Calculus with Analytic Geometry II
MAC 2312 Lecture
4 Credit Hours
Spring 2020

Instructor:	Ian Manly
Office:	Little Hall 371
E-mail:	imanly@ufl.edu
Office Hours:	Tuesday Periods 4 and 5
	Wednesday Period 8
	or by appointment
Lecture:	10:40 - 11:30 LIT 237
	11:45 - 12:35 LIT 201
	1:55 - 2:45 LIT 201
Teaching Assistants:	Palak Arora palak.arora@ufl.edu
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Prerequisites Appropriate score on the ALEKS placement assessment, or MAC 2311 with a C (2.0) or better.

Course Description MAC 2312 is the 2nd semester in the three-semester sequence MAC 2311, MAC 2312, MAC 2313 covering the basic calculus. The course begins where MAC2311 left off at the integration techniques. This is followed by a study of infinite sequences and series, calculus of parametrized curves, polar coordinates and closed with applications of definite integrals.

Required Materials There are no required textbooks for this course. We will make use of a free online textbook available at Openstx Calculus Volume 2. We will use the online Guided Learning Calculus 2

E-Learning Canvas: E-learning canvas, a UF course management system, is located at elearning.ufl.edu. Use your Gatorlink username and password to login. All course information including your grade, course homepage, syllabus, lecture outlines, office hours, test locations, mail tool, discussion forum, free help information, etc. can be accessed from this site.

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

Please note: Important course information is clearly communicated in this course guide, the MAC 2312 homepage and links in Canvas, and announcements in lecture and discussion. Due to the volume of email received by the instructor and TAs, we cannot reply to each request for this well publicized information. If you cannot find your answer in the resources above, there is also a **Discussion Forum** available in Canvas. Please use this to post questions and to supply answers to your fellow students.

E-mail	All communication between student and instructor and between students should be respectful and professional. All official class communications will be sent only to the ufl.edu addresses. Students are responsible for acquiring, checking their email accounts regularly, and any class information sent to their ufl.edu account. Please be sure to sign your name to your e-mails.
Lectures	This class will take a different form than you may be used to. I will not lecture for the whole period, if at all. You will be responsible for watching pre-recorded lectures online at the course site in Canvas **BEFORE** coming to class. We will spend most of our class time working on problems and exploring the concepts of calculus in small groups. There is a lot of research showing that students learn and retain information better in this environment. Come to class ready to participate. Once again, you **NEED** to watch the videos and do the lecture quizzes online before you come to class. If you do so, then you will ask better questions and you will perform better in the course.
Discussion Sections	Discussion sections meet once a week on Tuesdays or Thursdays. These meetings give you a valuable opportunity for open discussion of the lecture material and assigned problems in a smaller class setting. **Attendance in discussion is required as it is where assessment of your skills will take place**. These assessments typically take the form of quizzes on recent material, of which two will be dropped during the semester.
	However, one period per week is generally not adequate to answer all questions. Be sure to take advantage of the opportunities outside of class for additional help. Your main resource is your discussion leader. He or she will be available during office hours (or by appointment) to answer your questions about the course material. Your TA is responsible for grading and recording all quiz scores. You must retain <u>all</u> returned papers in case of any discrepancy with your course grade. As mentioned above, **you should check Canvas regularly and consult with your TA if you have any questions about recorded grades. All grade concerns must be taken care of <u>within one week</u> of receiving the score.**
	If you have concerns about your discussion class which cannot be handled by your TA please contact your instructor.
Tests	Mid-term exam dates are as follows:
	Thursday, February 6th
	Thursday, March 12th
	Thursday, April 16th
	Makeup, April 22nd
	There will be three (paper and pencil) mid-terms throughout the semester. The midterms will consist of two parts. Part 1 will be multiple choice questions. Part 2 of the mid-term exams will consist of long response problems.
	These exams will take place in the evening, from 8:20 to 9:30pm, but exact times will be announced well in advance.
	The FINAL EXAM will be Monday April 27th from 12:30 - 2:30. Make a note of this now and please inform any interested parties (e.g. your parents) who may be making plans for you around that time (such as purchasing place tickets to fly home, etc.).

Class Participation	Students who come to class and participate are more likely to do well in the course. Thus, attendance in class both in lecture and discussion section is strongly encouraged. For most lecture classes, we will be working on an assignment during class. For class participation points, it is not required that you finish the assignment, but you do need to give it an honest attempt (e.g. only filling out the first page of a worksheet and stopping there will not earn points). If you have an excused absence, let the instructor know and you will have that day of class not count towards your grade. Also, you get two non-excused absences dropped during the semester.
Online Homework	In this course we will be using the online platform Xronos which is free of charge and will be explained during class. Online homework assignments will be assigned one or more times a week and must be completed by the specified due date. There will be a total of two dropped homework grades at the end of the semester.
	All assignments will have posted due dates and these due dates will not be extended under any circumstance.
	Personal computer issues, will NOT be a reason to offer any type of extension.
Make-up Policy	All make-up work must be arranged with your instructor.

- **Exam Conflicts - UF during Term Assembly Exam Policy** (catalog.ufl.edu/ugrad/current/regulations/info/exams.aspx): "Exams may be held Monday - Friday from 8:20-10:10PM (periods E2-E3) for the fall and spring terms. If other classes are scheduled during an exam time, instructors must provide make-up class work for students who miss class because of an assembly exam. If two exams are scheduled at the same time, assembly exams take priority over time-of-class exams. When two assembly exams conflict, the higher course number takes priority. Instructors giving make-up exams will make the necessary adjustments."
  If MAC 2312 is the lower course number, students must inform their instructor in person at least ONE WEEK in advance of the exam date so that appropriate accommodations can be made. Otherwise it may not be possible to reschedule.

- **Make-up Exams** If you are participating in a UF sponsored event or religious observance, you may make up an exam only if you make arrangements with your instructor at least ONE WEEK PRIOR to the event. You must present documentation of a UF sponsored event.
  If illness or other extenuating circumstances cause you to miss an exam, contact your instructor (no later than 24 hours after the exam) by email. Then, as soon as possible after you return to campus, bring the appropriate documentation to him in Little Hall during office hours. You will be allowed to sign up to take a makeup exam at the end of the semester on April 22nd.

- **Make-up class participation points**: There are no make-ups.

Incomplete   Students who are currently passing a course but are unable to complete the course because of illness or emergency may be granted an incomplete grade of I which will allow the student to complete the course within the first two weeks of the following semester. See the policy on http://www.math.ufl.edu/fac/incompletes.html. If you meet the criteria, you must see your instructor before finals week to be considered for an I. An I only allows you to make up your incomplete work, not redo your work.

Grading   In Class Work: 10%

Discussion Quizzes: 10%

Online Homework: 10%

Midterm Exam Average (3 mid-term exams): 45%

Final Exam: 25%

Grading Scale

90-100 A	87-90 A-	84-87 B+	80-84 B
77-80 B-	74-77 C+	67-74 C	64-67 C-*
60-64 D+	57-60 D	54-57 D-	0-54 E

***Note** A grade of C- DOES NOT give Gordon Rule or General Education credit!

For those take the S-U option: 67-100 S   0-67 U

Approval of the S-U option must be obtained from your instructor. The deadline for filing an application with the Registrar and further restrictions 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 UF undergraduate catalog:

catalog.ufl.edu/ugrad/regulations/info/grades.aspx

NOTE: We will not review disputed points at the end of the semester. All grade concerns must be settled within one week of the return of the paper.

| **Free Help** | In addition to attending your discussion section regularly and visiting your discussion leader, lecture, or the course coordinator, during their office hours, the following aids are available. |

- The Math Help Center in Little 215 is open for drop-in assistance with homework Monday through Friday from 9:30 to 4:00. 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.

- The Teaching Center Math Lab, located in SE Broward Hall, is a tutorial service staffed by trained math and science students to provide help with your calculus questions and homework. Tutors will be glad to provide guidance on specific problems after you have attempted them on your own. You may want to attend different hours to find tutors with whom you feel most comfortable. You can also request free one-on-one tutoring.
  The math lab also offers a more structured tutoring program for MAC 2312, called **supplemental instruction**. A tutor, assigned specifically to MAC 2312' , provides weekly help sessions. More details will be provided in lecture.
  In addition, the Broward teaching center tutors hold reviews on the evenings before each exam. They also provide videos of review and sample test problems. Check the webpage, teachingcenter.ufl.edu, for a map of the location, tutoring hours, and test review dates and locations. **All students are encouraged to use the teaching center**.

- Office of Academic Support offers free one-on-one and small group tutoring sessions to an UF students. See http://oas.aa.ufl.edu/tutoring.aspx for details.

- Textbooks and solutions manuals are located at reserve desks at Marston Science Library.

- Private Tutors: If after availing yourself of these aids, you feel you need more help, you may obtain a list of qualified tutors for hire at www.math.ufl.edu. Seach "tutors".

- The Counseling Center has some informative information on developing math confidence. Go to
  http://www.counseling.ufl.edu/cwc/DevelopingMath-Confidence.aspx
  for information on math confidence and information on joining the Academic Confidence Group.

| **Calculators** | Calculators are **NOT** permitted on exams and discussion assignments. Please avoid using a calculator on homework as it will not help you prepare for the exams. |

| **Cell Phones** | Cell phones must be turned off (not on vibrate) before coming to class. Use (defined as having one physically in your hand) of a cell phone during a test or quiz will be considered contact with another person and will be viewed as a form of academic dishonesty because I 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. Thus, do not touch your cell phone during a test or quiz. **Wait until after you have left the room and are finished with the test/quiz to use it.** |

Music Players	iPods and other music players are not to be used during class (including while taking tests and quizzes). Having one out during a test or quiz will result in a grade of zero and possible disciplinary action.
Students with Learning Disabilities	Students requesting class and exam accommodations must first register with the Dean of Students Office Disability Resource Center (DRC), www.dso.ufl.edu/drc/. That office will provide a documentation letter via email to your instructor. This must be done as early as possible in the semester, **at least one week before the first exam**, so there is adequate time to make proper accommodations.
Academic Honesty Guidelines	All students are required to abide by the Academic Honesty Guidelines which have been accepted by the University. The academic community of students and faculty at the University of Florida strives to develop, sustain and protect an environment of honesty, trust, and respect. Students are expected to pursue knowledge with integrity. Exhibiting honesty in academic pursuits and reporting violations of the Academic Honesty Guidelines will encourage others to act with integrity. Violations of the Academic Honesty Guidelines shall result in judicial action and a student being subject to the sanctions in paragraph XIV of the Student Code of Conduct. The conduct set forth hereinafter constitutes a violation of the Academic Honesty Guidelines (University of Florida Rule 6C1-4.017).
	The Mathematics Department expects you to follow the Student Honor Code. We are bound by university policy to report any 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 at the link www.dso.ufl.edu/sccr/.
	In addition, we remind you that lectures given in this class are the property of the University/faculty member and may not be taped without prior permission from the instructor and may not be used for any commercial purpose. Students found to be in violation may be subject to discipline under the Student Conduct Code.

Note: Information in this syllabus is subject to change. Any changes will be clearly announced in class or through e-mail.