MAC 2312: Calculus II, Summer 2025
Online Sections 7E97(Res.), 7E93(UFO)

INSTRUCTORS

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ONE WEEK POLICY: You are responsible for verifying that your grades are accurate. You should check the announcements and gradebook in Canvas regularly and consult with the instructors if you have any questions about the recorded grades. You have **one week** after a score has been posted to contact the instructors if you believe there has been a recording error and have your grade issues resolved.

OFFICE HOURS: We will hold regular office hours on Zoom. The links will be posted on the front page of the Canvas site. If you are in Gainesville, feel free to request to meet one of us in person.

TEXTBOOK: There is no textbook required for this course. You may use any calculus book as a reference. A free online textbook at Openstax volume 2 is a good option.

LECTURE NOTES SHELL: You will need the lecture notes shells as you watch the lecture videos.

E-LEARNING: Canvas, a UF course management system, is located at eLearning - University of Florida. Use your Gatorlink username and password to login. All course information including your grade, course homepage, syllabus, lecture videos, lecture note outlines, office hours, discussion forums, announcements, free help information, etc, can be accessed from this site.

UF FREE TUTORING SERVICES: Academic Resource Center,

MAC 2312 -- ANALYTIC GEOMETRY & CALCULUS II

MAC 2312 - Analytical Geometry and Calc II - Summer 2025 Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
5/12/2025 Become Familiar with the software	5/13/2025 Watch Lecture 1: Integration by Parts I	5/14/2025 Watch Lecture 2: Integration by Parts II	5/15/2025 Watch Lecture 3: Trigonometric Integrals I	5/16/2025 Take HL Practice (due Sat) AND watch Lecture 4: Techniques for Integration II
5/19/2025 Watch Lecture 5: Trigonometric Substitution I	5/20/2025 Take Quiz #1	5/21/2025 Watch Lecture 6: Trigonometric Substitution II	5/22/2025 Watch Lecture 7: Partial Fractions I	5/23/2025 Watch Lecture 8: Partial Fractions II
5/26/2025 Holiday	5/27/2025 Take Quiz #2	5/28/2025 Watch Lecture 9: Partial Fractions III	5/29/2025 Watch Lecture 10: Strategy of Integration	5/30/2025 Watch Lecture 11: Review Limits
6/2/2025 Watch Lecture 12: Review on Indeterminate Forms and L'Hopital's Rule	6/3/2025 Watch Lecture 13: Improper Integrals	6/4/2025 Watch Lecture 14: Infinite Sequences	6/5/2025 Take Quiz #3	6/6/2025 Watch Lecture 15: Infinite Sequences II
6/9/2025 Watch Lecture 16: Summing Infinite Series	6/10/2025 Review for Exam #1	6/11/2025 Take Exam #1	6/12/2025 Watch Lecture 17: Summing Infinite Series II	6/13/2025 Take Quiz #4
6/16/2025 Watch Lecture 18: Integral Test	6/17/2025 Watch Lecture 19: Comparison Tests	6/18/2025 Watch Lecture 20: Alternating Series, Absolute Convergence, Conditional Convergence	6/19/2025 Holiday	6/20/2025 Take Quiz 5
June 23 - June 27 Summer Break				
6/30/2025 Watch Lecture 21: Ratio Test	7/1/2025 Watch Lecture 22: Root Test	7/2/2025 Watch Lecture 23: Convergence Tests Summary	7/3/2025 Take Quiz #6 (due on Sat)	7/4/2025 Holiday

7/7/2025 Review for Exam #2	7/8/2025 Take Exam #2	7/9/2025 Watch Lecture 24: Power Series	7/10/2025 Watch Lecture 25: Representations of Functions as Power Series	7/11/2025 Watch Lecture 26: Representations of Functions as Power Series II
7/14/2025 Take Quiz #7	7/15/2025 Watch Lecture 27: Taylor Maclaurin Series	7/16/2025 Watch Lecture 28: Taylor Maclaurin Series II	7/17/2025 Watch Lecture 29: Series Summary	7/18/2025 Watch Lecture 30: Parametric Equations
7/21/2025 Take Quiz #8	7/22/2025 Watch Lecture 31: Calculus with Parametric Curves	7/23/2025 Watch Lecture 32: Polar Coordinates	7/24/2025 Watch Lecture 33: Sketch and Find Area of Polar Regions	7/25/2025 Take Quiz 9 (due Sat) Watch Lecture 34: Sketch and Find Area Between Polar Curves
7/28/2025 Watch Lecture 35: Some Review and Area Between Curves	7/29/2025 Take Quiz #10	7/30/2025 Review for Exam #3	7/31/2025 Take Exam #3	8/1/2025 Watch Lecture 36: Volume
8/4/2025 Watch Lecture 37: Volume II	8/5/2025 Take Quiz #11	8/6/2025 Review for Final Exam	8/7/2025 Final Exam	8/8/2025 End of Term

All exams: open from 1AM – 11:59PM EST, proctored by Honorlock. Begin each exam no later than 9pm EST (no later than 8pm EST for finals).

- **E**xams must be taken on the day shown in the calendar. The **Cumulative Final exam** is on **7 August.**
- Calculus 1 Review lessons: L11 (limits), L12 (L'Hospitals' Rule). Mini Calculus 2 review lessons: L10, 23, 35.

- Most assignments are due on the dates specified in the calendar. Only LQ and HW have a 2-day grace period.
- You may always complete & submit work early if you have other plans but not late.
- Due date is NOT do date.

2. INTRODUCTION

2a. COURSE DESCRIPTION and CONTENT.

Catalog - "Techniques of integration; applications of integration; differentiation and integration of inverse trigonometric, exponential and logarithmic functions; sequences and series. (Note: Credit will be given for at most one of MAC 2312, MAC 2512 and MAC 3473.)" See https://catalog.ufl.edu/UGRD/courses/mathematics/

Course goals - MAC2312, Calculus II, is the 2nd semester in the three-semester calculus sequence MAC2311, 2312, 2313 covering basic calculus. The course begins where MAC2311 left off at integration techniques, followed by a study of infinite sequences and series, culminating with Taylor Series and applications, followed by a study of parametric equations and polar coordinates and concludes with applications of definite integrals finding volumes.

This is an ONLINE VERSION of MAC2312 – all content is delivered online. Students view 37 online *lecture videos(L)* and complete 37 *lecture quizzes (LQ)* and one *HL Practice Quiz* in Canvas. Students also complete 23 *online homework (HW)* and *upload 4 written assignments for Exam Review (UER)* in Canvas. Students are encouraged to engage in discussion forums by posting questions and answers on the 4 *Discussion Boards* on Canvas. Eleven *quizzes*, three *unit exams* and a *cumulative final* exam are posted on Canvas and administered through Honorlock. **There is no drop of any exams. You must take the exams on the dates specified in the course calendar.**

2b. PREREQUISITES. MAC2311 with a minimum grade of C or AP/IB/AICE credit for MAC2311 or higher. MAC2312 assumes that you have essential precalculus skills (both Algebra and especially Trigonometry) as well as the calculus 1 skills necessary to succeed in this course.

We encourage students to review the prerequisite material now to gain a strong knowledge to succeed in calculus II. MAC2312 begins with integration chapter, so you should already be competent in integrating simple functions and the use of u-substitution. We strongly recommend students who are having difficulty with these core calculus skills to review MAC2311 (or take the UF course if you have not done so). You may switch courses on one.ufl.edu during the drop-add period.

2c. General Education Objectives and Learning Outcomes. This course is a mathematics (M) course in the UF General Education Program. Completing this course with a minimum grade of C will satisfy the student's state core mathematics requirement of the UF General Education Program. "Mathematics courses must afford students a mastery of foundational mathematical and computation models and methods by applying such models and methods in problem solving. Courses in mathematics provide instruction in computational strategies in fundamental mathematics including at least one of the following: solving equations and inequalities, logic, statistics, algebra, trigonometry, inductive and deductive reasoning. These courses include reasoning in abstract mathematical systems, formulating mathematical models and arguments, using mathematical models to solve problems and applying mathematical concepts effectively to real-world situations." See https://undergrad.aa.ufl.edu/general-education/gen-ed-program/subject-area-objectives/

After successful completion of this course students will have demonstrated competency in the following Student Learning Outcomes (SLOs): See General Eductaion SLO

• **Content**: Students will "employ strategies in fundamental mathematics, including at least one of the following: solving equations and inequalities, logic, statistics, algebra, or trigonometry." After completing this course students will gain a knowledge of integration, series, parametric equations, and polar coordinates.

• **Communication**: "Formulate mathematical models and arguments. Communicate mathematical solutions clearly and effectively." Throughout this course students will communicate mathematical ideas through writing on their discussion posts and written assignments as well as verbally during office hours.

• **Critical Thinking**: "Reason in abstract mathematical systems and use mathematical models to solve problems. Apply mathematical concepts effectively to real-world situations." Students will apply their knowledge to solve problems concerning topics that include, but are not limited to, techniques of integration, calculation of volumes of revolution, determining the convergence or divergence of infinite series, using power series representations to evaluate functions and integrals, using the calculus of parametric equations to calculate arc length and graphing, and calculating the areas of polar curves. This will be assessed through homework assignments, discussion posts, quizzes, and exams.

2d. REQUIRED MATERIALS. There is no required textbook for this course. (see page 1).

Lecture Notes Shell: You need to have a copy of the lecture note outlines/shell to take notes while watching the lecture videos. (see 2i on ways to access the shells.)

Computer access and requirements: It's **the student's responsibility** to have a reliable computer, good internet speed and stable internet connection and to verify that his/her work is submitted successfully *before the deadline*. If you have any technical issues, please visit the helpdesk website or call 352-392-4357.
Be sure you are using only **Chrome** with Honorlock.

Calculators are NOT required and are NOT permitted on Quizzes and Exams (except the basic calculator which is provided in Honorlock)**:** Students should be able to do arithmetic without a calculator. A graphing calculator or computer program (such as Desmos) can be useful as a learning tool when used appropriately, but they are not essential. Calculus is a collection of concepts, ideas, and processes that are not mastered through calculator skills.

2e. ASSIGNMENT CALENDAR. (p.3) With the exception of the tests, most graded material will be unlocked around 1-2 weeks before it is due. All of the lecture videos are going to be unlocked from the start of the term. Check the course calendar for due dates and plan your schedule accordingly. If you would like to access things before they are unlocked, feel free to email us and we will consider your situation. **You must take exams on the assigned date**.

A 48-hours grace period is granted to allow students to turn in lecture quizzes (LQ) and homework (HW) 48 hours late without penalty. All other assignments must be submitted by the date indicated on Canvas. DueDate is NOT DoDate.

2f. E-Learning CANVAS (see p1). **TURN ON ALERTS** from Canvas so that you get timely course information in your UF email. Select "Notify Immediately" for *Announcements*, *Discussions* and *Grading*, etc. Click on Turning on Alert for more information. Announcements are sent throughout the semester.

You are responsible for verifying that your grades are accurate. You have one week after a score has been posted to contact the instructors if you believe there has been a recording error. There is no grade dispute at the end of the semester.

2g. Emails. Feel free to email us if you have any questions or concerns – we are here to help. Per UF policy, please use the Canvas messenger to get in contact with us.

2h. EVALUATIONS. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to

give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

2i. LECTURE VIDEOS. The lecture videos provide the main presentation of course material. They introduce and provide examples of new course material. Attendance (that is, watching the lecture videos weekly and working out the Lecture Questions (LQ) of these lectures) is required. Lecture note outlines will be available on Canvas from day one of the semester. You need to access lecture videos directly through each lecture on the Canvas home page under "Lectures." Re-watch them if necessary.

- To stay current with the course, you must watch the lecture videos weekly following the schedule posted in the course calendar. Start early and stay ahead so you don't miss any due dates.
- You should watch the lectures and answer the corresponding lecture questions (LQ) on Canvas and complete the homework problems (HW). If you like to watch it every other day, there is a 48-hours grace period. I suggest having work submitted by the due date and use the grace period for the absolute emergency such as internet, computer, traveling, weather related emergencies…etc.
- It's possible to **get ahead** in this class if you complete each assignment early, but you must take exams on the specified dates.

Lecture Notes Shell/outline: Taking lecture notes while watching the lecture videos is essential to your learning. You may find lecture note shells in the table of "lecture notes" under the course resources in Canvas. It is important that you should have a copy as this will make it easier to take notes while watching the videos and to study for quizzes/exams. There are many options to access these outlines; students can print out each lecture, purchase a printed packet from Target Copy, or download a digital copy if you use a tablet to take notes.

Class lecture videos and class lecture outlines are educational presentations intended to inform or teach enrolled students the subject. Publication without the permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

2j. SUCCESS & FREE HELP: Other than having a strong precalculus and calculus I background, success in MAC 2312 depends largely on your attitude and effort. **Keeping up with the videos is critical**. You may find it beneficial to **work daily** on the material as opposed to saving it all for one day. It is not effective to watch videos and copy notes without following the thought processes involved in the lecture. For that reason, there are Lecture Questions for each lecture which you will need to submit the answer in Canvas as part of your course grade. (see 3d, 3e)

EXPECTATION: This is a very challenging course. **Treating it as anything less than that is inherently unwise, both for your learning and for your grade. Be aware that much of the learning of mathematics at the university takes place *outside of the classroom*** (in the case of an online class, the time spent working on the material *after* watching each lecture video). "**At a minimum**" we expect students to spend 3 hours (in addition to watching lecture videos) *effectively* studying on their own for every credit hour

of the course. MAC 2312 is a 4-credit course, which means ***at least* 12 hours per week** preparing and practicing problems for this course ***in addition to*** *watching lecture videos*. If you are not doing as well as you would like in MAC 2312, you may need to put forth more effort. Keep in mind that the goal is to be able to apply the techniques of calculus to problems, not just reproduce the problems you see in class.

Do you know that it takes roughly 45 lecture hours in colleges vs. roughly150 lecture hours in high school to complete a calculus course? The fact of the matter is that university calculus courses go three times faster and that you probably won't do well if you don't study regularly, or if you wait until the week of the exam to start preparing for the exam. Much of the learning is on you. **Therefore, it is critical that you keep pace with the course material and assignments each week.** Practice, practice, and practice. Do not fall behind.

Use the resources available as you study! We encourage you to ask questions, seek help from online (or in person if you are in Gainesville) office hours, and make use of the discussion boards and the tutoring resources at UF. See the following link for more information: Welcome - Academic Resources . Do not let misunderstandings go unanswered.

We encourage students to work together, and an important resource to facilitate communication in an online course is the **discussion boards** in CANVAS. You should check the discussions boards regularly, posting questions and answers. The effort of asking questions, communicating ideas with fellow students, as well as the practice of writing solutions, are **effective tools** in helping you better understand calculus concepts. This is YOUR forum, take advantage of it by participating in it.

Be a responsible learner! In studying calculus, you must be careful not to let a tutor, a friend or calculator "think" for you. Be sure to compare the material from tutors, if you use one, with the class material and ask questions to make sure that you can work out problems completely on your own before an exam.

It's our hope that through *focused study and practice* you will gain a true appreciation for the important concepts of calculus and their applications. We want you to succeed in this class! Be positive, keep up with the course, and take the initiative to *get timely help* before you get too far behind. Students with a positive attitude who are intellectually engaged in learning the material will get the most from the course.

FREE HELP: In addition to attending office hours and posting your questions in Canvas discussion boards, the following aids are available.

- The Math Help Center in Little 215 is open for drop-in assistance with homework Monday through Friday from 11:00 am to 3:15pm. It is staffed by mathematics graduate students and undergraduate assistants. Please note that this space is not designed for intense one-on-one tutoring, but rather as a resource for quick questions and explanations. You should not expect the staff to help you if you have not at least begun your homework and have specific questions. Moreover, they absolutely will not assist you with quizzes or any other such work.
- 1341 Turlington Hall – call 352- 392-6420. Check the webpage for further information.
- Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu for E-learning technical support.
- U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit U Matter, We Care website to refer or report a concern and a team member will reach out to the student in distress.
- Visit the University Police Department website or call 352-392-1111 (or 9-1-1 for emergencies).

- UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma Center website.
- For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the GatorWell website or call 352-2734450.
- Call 352-392-1161 for 24/7 information to help you find the care you need or visit the Student Health Care Center website.
- Visit The Counseling and Wellness Center website or call 352-392-1575 for information on crisis services as well as non-crisis services.

2k. STUDENTS WITH DISABILITIES. Students requesting accommodations must first register with the Dean of Students Office Disability Resource Centr (DRC) , (352-392-8565). This must be done as early as possible in the semester, so there is adequate time to make proper accommodation. Please note that DRC does not provide a testing location for proctored online assessments.

2l. ACADEMIC HONESTY.

Academic Honesty Guidelines: UF students are bound by The Honor Pledge which states "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. See the UF Conduct Code website for more information. If you have any questions or concerns, please consult with the instructors of this class. The mathematics department expects you to follow the Student Honor Code. We are bound by university policy to report an instance of suspected cheating to the proper authorities. You may find the Student Honor Code and read more about student rights and responsibilities concerning academic honesty.

2m. EVALUATIONS. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Go to Providing Constructive Feedback website on how to give feedback in a professional and respectful manner. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

3. GRADING

3a. COURSE GRADE. Your course grade is determined by unweighted points as follows:

Practice Quiz and 37 Lecture Quizzes (**drop 3** lowest LQ) (PQ + 34 LQ)	81 points
Online Homework Group 1 (**drop 1** lowest) (17 HW)	34 points
Online Homework Group 2 (5 HW)	30 points
Upload Exam Reviews (4 UER)	40 points
Quizzes (**drop 1** lowest) (10 Q)	100 points
3 Unit Exams(100 each) & 1 Cumulative Final(115)	415 points
Total:	700 points

In addition, there are extra credits opportunities (see 3g).

Your final grade will be rounded to the nearest hundredth of the *total* points. Your letter grade will be determined by ***total points earned*** according to the following scale.
There will be no additional curve in this course nor extra assignments for individual students to improve their grades.

[630, 700]	A	[609, 630)	A –	[588, 609)	B+	[560, 588)	B
[539, 560)	B–	[518 ,539)	C+	[490, 518)	C *	[469, 490)	C–
[448, 469)	D+	[420, 448)	D	[350, 420)	D–	[0 ,350)	E

Note that [a,b) means all values of x such that $a \leq x < b$ while [a,b] means all values of x such that $a \leq x \leq b$.

A minimum grade of C (not C –) in MAC 2312 satisfies four credits of the University General Education Mathematics requirement.

For those taking the 'S-U' option: $S \geq 70\%$, $U < 70\%$.
Approval of the 'S-U' option must be approved by the registrar's office. The deadline for filing an application with the Registrar and further information on the 'S – U' option are given in the Undergraduate Catalog. For a complete explanation of current policies for assigning grade points, refer to the Undergraduate Catalog.

NOTE: We will not review disputed points at the end of the semester. All grade concerns must be settled *within one week of the posting of the grades of the assignment*. No reopening of missed assignments outside this window.

3b. INCOMPLETE GRADES POLICY Students who are currently passing a course and have completed the vast majority of the course work but are unable to complete the course because of illness or emergency may be granted an incomplete grade of I. This will allow the student to complete the course within the first two weeks of the following semester. See the policy on the math department criteria. If you meet the criteria, you must contact the instructor before the finals week to be considered for an I. **A grade of I only allows you to make up your incomplete work, not redo previously completed work, nor closed work.**

3c. GETTING STARTED:

Log in to Canvas and familiarize yourself with the syllabus and the information in the clickable links in Canvas. Make sure you understand what is expected of you in this course. After you have done that, you are ready to begin.

3d. WATCH LECTURE VIDEOS AND COMPLETE LECTURE QUIZZES – Go to the Canvas homepage to access each lecture. Each lecture has an introductory page including the concepts to be covered, and activities you need to do for the lecture. Viewing the video and completing the lecture questions (LQ) are important aspects of the learning process. We encourage you to use the notes as well as the videos and the discussions boards to help answer these questions. After completing LQ, you are ready to do the homework problems (HW).

NOTE: At the time of the taping, we used Early Transcendental Calculus by Stewart. A textbook is no longer required. Please go by the "topic name" and not by chapter numbers mentioned in the videos.

NOTE: There might be minor typos in some of the videos. Post them on the discussion boards if you find them.

3e. COURSEWORK ("NON-HONORLOCKED") – there is online homework as well as written homework:

1. **Online Coursework** (Practice Quiz, LQ, HW) – Online assignments will be due almost every day.
    a. A 48-hours grace period for LQ & HW submissions. No submission after 48 hours past due.
    b. The three lowest LQ scores and the one lowest HW (in group 1) will be **dropped** at the end of the semester to offset possible credit loss due to technical issues or simply just a bad day. (note: The practice quiz will not be dropped)

Note: Canvas does not allow you to open any work you have not opened, so if you don't open it, you won't be able to study the missed coursework when preparing for exams later. Be sure to do each assignment.

Note: You may experience trouble seeing the correct math image or the minus sign in online assignments, quizzes, and exams. This issue is typically due to your computer and/or network. ***Be sure to read the highlighted bullets below under "Honorlock" to see how to prevent this problem***.

2. **Written Coursework** (UER – Upload Exam Review)– (See details in UE1R in Canvas).
    - Scan your complete work and upload it in a **single pdf file** before it's due. (Free scanning apps are available on phone or computers). If you use a tablet to do your work, you may simply upload the completed work in pdf format.
    - These due dates will not be extended without the approval of the Dean of Students office.

Do not try to complete all assignments in one sitting; remember, **Due Date is NOT Do Date!** Start and submit them early so you won't miss the deadline and still have time to digest and absorb the material. **NOTE:** Complete assignments before each exam. The purpose of assignments is to practice problems to understand and master the material learned. **Completing them after exams is not helpful to your learning nor your grades.**

NOTE: If you have questions that are not addressed in the **syllabus** nor **announcements**, feel free to email the instructors.

3f. QUIZZES & EXAMS. See 4. TESTING. Do not post quiz or exam questions in the discussion boards.

3g. EXTRA CREDIT. You may earn up to 728 out 700 points in this class by posting Q&A in the **discussion boards** and completing **exam practice assignments**. These are your only opportunities to earn extra credit this semester. No other extra credit will be offered.

3h. ADDITIONAL PRACTICE PROBLEMS.

- NYTI: There are problems listed at the end of each lecture called "Now You Try It" (NYTI). These are designed to emphasize important concepts and provide extra practice of the lecture material. NYTI problems are not graded, but some of them are included in the assignments, so it is strongly encouraged that you work them out. **Solutions to NYTI are posted** in the "lecture notes" table under Course Resources in Canvas.
- We have 277 extra practice problems and the answers, which are posted in the course resources.

4. TESTING.

There are 11 quizzes and three 90-minute unit exams and one two-hour cumulative final exam. They are given on Canvas and administered through Honorlock(HL). All **quizzes** will be open ahead of time (usually one to two weeks early). You may complete and submit them early, but they must be submitted by the due date specified in the calendar.

All **exams** are open on the date specified in the calendar from 1 AM EST and close at 11:59PM EST or when your time is up, whichever comes first. You should start your exam no later than 9pm EST (or 8pm EST for the final exam) to ensure maximum time to work on your exam.

As mentioned above, you should check Canvas regularly and consult with the instructors if you have any questions about recorded grades. All grade concerns must be taken care of within one week of the posting of the score.

Cell Phones: **Cell phones must be turned off (not on vibrate) and out of reach before taking a proctored test or quiz.** **Use** (defined as having one physically in your hand or within reach) of a cell phone during proctored events will be considered contact with another person and will be viewed as a form of academic dishonesty because we cannot be assured in such a circumstance that you have not taken a picture of the test/quiz or sent a text message to someone. As a result, **using a cell phone during a test or quiz for any reason will result in an automatic grade of zero and possible disciplinary action**. Wait until after you have submitted the test/quiz to use it.

Music Players: iPods and other music players are not to be used during tests and quizzes. Having one out during a test or quiz will result in a grade of zero and possible disciplinary action.

Double Time: *We offer double time on all quizzes & exams, so you won't be stressed out in taking the assessments online.*

Honorlock*: Honorlock requires Chrome to work*. Be sure to

- ***Obtain*** *Chrome* and ***download*** the *Honorlock Google Chrome Extension*
- ***Disable*** *Acceleration in Chrome. (Chrome acceleration may cause lag or crash, so it's a good idea to disable it before taking math assessment).*
- ***Do NOT have too many plugins enabled for Google Chrome.*** Adblockers are a common cause of browser issues in Canvas.
- ***Clear Cache and Cookies and restart your computer*** before each exam/quiz. Oftentimes, issues with Canvas are a result of cache/cookies needing to be cleared out and/or a computer/browser needing to be restarted after cleaning.

Consult with the helpdesk website (or call 352-392-4357) if you have any technical questions.
We urge you to Livechat with Honorlock Support to do a ***speed check*** **at least a few days prior to your quiz/exam** to confirm your connection speed and required equipment (ex. webcam, speaker, mic) are in order. It is your responsibility to

- **have *a reliable internet connection*** *with sufficient speed.* Verify with Honorlock that you have an acceptable internet speed, test-taking location and environment.
- **do a *"speed check"* with *Honorlock before your quiz/exam to confirm your connection, speed and required equipment (ex. Webcam, speaker mic, etc.) and location are all good to go.***
- Take the "Practice Quiz'"for a test run and get familiar with Honorlock.

- ***disable Acceleration in Chrome; don't have too many plugins enabled for Google Chrome; clear cache and cookies and do a restart*** before taking any math assignments online.

Doing the above tasks helps prevent "unreadable math codes" in math assignments/quizzes/tests.

If your answers are not received by Canvas due to some faulty connection/equipment/math image, they are lost for good; we are not able to take anything else to replace your lost answers.

- 'Right click' on the unreadable math code if you encounter/suspect an unreadable math issue, then click on 'open image in a new tab' to see the correct image on the *upper left corner* of the new page (this option is not possible during a proctored quiz and exams).

If you are uncertain as to the reliability of your internet service provider or internet connection, find a place to take your exam where the connection is reliable. Do not disconnect your webcam before you have submitted your quiz/exam. **Failure to do so may result in a 0.**

4a. SEMESTER UNIT EXAMS. Each unit exam will be given in Canvas, which consists of multiple-choice questions and possibly a few fill-in-the-blank questions, a format like that of the homework. Your exam score is displayed immediately after your submission. The exam is locked after the test.

4b. FINAL EXAM. A mandatory, cumulative final exam in Canvas will be given on the date shown in the course calendar. The final exam also consists of multiple-choice questions and possibly a few fill-in-the-blank questions.

Quizzes and Exams are locked after submission. You may request a 20-minute private conference with one of us to review your quiz or exam within one week after your submission and within 24 hours after your final exam submission. You may access ***past exams*** (previous semesters) under the exam information to help study for the final.

MAKEUP POLICIES

Exams must be taken on the exam date; all pre-approved make-up must be arranged prior to the exam. Students can request a makeup if they meet the requirements below. Requirements for make-up exams, assignments, and other work in the course are consistent with university policies. See UF Academic Regulations and Policies for more information regarding the University Attendance Policies. All make-up work must be arranged with the course instructors unless otherwise stated below.

1. **Exam Conflicts**
    a. If you have a time conflict with an exam for this class and *another assembly exam*, and the course number for the other class is higher than 2312, you must contact the course instructor during the ***first two weeks of this term*** and request to take a makeup exam. You must present documentation of the higher number course. If your other course has a lower course number than 2312 or your other exam isn't an assembly exam, please contact your instructor in that course to make arrangements. See UF Exam Policies.
    b. If you are participating in a religious observance, you may make up an exam only if you make arrangements with the instructor ***during the first two weeks of the term.*** If you are participating in a UF sponsored event, you may make up an exam only if you make

arrangement with the instructor at least ONE WEEK PRIOR to the event. You must present documentation of the UF sponsored event.

2. **Makeup – Exams**:
    a. If *serious* illness or other last-minute *extenuating* circumstances cause you to miss an exam, email us as soon as possible and provide documentation.
    b. Contact the instructors *immediately* if you have a court order date conflicting with an exam.
    c. If you miss an exam due to negligence or something like technical difficulties, we may or may not give you a a makeup, but the makeup will have a 10% minimum penalty.

3. **Other Assignments -** Unless you have a valid reason, there are no extensions on quizzes or any of the other graded assignments. This includes extra credit.

Note: Information in this syllabus is subject to change. Any changes will be clearly announced in either announcements, discussions forums or through ufl.edu email.