Instructor : Richard Bernatz

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Office Hours : 8:30 - 9:30 TTh, 8:30-9:30 & 1:30 - 2:30 MTWThF

Office : Olin 308

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Note: I **do** check my email regularly. I do **NOT** check my phone messages regularly.

- **Content**

  The text for the course is <u>Calculus</u>: Early Transcendentals, Single Variable by Thomas (12e). Material from Chapters 1 through 5 will be selectively studied during the semester. Topics will be organized into three units, each unit lasting about three weeks.

  The text is **the** source of information for this course. Each student is expected to read the text. Pay attention to the "Key Concepts" list as you study the text material. Not all text material will be covered during the class meetings. Much of the your learning will take place "outside the classroom." It is not unreasonable for a student to spend two hours outside the classroom *studying* the text and working exercises for each hour spent in the classroom.

- **Attendance**

  Class attendance is expected. Please send me an e-mail explaining your situation if you must miss a class meeting. You are responsible to make up any missed work. All dates (for homework, quizzes, and exams) remain in effect unless we agree to an alternative due date. It is your responsibility to learn of syllabus and homework changes announced during a class meeting you miss.

- **Assignments**

  An exercise set will be assigned almost every class meeting. Written solutions to the exercises are due the next class meeting, unless otherwise noted. The following homework guidelines apply:

    - Each exercise is worth 4 points. Each part of a multiple-part exercise is worth 2 points.
    - **Assignments handed in at, or before, the beginning of class on the due date will receive 4 bonus points**.
    - Please write your **name** (first and last) the **course number**, **section letter** and the **assignment number** at the top of the page.
    - Constructive cooperation is encouraged on homework. However, you must hand in your **own** work.
    - Work should be done in pencil. If you choose to use ink, please limit the amount of "scratching-out" you do. **Papers that are extremely difficult to read may be rejected.**
    - Paper size must be "close" to standard size (8.5 by 11 inches).
    - Solutions must be clear, concise, and complete.
    - Graphs must be large enough to read, **and both axes must be scaled and labeled**.
    - Exercises pertain to important concepts. I do not believe in assigning multiple, similar exercises for reinforcement or practice. It is your responsibility to develop efficiency. I suggest you work through additional problems in the textbook, other texts, or web resources.
    - Think about the concepts as you work through an exercise. The "correct" answer on your paper is not the entire goal of the exercise. Think of other ways the question could be posed. Try to formulate your own exercise based on the important concept or relationship.
    - Not every exam question will be exactly like homework exercises. I want to assess your understanding of concepts, not only your ability to recognize and solve almost identical exercises done on homework problem sets.
    - A mathematics student assistant will grade all, or part, of the exercise set. Math assistants generally do a very good job grading your assignments. However, the number of problems graded often means their work is not perfect. For example, the assistant may not pay close attention to *how* you did an exercise. You may receive full credit on an exercise for having the correct answer even though your methods were faulty, or your work may have been sketchy.

- **Late Assignments**. Assignments may be handed in <u>one</u> class period after they are due with a 10% penalty. The late penalty will be waived if a valid excuse exists. No assignments will be accepted if they are two or more class periods late. Of course, some leniency may be granted for illness or other valid reasons.

- **Calculator Use**

  Calculator may be used on homework, if need be. **However, calculators may <u>not</u> be used on quizzes and exams**.

- **In-Class Quizzes**

  There will likely be two in-class quizzes (C-quizzes) per unit. Quizzes will be posted on the syllabus.

- **WeBWork Proficiency Quiz**

  Each student is required to complete a proficiency quiz (P-quiz) using the WeBWork online adminstration system. Details are provided on the course web page.

- **Exams**

  There will be an exam over each of the units covered during the semester and a comprehensive semester exam. The following rules apply:

  - The Luther College Honor Code will be in effect for each exam.
  - Exams will be closed-book and closed-notes. Each student will be allowed a maximum of 65 minutes to complete each unit exam. Please contact the Disability Services Office (http://www.luther.edu/disability-services/) if you require alternative accommodations for exams or other aspects of the course. Begin the process early enough so that accommodations can be specified by SASC <u>prior</u> to the administration of the exam or other course item.
  - Backpacks, book bags, coats (etc.) must be left at the front of the classroom during exams. Only the exam, paper, pencils, eraser, and a ruler may be at a your desk.
  - If you feel you have a valid reason for not taking the exam at its regularly scheduled time (with the section in which you are registered), please contact me **before** the exam is given. Verification of an excuse (a note from Health Service, a physician, etc.) may be required. If you miss an exam without a valid reason, a severe penalty will result.

- **Term Grades**

  The following percentages will be used to determine the term grade for each student :

Assignments	10%
Quizzes	10%
Unit Exams (3)	20% (each)
Semester Exam	20%

- **Assistance** It is your responsibility to seek assistance from the various sources listed below if you have difficulty understanding the material covered in this class. It is important that you seek assistance too early, rather than too late!

  - **The Instructor**. I am available during office hours. I am willing to provide assistance on concepts, specific examples, and some, not all, of your homework. I will **<u>NOT</u>** redo the material missed because of travel with an organization, etc.
  - **Mathematics Student Assistants**. Upper-class mathematics students will be available certain evenings to assist students with their work in lower level mathematics courses.
  - **Student Academic Support Center(SASC)**. The SASC is located in the lower level of Preus Library. Here is where a student may be able to find tutoring.