

Course Syllabus: Calculus I  
McCoy College of Science, Mathematics & Engineering  
Math 1634 Section 102  
Fall 2022

Contact Information

Instructor: Dr. Dawn Slavens

Office: BO 118L in Bolin Science Hall

Office hours: Mon 2-3 PM; Tues & Thurs 8:15–9 AM; Wed 10–11:30 AM & 3-4 PM

Note: The above office hours will be held in-person. When coming to my office with symptoms of a cold, without fever, please be considerate and wear a face mask. I will have disposable face masks available in my office for such occasions. If you are feeling well, you are welcome to come to my office without a face-mask; however, if wearing a face-mask makes you more comfortable, you are welcome to wear one. Please do not come to class or to my office if you have a fever or if you have a current positive test for Covid-19.

Office phone: (940) 397-4013

E-mail: [dawn.slavens@msutexas.edu](mailto:dawn.slavens@msutexas.edu)

Class Meeting Days, Times, Location

In Bolin 101 Mon & Fri, 10 – 10:50 AM AND Tues & Thurs 9:30 – 10:20 AM

Course Description

Differentiation of functions of one variable with applications, integration including simple substitution and numerical evaluation, and applications of integration. Each student must have a graphing calculator.

*Instructor Note: I do not require a graphing calculator. See Calculator Requirement on the next page.*

Textbook & Instructional Materials

**Required:** WebAssign for the text Calculus, Early Transcendentals, 9<sup>th</sup> Edition, by Stewart, Clegg and Watson. Required digital materials for this course are part of the Courseware Access and Affordability Program at MSU Texas. Students are charged for required course materials on their student account with the Business Office. Information about the price of the materials through this program is included as a newsfeed item in the D2L course. In addition, any student who wishes to opt-out of the Program and purchase the required course materials on their own may do so. Opt-out instructions will be sent to your my.msutexas.edu email address on the second day of classes. The opt-out instructions email will come from the MSU Bookstore. Please contact the MSU Bookstore (940) 397-4303 if you have any questions about the Courseware Access and Affordability Program or the opt-out process.

**Additional Information:** This course covers the content in Chapters 2–5 of the text. The content within Chapter 1 consists of prerequisite mathematics (content from College Algebra and Trigonometry or from Precalculus) for the study of calculus. Students are responsible for reviewing the content of Chapter 1 on their own. Some homework may be assigned from this chapter and questions from this chapter may appear on quizzes and exams.

**Calculator Requirement:** A non-CAS graphing calculator is recommended for this course. A student that does not have a non-CAS graphing calculator should have a scientific calculator. Certain quizzes and exams (or portions of exams) will be required to be completed without a calculator. A CAS-graphing calculator may not be used on any quizzes or exams given in this course. Any student that attempts to use a CAS-graphing calculator on a quiz or an exam will receive a zero on the quiz or exam. Further, additional penalties, as outlined under the Academic Misconduct Policy, may apply.

#### Desire-to-Learn (D2L)

You will access WebAssign through the MSU D2L program. You can log into [D2L](#) through the MSU Homepage. An electronic copy of the textbook is available within WebAssign; a physical copy of the textbook is not required.

On D2L, I will post the following:

- Announcements and occasional reminders.
- Links to video lectures that I assign you to watch.
- General exam review problems.
- Your grades on exams and quizzes, as well as periodically your Adjusted Homework Average. See “Grading” section of this syllabus to see how the Adjusted Homework Average is calculated.

I recommend the mobile Brightspace Pulse App. It will allow you to have quick access to anything posted within D2L.

#### Punctuality and Attendance Policy

Attendance will be taken at the beginning of every class. Students should arrive to class on-time and remain for the entire class period. Arriving late or leaving early may result in being counted as absent.

If you miss class, it is your responsibility to

1. get notes from another student for the day(s) you missed, and
2. see Dr. Slavens before the next class for any handouts from the day(s) you missed, and
3. provide Dr. Slavens with written documentation (doctor’s note, etc.) if you would like to request that the absence be considered as excused.

In particular, what you need to know about being absent from this class:

1. Any student who leaves class early without the permission of the instructor will be counted as absent.
2. Any student who is physically present but not mentally present and engaged in class will be counted as absent.
3. Any student who violates the Cell Phone Policy will be counted as absent.
4. A student who is counted absent from class will receive a 0 on any work submitted during that day's class.
5. A student who accumulates more than three unexcused or more than six total (excused and unexcused combined) absences may be instructor dropped from the class with a grade of WF or F. Students that accumulate the number of absences mentioned above will receive at their D2L email address an email from the instructor notifying them that they will be instructor dropped from the course with one of the grades mentioned above. Any student receiving such an email that wishes to appeal to the instructor that they not be instructor dropped must, within two business days of receiving the email, schedule a meeting with the instructor to discuss their attendance and progress in the course. Failure to schedule a meeting or failure to attend the scheduled meeting will result in the student being instructor dropped from the class.

### Grading

Course Grade – Your grade will be based on Homework (done in WebAssign), Quizzes (most will be in-class, will may be take-home or online), and Exams. Course grades will be calculated using the following category weights.

<b>Categories</b>	<b>Weight</b>
Adjusted Homework Average	5%
Quizzes	11%
General Exams	62%
Final Exam	22%

The standard 90-80-70-60 grading scale will be used to assign course grades.

Note: Your Adjusted Homework Average is the lower of your WebAssign Homework Average and 125% of your General Exams Average.

### Taking Class Notes

You are expected to take notes during class lecture. Good notes can be a helpful resource for you as you are working assigned homework problems and as you are preparing for quizzes and exams. Good notes can also be helpful to you when I assign you a practice problem to work in class after having worked a similar

problem during class lecture. When a portion of class lecture is given through videos (referred to as video supplements), while watching the videos you are expected to take good notes. I may collect any assigned video supplement lecture notes and use them as a basis for a quiz grade.

### Homework

WebAssign is the homework platform used for this course. Homework sets will be assigned over each section of the book that is covered in class. Due dates will be assigned and included with each assignment within WebAssign. In general, when I have completed going over the material for a particular homework set, the assigned homework set will be due at 11:59 pm on the day of our next class meeting. For most assignments, students may work on an assignment for 57.5-hours past the 11:59 pm due date/time with a 25% penalty on each problem completed during this late period. In order to have access to a homework set during this late period you need to click on the "automatic extension" tab that is associated with the assignment within WebAssign.

Students are required to keep a homework notebook and show work on problems that require multiple steps to solve the problem. Homework notebook requirements:

1. Label each assignment with the name of the assignment from within WebAssign.
2. For all problems within the assignment that require work to solve the problem, copy the problem (unless it is a word problem) into your homework notebook and include your written work for solving the problem.
3. Number the problems in your homework notebook so that they correspond with the problem numbers within the WebAssign assignment.
4. *Bring your homework notebook with you to each class meeting.* At times you will be allowed to use your homework notebook within taking a quiz. In addition, there may be some problems on a quiz that you will not be able to work if you do not have your homework notebook with you.

Math is learned through practice. Therefore, it is important that you create a daily schedule for yourself that allows you adequate time to spend working assigned homework problems. Since this is a 4 credit-hour course, you should expect to spend 8-to-12 hours per week outside of class working on learning the content of this course. Most of those hours should be spent working assigned homework problems.

*Any student with more than seven incomplete assignments (grades under 50%) and with a failing test average may be instructor dropped from the course with a grade of F.*

## Computer Requirements

This class requires you to have access to a computer (with Internet access) to complete your homework assignments. It is your responsibility to have (or have access to) a working computer to complete homework for this class.

***Assignments are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments.*** Computers are available on campus in various areas of the buildings as well as the Tutoring and Academic Success Center.

## Quizzes

Most quizzes will be given in-class, but some may be given through D2L or WebAssign. Quizzes will have a time limit. In-class quizzes will be short (approximately 6-10 minutes). A student that is not in the classroom within two minutes of the time a quiz is handed out will receive a zero on the quiz. Take-home/web-based quizzes may be longer. Make-up quizzes will not be given for any reason, regardless of the reason for missing the quiz. If you are absent and if I have excused your absence, I may give you "no score" for the quiz instead of a score of 0. Excused absences generally require documentation of illness, personal emergency, or university approved activity. Scheduling a routine doctor's appointment or other non-emergency type of appointment during class time does not constitute an excused absence.

## Exams Dates

Exam (tentative) dates are as follows:

Exam 1: Thursday, September 15<sup>th</sup>

Exam 2: Tuesday, October 11<sup>th</sup>

Exam 3: Thursday, November 3<sup>rd</sup>

Exam 4: Tuesday, November 22<sup>nd</sup>

Final Exam: Tuesday, Dec 6<sup>th</sup>, 8:00 – 10:00 AM

## Make Up Exam Policy

Make-up exams are not generally given; however, such exams may be given for an absence that is a result of a documented medical or personal emergency. If an exam is going to be missed due to an approved university activity, the student should request to take the exam early. For missed exams, timely notification (for emergencies, on or before the scheduled day of the exam, and for approved university activities, a week prior to the scheduled day of the exam) is necessary to receive consideration to make up the exam or take the exam early. Once graded exams have been returned to the class, which usually occurs one or two class meetings following the day of the exam, it will no longer be possible to make up a missed exam. No student will be allowed to make up more than one exam during the semester. No exams may be made up due to a student scheduling a vacation on a day when classes are in session.

### Cell Phone Policy

Earbuds are to be removed and cell phones silenced and stored at least one minute prior to the time class is to start. Stored cell phones are to be placed in a bag/backpack (not on your leg or under your leg or on your chair, etc.) or placed face down on the desk/table in front of you. Use of a cell phone or any other unauthorized electronic device (including earbuds) during class may result in the student being counted absent. Continued violation of the no cell phone/unauthorized electronic device policy may result in a referral to the Dean of Students and/or the student may be withdrawn from the class by the instructor. Using of a cell phone during a test or quiz will result in one of the penalties listed under the academic misconduct policy given in the syllabus.

### Academic Misconduct Policy

All work that you submit for this course that contributes to your course grade must be your own work. Any evidence that you submitted work that is not your own is considered an act of academic dishonesty. An act of academic dishonesty will be reported to the university and will result in one of the following academic sanctions:

- Receiving a 0 on the homework, quiz, or exam.
- Receiving a 0 for your entire quiz average for the semester (11%) or the entire adjusted homework average for the semester (5%).
- Receiving an F in MATH 1634 that will remain permanently on your transcript and within your MSU GPA.

When taking an exam or quiz you are to never receive outside help of any sort. On homework, you may get assistance from others, but you are responsible for understanding what you submit to be graded on paper or within WebAssign. You should never copy another student's written work. In addition, copying solutions from online resources or using online resources that will work a problem for you is considered an act of academic misconduct if you do not cite within your submitted work the resource that you used. The university's academic dishonesty policy can be found in the [student handbook](#)

### Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

When you need help with this course, where can you go?

1. To your professor's office

You can attend office hours hosted by Dr. Slavens. When you do so, you will receive one-on-one help from the instructor who is teaching the course you are taking. When you attend an office hour (no appointment needed, see hours on page 1 of the syllabus) you should have with you both your notes and all of the related work that you have done over the topic(s) you are seeking help with.

2. To the *Tutoring and Academic Support Program (TASP)*. TASP is located in Moffett Library and offers one-on-one tutoring in math as well as other courses. You can find out more about their services by visiting their office or searching *TASP* on the MSU website. TASP also offers a Math, Science, and Writing Homework Help Lounge Sunday through Thursday, 2:00 pm-9:00 pm. These services are free to students (included with the fees you have already paid). Generally the TASP opens at the beginning of the second week of the semester. Therefore, it should open on Monday, August 29<sup>th</sup>.

#### Campus Carry Rules/Policies

Senate Bill 11 passed by the 84<sup>th</sup> Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at [Campus Carry Rules and Policies](#).

#### MSU Class Attendance Policy

Midwestern State University's Attendance Policy, which is contained in the MSU Student Handbook, states that students are expected to attend all meetings of the classes in which they are enrolled. Among other things, the policy covers the university's position on authorized absences, including who students should contact to inform faculty in cases of personal emergency or illness requiring hospitalization or prolonged absence. You may wish to review MSU's Class Attendance Policy within the [Student Handbook](#).

#### Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.