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LECTURES & DISCUSSIONS: Students will be in one of the 3 lecture times stated in the www.math.ufl.edu and in one of the discussion periods you are registered (check 'ISIS' for the lecture and discussion meeting time and locations you are registered in).

The lecture provides the main presentation of course material, and will follow as closely as possible the calendar and lecture outline provided in the calendar. Attendance in lecture is required. You are responsible for learning lecture material if you miss a lecture.

Students may print out the 'lecture notes outline' (you may find it in Sakai, lss.at.ufl.edu) or purchase a printed copy of it at Target Copy Centers on West University Avenue.

Note: The outline and other documents posted on Sakai are in PDF format which requires that you have the Acrobat Reader on your computer. You may download the latest version through <http://get.adobe.com/reader/>.

DISCUSSION SECTIONS: Each student is assigned a discussion section, which meets once a week on Tuesday or Thursday. This required discussion section is a small section and provide an opportunity for open discussions of any homework problems and the lecture material. **Attendance in both the discussion and the lecture is required.**

However, one period per week is generally not adequate to answer all questions; be sure to take advantage of the office hours for additional help.

Your main resource person for this course is your TA who is a graduate student in the math department. He or she is available during 3 office hours (or by appointment) to answer any questions you have about the course. Your TA is responsible for grading and recording all quiz, homework and test scores. If you have concerns about your discussion class which cannot be handled by your TA please contact the course coordinator, Chui.

OFFICE HOURS: Both your TA and your instructor will hold regular office hours weekly to be posted on Sakai. You do not need to make an appointment to come to the scheduled office hours. If you have **class conflict** and can not make any of the posted hours, please make appointments.

Remember, your TA, who holds three regular office hours weekly, **is your first contact person in this course.**

The purpose of the office hours is to cover difficult problems or clarify concepts covered in class. They **are not for re-teaching material due to absence**. In a large lecture course like this, please utilize your TA's office hours and your instructor's office hours. We welcome students to come to office hours.

Note: Office phone may only be viable during office hours. **We are not able to call students back, especially when they are out-of-town numbers.**

BRIEF COURSE DESCRIPTION:

This is the 2nd semester in a 3 semester calculus sequence. This course studies various techniques of integration; sequence and series; parametric and polar representation of plane curves, and some application of definite integral.

HOME PAGE: www.math.ufl.edu/~chui for syllabus (and more). You also may access [Sakai \(lss.at.ufl.edu\)](http://lss.at.ufl.edu) for all course related information.

TEXT BOOK: The assigned book for this course is the online text Concepts in calculus II produced by the math department, which can be accessed through the Orange Grove Press website, <http://orangegrovetexts.com/AA00011715/00001>. These are freshly edited versions and different from the editions used last Spring.

However, **A good reference book:** Calculus: Early Transcendentals (any edition) by James Stewart. There are many options online and in bookstores to obtain an inexpensive used copy of the text. The UF edition of the Stewart in separate volumes including the required chapters can also be used.

I have put multiple copies of the Stewart text book and the complete solution manual on reserve at the Science Library in Marston Hall. Please feel free to use them.

OTHER REQUIRED MATERIALS. Webassign, the online homework system will be ready in the second week of the semester.

Webassign provides a 'two-week grace period' to use the online homework system before you must pay for access. Details will be provided in discussion by your TA. After the grace period, you must purchase an access code for the Webassign at www.webassign.net. Your TA can assist you if you have any questions about using Webassign.

CREDIT HOURS: 4

PREQUISITES: MAC 2311 or MAC 3472 (**knowledge of trigonometry** is part of the prerequisite)

LECTURE OUTLINES: Students need to bring the Lecture Notes Outlines to each lecture. Students obtain the outlines as mentioned above (in 'Lectures and Discussions'). After class, the worked out solutions to the outlines will be available to copy on the door of Little 376.

EXAMS: There will be 3 midterm exams and a comprehensive final exam. All midterm exams consist of both multiple choice part and free response part and is scored on a 0 to 100 points and will be given in the evenings from 8:30 – 10 PM on the dates shown on the course calendar. Please refer to the course **calendar** for all midterm exams and the final exam time and dates.

Final exam is a **mandatory comprehensive** exam (minus the exam 3 material) given during the regularly scheduled exam time for MAC 2312 as shown on the calendar and the online Schedule of Courses. This two hour exam is scored on a scale of 0 to 100 points and consists **of multiple choice questions only**.

Exam locations will be posted on [Sakai](#) 1 week before each exam.

The final exam will **NOT** be given early for travel arrangements.

Please refer to '**Make Up Policy**' and '**University Conflict Exams Policy**' if there is an exam schedule conflict. If MAC 2312 is to give a make up exam (or a conflict exam), students must inform the course coordinator in person during office hours at least two weeks in advance of the exam date so that appropriate accommodations can be made. Otherwise it may not be possible to reschedule. If illness or other extenuating circumstances cause you to miss an exam, contact the course coordinator immediately by email. Then, as soon as possible after you return to campus, bring the appropriate documentation to the course coordinator in LIT 376. You will then be allowed to take a make up exam on the last lecture day of the term, December 5, 2012.

There is **NO drops** for any exams and the final exam is **mandatory**.

Bring only number 2 soft lead graphite pencil for bubbling your scantron and an ink pen (to sign your test with legible signature), UFID. **DO NOT BRING ANYTHING OF VALUE TO THE EXAM**, since all backpacks must remain at the front of the exam room during the testing. You may not keep cell phone or any electronic devices on you during the exam. Calculators are not permitted, scratch paper are provided.

Cell phones and other electronic devices must be turned off and out of sight and out of reach. If any such device rings, buzzes, or otherwise causes a distraction during the exam, your test will be considered to be compromised.

No students will be admitted to the test later than 10 minutes after its starting time and no one will be permitted to leave the exam in the first 20 minutes.

Exam Content: The exams contain problems from the homework, Webassign as well as examples or concepts covered in class (including the 'NYTI--practice' problems in the 'lecture outlines'). An exam may also contain problems involving an example or concept covered in

class that won't be necessarily assigned in the homework or in the lecture outline. So it is important to attend class and go over class notes. Exams will not have anything outside the scope mentioned above.

QUIZZES AND WRITTEN HOMEWORK: Quizzes will be given during discussion throughout the semester. Quizzes and the written homework together makes up a significant portion of your course grade and can be earned in your discussion section.

Quizzes: Your discussion leader will administer 12 quizzes, either in class or online, on the dates listed in the course calendar. Each quiz will be graded on a scale of 0 to 5 points, and the top 10 scores will count, to total up to 50 maximum possible quiz points. The quiz will be based on recent lecture material and homework assignments. Since there are 2 drops, the first 2 missed quizzes for any reasons cannot be made up.

Written Homework: Written homework will be collected by your TA 4 times during the semester. The assignments will be graded on a scale of 0 to 5 points for a possible total of 20 points for homework. Each homework set is checked for completeness and some problems will be graded for accuracy. You must show complete work for full credit. There is a 5th homework set to be turned in for bonus homework (5 points) at the end of the semester.

Your TA will go over the detail regarding quizzes and written homework sets during the second discussion as well as post the grades you earned in Sakai. Your main resource person for this course is your TA.

There are 2 drops for quizzes and 1 bonus written homework set to accommodate an occasional absence from your discussion class. **No make ups on written homework will be granted.** (see Make Up Policy). If you have a documented excused absence, observing a religious holiday or participating in a UF sponsored event, you may turn in a late assignment within 24 hours of its due date if you bring your documentation to your TA. Same rules apply if you must miss more than 2 quizzes. If you are present during discussion, but forget to bring your homework with you to the discussion, you also have 24 hours to bring it to your TA. Make sure you make arrangement with your TA for late submission during the discussion.

ONLINE HOMEWORK: We use Webassign for our online homework. Your TA will go over the information regarding how to sign on as well as walk you through a couple of examples on how to enter answers in Webassign during the second discussion.

All Webassign homework are due on Friday just before the midnight hour. Any questions regarding your online homework submission should be brought to your TA's attention no later than your discussion period before the work is due. It's absolutely essential you submit as much work early as possible to avoid possible last minutes technical problems/glitches.

Any last minute problems is there to stay and the due date will not be adjusted.

Some homework problems may suggest the use of a graphing calculator. They are designed to help you visualize important concepts and to reinforce the mathematical processes involved.

The use of a calculator on homework is not required and you should know how to solve the problems without using the calculator.

A maximum of 50 points will be collected from Webassign. There are more points assigned (65+ points) than the maximum points collected for the online homework to offset those lost points due to occasional emergency missed work or technical difficulties. As a result, there is **no make ups** or extensions for the Webassign online homework. (also see Make Up Policy).

Do not try to complete or submit an assignment in one sitting; start early and submit any completed work as you go along instead of waiting until the due date to avoid missing the deadline.

It's to your benefit to do all the work sets even after you reach the max allowed points.

If you are having difficulty with any assignment, you may seek help from your lecturer or TA during scheduled office hours as well as the tutors at the Broward Teaching Center. Be sure to start problems early so you have time to get your questions answered. Webassign may not have coded problems on some of the material taught in class. Please use the lecture notes, NYTI and the written homework for more practice.

COURSE GRADE:

(3 midterm exams + 1 final) + (Best 10 Quizzes) + (6 Webassign) + (4 Written HW)
= $4 \times 100 + 50 + 50 + 20 = 520$ points.

GRADING SCALE:

A: 468-520	B+: 436-451.5	C+: 384-399.5	D+: 332-347.5	E: <296
A-: 452-467.5	B : 416-435.5	C : 364-383.5	D : 312-331.5	
	B- : 400-415.5	C- : 348-363.5	D- : 296-311.5	

Note: A grade of C- DOES NOT give State Requirement or General Education credit!

For those taking **the S-U option:** you must be pre-approved:

S [C or better] U [below C]

Approval of the S-U option must be obtained from the course coordinator. The deadline for filing an application with the Registrar and further restrictions on the S-U option are given in the Undergraduate Catalog.

The grade of **"I"** is never used to avoid an undesirable grade. It is used only if illness or extenuating circumstances result in a student being unable to complete the final exam or other course requirements by the end of the semester **after** having completed a major portion of the course **with a passing grade**.

Missing a final exam due to negligence, however, will result in a minimum 10-point penalty.

SAKAI:

(I) Keeping Scores: This class uses **Sakai**, UF's course management system accessed through lss.at.ufl.edu, to keep track of grades online. Your TA will post your grades on Sakai, it's **your responsibility** to check Sakai regularly to verify that those 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.**

You must retain all returned papers in case of any discrepancy with your course grade. We cannot correct mistakes in grading or recording of scores without the original document. Your grade is subject to being raised or lowered if there is a recording, computational, bubbling, "padding" or any other error.

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** (not necessarily the date you obtained it if you miss a discussion). **Your absence is not an excuse** for not verifying your grades or resolving any grade issues in time.

Due to University policy, **we are not allowed to email any grades**, (please do not email your TA asking for grades). You must pick up your quizzes and exams in discussion or during TA's office hours and grades must be discussed **in person**. If you don't feel comfortable talking to your TA, please see your instructor during his/her office hours.

(II) Stay on top of what's going on in class: We use Sakai to communicate course related information with students in MAC2312. You will find your recorded grades as well as various useful links, like important class **Announcement, Discussion Forum, Course Calendar, Exam Policy, Make Up Policy, Lecturer and Instructor Contact Info, Lecture Notes Outline, Syllabus** and more on **Sakai**.

In a large class such as MAC2312, we usually get many emails of similar questions (like: when is the exam? How to contact my TA? Is there a homework due this week? How to enter the correct answer on Webassign? How to do a certain homework problem?). You may find answers to most your question on various links on Sakai or in the syllabus here. To help cut down the number of repetitive emails, you are strongly encouraged to post questions, check answers and also supply answers on the **discussion forum** in Sakai. **Use mails only if you have personal/private matters** that you need to discuss with your TA or your instructor or the course coordinator privately. I check discussion forum regularly.

When you mail your instructor or the course coordinator, please include your section number, Instructor and TA's names in the 'SUBJECT' line.

FINALLY, while these rules are strict, they are fair. All graded material will be chosen fairly from the contents stated above. You need to put in effort, practicing problems after problems to be able to learn the skills/formulas you learned in any math classes. If you attend class regularly, do the work daily, understand the concept taught and practice/review your work regularly and frequently, you should gain a good understanding of the material.