

**Calculus III
Online Course
Session 1 2014 -2015**

Course: MAC 2313 Calculus III
Text: Calculus , Multivariable, McCallum,Hughes-Hallett, Gleason, et al., 6th Edition
Instructor: Jody De Voe
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Math Department: Dean Dr. Maryke Lee
Office: 7 - 142
Phone 407-582-2366

Student Engagement Hours: East Campus, 4 –239:
MW: 12:00 – 1::00 PM
3:30 – 5:30 PM
TR 1:00 – 2:15 PM

Online via email jdevoe@valenciacollege.edu

Sunday: 8:00 – 9:30 PM
TR: 8:00 – 9:00 PM

You may call or email me to make an appointment outside of these hours. Please feel free to email at the above address at any time with homework questions. I check my email ALL THE TIME! If you have a HW question, **please!**, scan your work or take a picture of it and email it to me. I will send an answer back to you shortly in the form of a scanned solution or a link to a short video.

Here is a link, <http://youtu.be/OvBq6Ce8glE>, to a short video that will give you an overall idea of what to expect in the course.

This syllabus is a contract between the student and the instructor. By attending this course, the student agrees to and accepts the terms and conditions of this contract. It is the responsibility of the student to carefully read this syllabus/contract, and to adhere to all policies and procedures within.

Course Description:

This is the third course in a three course sequence intended for engineering, science, and math majors. Prerequisite: Minimum grade of C in MAC 2312. Topics include polar coordinates, vectors and vector calculus, three dimensional analytic geometry, parametric equations, partial derivatives, multiple integration.

Required Materials:

1. Calculus , Multivariable, McCallum, Hughes-Hallett, Gleason, et al., 6th Edition
2. Any type of graphing calculator: TI 83, 84, 89, 92, Voyage, Inspire, etc. (You can check out a calculator from one of the campus math centers when required for testing.) Storing notes, formulas, problems, etc. in the calculator is considered cheating. If inappropriate information is found stored in the calculator during a test, the student will receive a 0 on that test and it may not be replaced by the final exam grade.

Computer and Internet Requirements:

1. Access to ATLAS email
2. Access to Blackboard course page: <https://online.valenciacollege.edu/>
Use your ATLAS Username and Password
Make sure you run the Blackboard Browser Requirements Check found near the bottom of the Blackboard Login page.
3. Access to a printer.
4. Ability to make and send a digital image, for example a scanner or camera. If you use a mobile device, the FREE App called TinyScan is recommended.

Attendance:

This online course has no scheduled meetings. However, there will be three tests and the final exam, all of which must be taken in a proctored testing center.

No Show Status:

The Department of Education requires online students to show attendance by submitting course work during the first week of class. To comply with this law, a Syllabus Quiz will be given. It can be found in Blackboard under this course. Students who do not complete this quiz **during the first week of class** will be withdrawn as a “No Show”. See the course schedule for the exact days for this term.

Time Commitment:

Note that an online course may need more time commitment than an onsite course. This is a 4 credit hour course. The four hours a week you would normally be attending class should be spent online watching lecture videos and taking notes, exploring other internet resources and working through examples. As a rule of thumb, a college course also requires at least 2 hours of study time for every lecture hour. That means an additional 8 hours of study time doing homework and quizzes. This course may take more time than you expect.

Communication:

This is an online course: therefore, we will communicate mainly electronically, via email. Also, watch for class wide announcements on the course site in Blackboard(BB). **You must check your ATLAS emails and the course announcements in BB regularly as to not miss any important messages from the instructor!**

1. Always use this email: jdevoe@valenciacollege.edu.

2. I will communicate with you using your ATLAS email.
3. You will use your ATLAS email to communicate with me.
4. All communications should follow appropriate etiquette.
5. Email should be used in a professional way.
6. Always put "Online Calc 3" in the subject line, so that your email will have priority and so that it will not inadvertently get deleted!

All emails will receive my response in a timely fashion. You should expect my reply within a 24 hour period, excluding Saturdays and Sundays. Likewise, when you receive any email from me that requires your response, I expect you to reply in a timely fashion as well.

Not checking my emails or BB announcements will not be accepted as an excuse for missing assignment information and deadlines.

Withdrawal Deadline:

November 7, 2014 is the last day to withdraw and receive a "W" grade. After that date a student is not allowed to withdraw from the class. A student may be withdrawn by the instructor up to the beginning of the final exam period for violating the attendance policy. A student who withdraws or is withdrawn from a class during their third or subsequent attempt in the same course will be assigned a grade of "F". No withdrawals can be made after December 7, 2014.

Grading:

Grades will be based upon three **proctored** exams, 12 quizzes and a comprehensive **proctored** final exam. Each of the exams will count 100 points and the final exam will count 100 points. Your quiz average will be calculated by averaging the highest 10 of those scores. The quiz average will also count as 100 points. The final exam score may replace the lowest test score (not including the quiz average or a 0 given for cheating). This makes a total of 500 points from which letter grades will be assigned according to the percentage earned using the scale 90 to 100% is an A, 80 to 89 is a B, 70 to 79 is a C, 60-69 is a D. Grades can be accessed in WebGrade. Each time you have a new grade to view, an email will be sent to you with your login information and a link to the WebGrade site. For more information watch a video about using WebGrade. You can find a link to this on the course webpage in Blackboard.

Quizzes:

Quizzes will be posted on the course site in Blackboard. You will have approximately one quiz a week. **NO MAKE-UPS WILL BE GIVEN!** However, you will be able to drop the lowest 2 quiz grades. The Syllabus Quiz will be taken online in Blackboard. For all other quizzes, you will print the quiz, complete the quiz (un-proctored) and then email a digital image of the quiz to me. The file should be a pdf file named as follows: YourLastNameQ1.pdf. So if your name is Abe Lincoln, and you are submitting Quiz 1, you should name it **LincolnQ1.pdf**. If you do not have the capability of producing a pdf file, you will find a link on how to do this on the BB site, as well as a link to the App TinyScan. You can scan it or take a picture of it as long as I can read a printed copy of it. I will grade it and then email it to you. **See the course schedule at the end of this document for due dates.**

Testing:

Three tests and a comprehensive final exam will be taken in a proctored testing center. You will have a 2 - day window to take each of the tests. **NO MAKE-UPS WILL BE GIVEN!** However, you will be able to replace the lowest test grade with the final exam grade. Arrangements to take these tests at another proctored testing site other than any of the Valencia College Testing Centers must be made

during the first week of classes. See the form called **Off-Campus Testing Site Request Form** at the end of this document. Off-Campus Site criteria is listed on that document.

See the course schedule at the end of this document for Test due dates and due date for the Off-Campus Testing Site Request Form.

Students living in the vicinity of one of the Valencia campuses must take the tests at a Valencia College Testing Center. Here is a link providing information on their locations, contact information, and hours of operation. <http://valenciacollege.edu/testingcenter/> You must have a Valencia issued photo ID, otherwise, you will NOT be given the test. They will not accept any other picture ID – really!! A free Valencia ID can be obtained at the Student Development office of your campus. Here is a link providing their contact information: <http://valenciacollege.edu/studentdev/centers.cfm>.

Note that the Student Development office is not open on Saturdays. So if you plan to take your first test on Saturday, make sure you come to school before that to get your Student ID.

You are responsible for checking your chosen testing center hours of operation before you take any test. Valencia testing centers require that you start a test one hour (or two hours for a final exam) before the site closes. Failing to check this will not be accepted as an excuse for missing a test deadline.

- * All tests are closed book/notebook. No notes or formulas are allowed.
- * Cell phones and other electronic devices must be turned off and stowed away during testing. If your phone rings you will be asked to stop testing and sign out; you will not be able to retake the test.
- * No notes, formulas, etc should be stored in your calculator. You may be asked to clear your programs and memory before taking a test.
- * Do not bring any of your own paper into the testing center with you. Paper will be provided at the testing center.

How to get started:

1. Sign into the course page in Blackboard. Use this link: <https://online.valenciacollege.edu>. Bookmark this page. Use your ATLAS username and password to sign in. The course will open in the Start Here folder.
2. Click on the “Intro to the Course” folder. Click on the video links in this folder to learn how to navigate the course website and how the course will run. Make sure you watch ALL the videos so that you have a complete understanding of what is expected of you. Consider these videos as part of the syllabus.
3. Click on the “Meet the Instructor” folder to find out more about me.
4. If you’d like, go to the discussions board and introduce yourself to the class.
5. If you have ANY questions, email me or call me right away!!!

Getting Help:

1. Send me an email, call me or come by my office.
2. Walk up tutoring is given in the campus Math Support Centers.
3. Check in Blackboard under Course Materials on the left side of the page, in the Math Help folder. Also check out the discussion board for helpful links.
4. For technical difficulties check, the Blackboard login page for contact information: <https://online.valenciacollege.edu>

Valencia Student Core Competencies:

The *Valencia Student Core Competencies*(Think, Value, Act, Communicate) are an established component of the College's curriculum development and review process.

- Think: think clearly, critically, and creatively, analyze, synthesize, integrate and evaluate in many domains of human inquiry
- Value: make reasoned judgments and responsible commitments
- Act: act purposefully, effectively, and responsibly
- Communicate: communicate with different audiences using varied means

A detailed overview can be found in the current *Valencia Catalog*, or on the Valencia Website <http://valenciacollege.edu/competencies/default.cfm>.

Academic Honesty:

All forms of academic dishonesty are prohibited at Valencia. Academic dishonesty included, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive. **Sanctions available to the professor should a violation occur are described in the Valencia Student Handbook.**

Students with Disabilities

"Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The East Campus Office is located in Building 5, Room 216."

Disclaimer

This syllabus is subject to change at the discretion of the instructor.

Course Schedule

Assignment Completed	Assignment	Grade	Availability Window Quizzes become available online at 8:00 PM of the opening day and are due by midnight of the closing day, unless other wise noted. Tests are available according to the testing center hours.
	Syllabus Quiz		8/25 - 8/29 This quiz is available at 8 AM on 8/25.
	Quiz 1		8/28 – 8/31
Only needed for non-Valencia testing sites	Off Campus Testing Site Request Form	X	9/5 Midnight
	Quiz 2		9/4 – 9/7
	Quiz 3		9/11 – 9/14
	Test 1		9/19 – 9/20
	Unit 1 Extra Credit		Discussion Posts Close at midnight 9/18
	Quiz 4		9/25 – 9/28
	Quiz 5		10/2 – 10/5
	Quiz 6		10/9 – 10/12
	Test 2		10/17 – 10/18
	Unit 2 Extra Credit		Discussion Posts Close at midnight 10/16
	Quiz 7		10/23 – 10/26
	Quiz 8		10/30 – 11/2
	Quiz 9		11/6 – 11/9
	Test 3		11/14 – 11/15
	Unit 3 Extra Credit		Discussion Posts Close at midnight 11/13
	Quiz 10		11/20 – 11/23
	Quiz 11		12/4 – 12/7
	Final		12/8 – 12/9

Off-Campus Testing Site Request Form

This form is only to be used by those taking the exam outside of Valencia's East, West, Osceola or Winter Park campuses.

Students who live outside of commuting distance to Valencia College should use this form to arrange off-campus testing. This form must be completed and submitted to your instructor via email by midnight of the due date so that an appropriate site can be approved and arrangements made. See the Course Schedule for the deadline for this semester.

Student Information

Name: _____ Valencia email: _____

VID Number _____

Course name: _____

CRN: _____

Off-Campus Site Criteria:

1. The requested site must be a college, university or military facility. No other locations will be approved.
2. The proctor must be an employee affiliated with the school's assessment/testing office and authorize to administer exams on behalf of the appropriate institution. Proctors at military bases must be appointed to or assigned to the Educational Services Office (ESO).
3. Student is responsible for any fees charged by the Off-Campus testing site.

To find possible testing sites, visit <http://www.ncta-testing.org/cctc/find.php>

Requested Testing Site:

College/Site name: _____

Testing Center Website: _____

Testing Center Phone Number: _____

Proctor and/or Testing Center Administrator name: _____

Proctor's email: _____ (Must be a college, university, or military email.. Personal emails will not be approved.)