quizzes: 10%
75 – 79%	2.5	Unit Exams: 20%
70 – 74%	2.0	Classwork Worksheets/Project: 15%
65 – 69%	1.5	Midterm Exam: 25%
60 – 64%	1.0	Final Exam: 25%
50 – 59%	0.5	
0 – 49%	0.0	