

# Syllabus Outline

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## Welcome / Meet Your Instructors / Office Hours / Etc.

MTH 234 will be utilizing a team-teaching approach to give students the highest quality class possible. This semester we plan to offer a variety of learning opportunities both in-person and online.

Meet the MTH 234 instructional team (includes contact information and office hours)

## [INSTRUCTOR INFO / MTH 234 TEACHING ROSTER](#)

### Communication with Instructors

Most instructors prefer to be contacted via email or via [Piazza](#). Instructors will strive to respond to emails and [Piazza](#) posts within one business day but may not respond if

- they already addressed or are planning on addressing the question/issue in class to everyone, or
- if the answer is available on the syllabus/course website.

Therefore, it is a good idea to check the syllabus and course website before emailing your instructor!

## Learning the Course Content

There are several course modalities offered this semester to assist students best learn the course content given their location and situation

- LEC1 with Ryan Maccombs - Online Asynchronous Lectures
- LEC2 with Casim Abbas - on MWF during 1020-1110 at A133 Life Science
- LEC3 with Son Tu - on MWF during 1130-1220 at B119 Wells Hall
- LEC4 with Ryan Maccombs - on MWF during 1350-1440 at C107 McDonel Hall
- SCN29 with Matthew Welsh - on MWRF during 1020-1110 at A308 Wells Hall
- SCN30 with David Chan - on MWF during 1130-1220 at 175 Brody Hall
- SCN31 with Dapeng Zhan - on MWRF during 1350-1440 at A320 Wells Hall
- SCN32 with Adithya Sathyanarayana - on MTR during 1800-1910 at A218 Wells Hall
- SCN33 with Tom Kojar - on MTR during 1700-1810 at A230 Wells Hall

These modalities have been displayed on <https://student.msu.edu/> since before the semester began. Students who wish to have a different course modality should switch into the correct section. Students are expected to attend class for their own section and will not be allowed in during other classes without instructor's prior approval.

The time and location of the recitations is available for each section via [our recitation document](#). During recitation, students will work on the weekly review document and can ask questions to their TAs.

## A Small Warning

We believe that every one of you can be successful in this math course, but it certainly takes work.

We expect you to give this class your all. Make a routine and stick to it. We typically find that students need to spend on average 10-12hrs per week but more if it's been a while since your last math class. You should plan on a breakdown like:

- 4 hours of class lessons/videos, 6 hours of homework, 1-2 hours of study

Calculus classes can be difficult but if you put in the time and effort we will bend over backwards to help you succeed. We expect you to ask questions whenever anything is unclear.

## Tentative Weekly Schedule

The schedule is maintained in the [Weekly Schedule Document](#)

Again, this schedule is tentative. Your instructor will make any announcements about schedule changes during class or via email. The lesson numbers are from our recommended course textbook (Calculus by Stewart 7th ed.).

Important University dates (such as enrollment periods or last date to drop the class without a grade) are maintained at <https://reg.msu.edu/ROInfo/Calendar/academic.aspx>

## Course Objectives

[The course objectives for Multivariable Calculus](#) are maintained on this separate webpage.

## Supplies

### WebCam

A webcam on your laptop/desktop is necessary for the Respondus Monitoring software to work. No particular type of webcam is required. Make sure you order this at the beginning of the semester so that

it arrives in time for the first assignment. If you do not own a webcam already it is recommended that you buy one immediately.

## Internet

With this being an online class, [a decent internet connection is crucial](#). We recommend 25mbps or more.

## WeBWork Homework

WeBWork Homework will be done online at <http://www.math.msu.edu/webwork>. For information on cost, payment due date, etc. please visit <http://www.math.msu.edu/webwork>.

## Respondus Lockdown Browser

For this class, we will use the Respondus Lockdown Browser and Monitoring software to ensure that students have a level playing field on quizzes and tests. There will be a practice quiz in D2L that uses the Respondus system so you can practice and download the browser ahead of the proctored assignment for points.

## Calculator

When submitting fill-in-the-blank style questions in D2L it only understands decimals. A [TI-30 calculator \(or equivalent\)](#) is crucial to being able to submit your answers for the quizzes/tests/exams. Some graphing calculators like the TI-83 / TI-84 / most Casio models / etc. are also fine. Please check [the full list of approved calculators](#). Using a prohibited calculator will result in point reduction on quiz/test/exam. Multiple violations will be considered academic misconduct

## Access to a Printer

PDFs may be provided as class notes. Many students find it very useful to print these out prior to watching the videos/attending class. In addition, a formula sheet is provided for exams that should be printed.

## Access to a Scanner / Scanning App

For quizzes and exams you are required to scan your work and submit it as a PDF. There are many scanning apps that you can get for your smart phone / tablet that will work well for this such as Adobe Scan, Dropbox Scan, or the CamScanner. We recommend you practice scanning some papers and getting it to your computer as a single PDF so you know if there are any issues/hiccups before taking the quizzes / tests.

## Textbook (SUGGESTED)

No textbook is required for the class however it is recommended Students who would like to purchase a textbook (for extra problems or another perspective on the topics) should consider

- [Calculus 7th Edition by Stewart via Cengage in D2L](#)
- Same book but on Amazon: [Calculus 7th Edition by Stewart](#)

This textbook is also available free digitally via [MSU Libraries' Affordable Textbook Guide](#). Digital loans will have the same checkout period as print textbooks (2 hours) – links to electronic copies will expire at the end of this loan period.

## Course Grades

### Weekly Review Activities

Students are expected to attend recitation in-person. During recitation students will work with fellow students and their TAs on a set of review problems each week. These problems should be submitted at the end of class by each student. Each assignment is graded out of 5 points based on

- Completeness -- 3pts max -- A maximum score is awarded for seriously attempting 75%+ of the problems
- Correctness -- 2pts max -- A random problem or two will be graded for on method (not just the correct final answer). A maximum score is awarded if the solutions to the problem(s) graded are at least 70% correct.

The 2 lowest will be dropped to account for any and all [special circumstances](#). No additional drops, extensions, or additional make-up opportunities can be granted.

### WeBWork Homework

WeBWork is our online Homework platform available via: <http://www.math.msu.edu/webwork>. To encourage the discussion of the "ideas" behind the problems instead of just the answers students receive slightly different problems (such as a change of constants or functions). There is a WeBWork fee that must be paid. Instructions for payment and payment due date are available on the WeBWork website. See each assignment on the WeBWork website for its due date. 8% of the total homework points will be added to your course grade calculation to account for any [special circumstances](#). Make-ups / retakes / extensions will not be granted. Start working on WeBWork homework for each section immediately after that section is covered. There are special "Achievement Items" that are available in WeBWork and described in the tutorials. Make sure that you have used all of your achievement items by the "Classes End" date on the registrar's site. Items used after this will not be counted in your overall grade calculation.

### Quizzes

The quizzes are proctored assignments using the Respondus system. Quizzes are meant to prepare you for the exams and contain similar styles and difficulty of questions. The dates for the quizzes are available in [the schedule](#). The quizzes will be available during 1PM - 9PM on these days. Once you begin you have 30 minutes to complete it. You should start quizzes no later than 8:20PM so that way you can submit them by 9PM. Quizzes submitted after 9PM will be considered late. We cannot grant early quizzes. We cannot grant quiz retakes.

### Quiz Accommodations for Special Circumstances

- Students who have an approved university grief absence, MSU class / exam conflict spanning the entire quiz window, military obligation, or [religious holiday](#) should reach out to their instructor at least 1 week prior to the quiz to discuss possible accommodations.

- For all other special circumstances (tech issues / illness / emergencies / University sanctioned events / travel / work / [etc.](#)) students will be accommodated via the drop / makeup policy.
  - **Quiz Makeup Policy:** Makeup quizzes are permitted anytime after the quiz is due (this covers late quiz submissions as well) with a 70% maximum score if the quiz is submitted within 24 hours of its due date / time and OR a 50% maximum score if the quiz is submitted beyond 24 hours of its due date / time.
  - **Quiz Drop Policy:** The lowest quiz score will be dropped at the end of the semester in your course grade calculation.

Please read the "[Showing your work on Quizzes / Tests](#)" so that you understand what work you must submit for grading after each quiz. Make sure to read the intro pages for the quizzes (including all Respondus instructions) and the [academic integrity during proctored assignments](#) section to make sure you understand the rules you are expected to adhere to during the quizzes. Penalty grades will be awarded to those who violate the quiz rules.

## Online Tests

The online tests are proctored assignments using the Respondus system, similar to the quizzes. More information about the structure of the test including the types of questions will be released as the test gets closer. The dates for the online tests are available in [the schedule](#). The tests will be available during 7-9PM on these days. Once you begin you have 1 hour to complete it. You should start the test no later than 7:45PM so that way you can submit them by 9PM. Tests submitted after 9PM will be considered late. We cannot grant early tests. We cannot grant retakes.

### Online Test Accommodations for Special Circumstances

- Students who have an approved university grief absence, MSU class / exam conflict spanning the entire exam window, military obligation, or [religious holiday](#) may [request an alternate online test date/time](#) but should do so **at least 1 week before the test date**.
- For all other special circumstances (tech issues / illness / emergencies / University sanctioned events / travel / work / [etc.](#)) students will be accommodated via the drop / makeup policy.
  - **Online Test Makeup Policy:** Makeup tests are permitted anytime after the test is due (this covers late test submissions as well) with a 70% maximum score if the test is submitted within 24 hours of its due date / time and OR a 50% maximum score if the test is submitted beyond 24 hours of its due date / time.
  - **Online Test Drop/Replacement Policy:** The lowest online test score will be dropped and replaced by the final exam score at the end of the semester if it helps the student's overall course grade.

Please read the "[Showing your work on Quizzes / Tests](#)" so that you understand what work you must submit for grading after each test. Make sure to read the intro pages for the tests (including all Respondus instructions) and the [academic integrity during proctored assignments](#) section to make sure you understand the rules you are expected to adhere to during the tests. Penalty grades will be awarded to those who violate the test rules.

## In-Person Midterm Exam

The in-person midterm exam is on Thursday October 17th and will be taken in your Thursday class/recitation. The exam is 45min long and it will focus primarily on the class content covered after the first online test. The in-person midterm will be taken with paper and pencil. A clean copy of the formula sheet will be provided for you on the exam. You may not use your own notes, books, or outside help however you may use your course approved calculator.

### **In-Person Midterm Exam Accommodations for Special Circumstances**

- Students who have an approved university grief absence, military obligation, or [religious holiday](#) may [request an alternate midterm exam date/time](#) but must do so **at least 1 week before the exam date**.
- Students with extended time RCPD accommodations or reduced distraction seating should reach out to their instructor at least 2 weeks in advance to come up with a solution for taking the exam. This may include scheduling a room in the RCPD offices to take the exam.
- For other special circumstances (illness/emergencies) students should reach out to their instructors to discuss if a makeup exam is possible. In all cases detailed documentation is required so make sure to collect as much documentation as possible to justify your situation.

Make sure to read the [academic integrity during proctored assignments](#) section and the rules on the exam itself to make sure you understand what policies you are expected to adhere to during the midterm exam. Penalty grades will be awarded for those who violate the exam rules.

### **In-Person Final Exam**

The Final Exam is 2 hrs long and the date / time is determined by the University.

**Monday December 9th during 10AM-12PM ET**

More information about the structure of the exam including the location and types of questions will be released as the exam gets closer. The final exam is cumulative and it is a proctored assignment in person.

### **In-Person Final Exam Accommodations for Special Circumstances**

- Those with another final exam scheduled during this time or three or more final exams scheduled on this day may [request an alternate final exam date/time](#) but must do so at least 1 week before the final exam date.
- Students with extended time RCPD accommodations or reduced distraction seating should reach out to their instructor at least 2 weeks in advance to come up with a solution for taking the exam. This may include scheduling a room in the RCPD offices to take the exam.
- For other special circumstances (illness / emergencies) students should reach out to their instructors to discuss if a makeup exam is possible. In all cases detailed documentation is required so make sure to collect as much documentation as possible to justify your situation.

Make sure to read the [academic integrity during proctored assignments](#) section and the rules on the exam itself to make sure you understand the policies you are expected to adhere to during the final exam. Penalty grades will be awarded for those who violate the exam rules.

### **Overall Grade Computation**

Your course grade will be based on:

Weekly Reviews	Homework	Quizzes	Online Tests	Midterm	Final
10%	16%	20%	2x9%=18%	14%	22%

Final grades will be determined by:

4.0 Grade	0.0	1.0	1.5	2.0	2.5	3.0	3.5	4.0
% Grade	[0,55)	[55,60)	[60,65)	[65,73)	[73,80)	[80,85)	[85,90)	[90,100]

## Extra Credit

There are exactly two extra credit opportunities in this course. They are two “round-up” surveys during the semester to help the department gain a better understanding of its student population. [The pre-course survey](#) must be completed in the first week of class. [The post-course survey](#) will be available during the last week of class. The URL to the surveys and due dates/times will be posted on D2L when available. No extensions can be provided on these surveys. Each completed survey contributes at least 0.5% to the overall course grade. These surveys are made to help round up any students who are close to the next grade threshold. There is no additional rounding beyond this. Individual instructors do not have the capabilities of creating additional extra credit opportunities as all students need to have the same opportunities.

Example: Suppose your course grade is 89.2% which is a 3.5. By doing both of the course surveys this would be rounded up to a 4.0. Note: doing only one of the surveys would only round up 0.5% so would not be enough to guarantee a 4.0.

## Alternative 2.0 Fail Safe in MTH 234

Students in MTH 234 may guarantee themselves at least a 2.0 in the course via the effort score by working hard throughout the semester. A student's **effort score** is based on

- 35% – Quiz / Exam Revision Assignments
- 25% – Weekly Review Activities
- 25% – WeBWorK Homework Sets
- 15% – Piazza Engagement

Students with an overall **effort score** of 65% or higher will guarantee a minimum of a 2.0 in the course. Of course, if you have a higher grade in the course, you will receive that higher grade. The WeBWorK homework and Weekly Participation Activities follow the same guidelines / drops / etc. as previously described in the syllabus.

### Piazza Engagement

Students wishing to get full score for Piazza Engagement should post on our [class Piazza page](#) at least once each week throughout the semester. One week will be dropped when calculating this category score. [Weeks are Sunday-Saturday]

## Quiz / Exam Revision Assignments

The Quiz / Exam Revision Assignments are multiple-choice assignments that cover similar content as the quizzes / exams throughout the semester. These revision assignments are available via D2L but are not timed / proctored and students may take them as many times as they would like (up until their due date specified in D2L). After the due date, any additional submissions will not be counted towards your grade. Two revision assignments will be dropped when calculating this category score.

## Showing your work for Online Quizzes / Tests

We feel that grading written work and awarding partial credit is important. However, we must also balance this with the amount of time we have for grading and with MSU's academic integrity policies. For these reasons, we require all students to follow the rules below:

- All problems in the “Standand Problems” section will be graded based on your written work.
  - The grades on these problems are based on method. Even if you submit the correct answer to D2L, without supporting work, you will receive 0 credit.
  - Problems in other sections (Multiple Choice / True False / etc.) will be graded by D2L and will not be granted additional partial credit.
- At the end of the quiz time D2L will prompt you to show all of your written work to the webcam for all questions in the “Standand Problems” section of the quiz/test. Please follow the instructions to take pictures of your work there.
- After the quiz/test your work should be scanned as a PDF and uploaded to D2L within 15min of submitting the quiz/exam.
  - Only one PDF submission will be allowed.
  - We recommend you practice scanning some paper and getting it to your computer so you know if there are any issues/hiccups.
    - We like the Adobe Scan app, Dropbox Scan app, or the CamScanner app personally but there are lots to choose from on the Android/Apple/Google App stores
    - Practice getting all your scans into one PDF document.
  - Problems should be legible, clearly marked on your paper, and should be in order

## Other Important Policies

### Course Announcements



Important course announcements will be posted to the D2L "Announcements" widget on our homepage. You are responsible for reading these announcements within 24hrs (so check our D2L page at least once per day!)

## Category Score Maximums

The D2L grade categories (HW / Participation / Quizzes / Exams) have a maximum score of 100%. You cannot earn more than 100% in these categories. This comes into effect with the 8% added to the HW score.

## Alternatives to Respondus Proctoring

Students who have privacy concerns with Respondus should contact Ryan Maccombs ([maccomb1@msu.edu](mailto:maccomb1@msu.edu)). We have limited hours available in the MTH Testing center and it may be possible to setup limited live proctoring.

## Make-ups / Late Submissions

Some assignments like quizzes and exams allow students to give some credit for late submissions. All submissions must be completed by the "Classes End" date listed on the Registrars website. After this no more submissions can be accepted.

## Changes to Syllabus

The syllabus may also be adjusted if needed. Such changes will be announced during class and on the course's Desire2Learn page (in the Announcements).

## More Course Policies

There are many other important course policies that apply to our class here: [https://apps.math.msu.edu/Classes/other\\_policies.aspx](https://apps.math.msu.edu/Classes/other_policies.aspx)