



COURSE SYLLABUS

MATH 120 Calculus I

Self-Paced Course - Web Based Format Option

Session begins on the 1st day of enrollment month and ends on the last day of the 6th month

Instructor Information

Instructor Name: [faculty member]

Contact Information: For questions, comments, or concerns please contact the Self-Paced Degree Program office:

Telephone: 563-425-5200 or 1-800-553-4150

E-mail: selfpaced@uiu.edu

Address: Upper Iowa University, PO Box 1857, Fayette, IA 52142

Course Description

Semester Credits: 3 semester credits

Catalog Course Description: This is the first of four courses combining plane and solid analytic geometry and calculus. This course focuses on differentiation of all elementary and trigonometric functions, including parametric and polar functions.

Prerequisites: Achieve an ALEKS placement score of 76-100 or MATH 115 or transfer course equivalent.

Credit Hours: As a requirement of HLC Accreditation, all UIU courses, regardless of meeting schedule or instructional mode, follow the Federal Credit Hour Definition. As such, each credit hour earned at UIU is equivalent to a minimum of 45 hours of student engagement.

For more information on how specific instructional modes meet this requirement, please see *UIU's Policy Guidelines for Instructional Time Expectations*: [UIU Policies](#).

Course Materials

It is the student's responsibility to make sure she/he has access to all required course materials by the start of the session.

Required Textbooks

Single Variable Calculus with Early Transcendentals

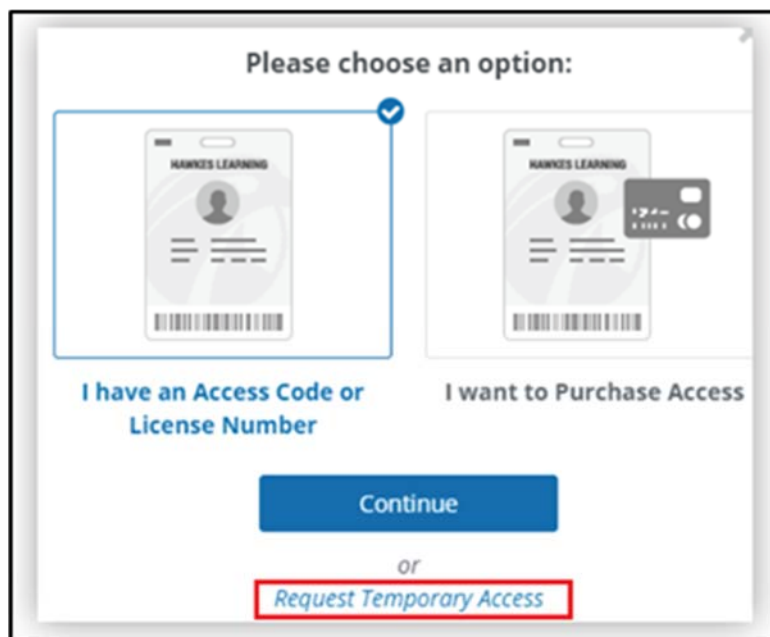
by Paul Sisson and Tibor Szarvas 978-1-946158-25

Required Resources

Hawkes Learning Access Code

When you first login to Hawkes Learning System you will be required to register for an account.

- If you have already purchased an access code or license number, you may enter that information prior to registering your account. Make sure the "I have an Access Code or License Number" box is selected and hit continue. You will then enter your access code or License number and select validate.
- If you are waiting to receive your access code or license number, you may request temporary access for 10 days. If you do not enter an access code or license number within 10 days, you will be locked out of your account.



The image shows a registration screen for the Hawkes Learning System. At the top, it says "Please choose an option:". Below this are two options, each with a card icon. The first option, "I have an Access Code or License Number", is selected and has a blue checkmark. The second option is "I want to Purchase Access". Below these options is a blue "Continue" button. Below the "Continue" button is the word "or" and a red-bordered button labeled "Request Temporary Access".

If you have any questions about your Hawkes Learning account, please contact Hawkes Technical Support Monday–Friday, 8:00am–10:00pm ET via phone (1-800-426-9538) or 24/7 via [LiveChat](http://chat.hawkeslearning.com) (<http://chat.hawkeslearning.com>).

Respondus LockDown Browser

You will need to download and install the program, Respondus LockDown Browser to take the Quizzes, Module III and the Final Exam. This can be downloaded directly from Hawkes prior to taking the first quiz.

In order to use Respondus LockDown Browser you will need to have access to a reliable up-to-date Windows (10, 8 or 7) or Mac (macOS 10.12 to 10.15) operating system and a reliable internet connection.

Assignment: Quiz 1 Due Within a Week

Respondus LockDown Browser is required.

Details Check Your Browser Launch LockDown Browser

| | | | |
|---------------------|-------------------------|-----------------|------------------------|
| Due: | Aug 28, 2020 11:59PM CT | Grading Method: | Latest of all attempts |
| Attempts Remaining: | 1 | Max Points: | 2 |
| Time Limit: | 5 minutes | | |
| Description: | | | |

Proctoring

In this course, you are required to take at least one of the exams or tests in a proctored environment. See the Schedule Table for which exam(s) will be proctored.

Online or remote students need to choose a proctoring service. All proctoring fees will be your responsibility.

Many students use ProctorU, an online proctoring service that allows you to take the exam from the comfort of your home. For information regarding the service fees, visit [ProctorU Scheduling & Fees](#)

Note: To avoid paying premium fees, please schedule 72 hours ahead of exam time. Please see ProctorU below for more information.

Alternatively, you can arrange for in-person proctoring. The proctor must be approved in advance by your instructor. He/She may not be a relative, peer, or close associate. The proctor must have access to email, printing capability, and scanning capability. Possible exam proctors include school principals, superintendents or guidance counselors, full time school or public librarians, college testing centers, embassy officials, military education officers or test control officers, company education directors or director of training and development (at your place of employment).

To designate your in-person proctor, complete the Proctor Agreement Form available in the course, obtain the proctor's signature, and submit the form for approval in the Proctoring Sign-up and Approval folder. The deadline for submitting a completed form is Sunday of Week 2.

Important: You should expect it to take up to one week to validate a proctor.

Please note: You cannot successfully complete the course without taking the designated tests/exams in an instructor approved proctored environment.

The schedule of proctored tests and exams is included in this syllabus. It is understood that there may need to be some flexibility (within a day of the posted date) with the scheduled dates. If you need to take the test on a different day than listed date, please contact your instructor at least 4 days prior to the scheduled test date to request approval for an alternative test day.

You can use ProctorU, an online proctoring service that allows you to take your exam from the comfort of your home.

You will need a ProctorU account and the ProctorU extension installed for the program to work properly. Follow the ProctorU Guides in your course (under General Course Content Folder) to start the process.

To use ProctorU you will need the following:

- high-speed internet connection,
- webcam (internal or external),
- Windows or Mac Operating System,
- Chrome browser and extension installed,
- government-issued photo ID.

Recommended Resources

A scientific calculator – TI 30XIIS is recommended.

You may use a scientific calculator in this course. The preferred calculator is TI-30XIIS. If you have a different calculator you wish to use, you must get the calculator approved by the instructor prior to the first quiz. You may not use a graphing calculator or any non-approved calculator on any quizzes or exams.

UIU Tutor Center

- Email: tutorcenter@uiu.edu
- Phone: (563) 425-5272

UIU Academic Success

- Email: academicsuccess@uiu.edu
- Phone: (563) 425-5264

Ordering Textbooks

Purchase your textbook through the online university bookstore, [BNC Virtual](#), or by phone at (800) 325-3252.

Course Outcomes

Upon completion of this course, students will be able to:

1. Define limit and continuity and understand the relationship of these ideas to calculus. The student will be able to write them clearly and explain in words what they mean.
2. Define derivative of a function at a point and interpret it as an instantaneous rate of change.
3. Understand differentiation and use differentiation formulas to find derivatives of the following functions: power, polynomial, rational, composite, trigonometric, exponential, logarithmic, inverse trigonometric, parametric, polar, hyperbolic and inverse hyperbolic.
4. Use graphing technology to connect the concepts of calculus to a graphical representation of information.
5. Solve real-world problems using calculus including tangent problems, velocity problems, related rates problems, maximum and minimum problems
6. Identify anti-derivatives.
7. State and give a reasonable supporting argument for the Mean Value Theorem for derivatives.

Course Requirements and Grading Criteria

Course Requirements

1. Review the **entire** course syllabus before beginning the course. Be sure you understand the course procedures and objectives. Procedures do change, so please review **ALL** requirements and policies even if this is not your first course including, but not limited to, administrative withdrawal. Your course status will be affected if policies are not followed.
2. Students who develop a regular time schedule and set goals for unit completion are most successful in completing courses within a specific timeframe.

3. The feedback you receive from the instructor of your work is **critical** to your success on subsequent lessons. These comments allow you to improve and modify the next units if necessary.
4. Assignments are submitted using uiuLearn. Please complete all assignments and modules in order.
5. If the information in your syllabus is not clear or if units are not graded within a reasonable period of time, please contact your instructor using uiuLearn's email tool, if that doesn't work contact the Self-Paced Program office. We would like the opportunity to address concerns, however, we may not know unless we hear from YOU!
6. ALWAYS keep a copy of your completed work when submitting it for grading.

Grading Criteria

| Activity | Points |
|--------------------------------------|------------|
| Pen-and-Paper Assignments (uiuLearn) | 10 |
| Quizzes (Hawkes) | 10 |
| Module Exams (Hawkes) | 30 |
| Section Homework (Hawkes) | 20 |
| Final Comprehensive Exam (Hawkes) | 30 |
| Total | 100 |

Grading Scale

| Letter Grade | Percent | Letter Grade | Percent | Letter Grade | Percent |
|--------------|---------|--------------|---------|--------------|---------|
| A | 100-93 | B- | 81-80 | D+ | 68-69 |
| A- | 92-90 | C+ | 79-78 | D | 64-67 |
| B+ | 89-88 | C | 77-72 | D- | 60-63 |
| B | 87-82 | C- | 71-72 | F | 59-0 |

Grades and Feedback

This syllabus contains all assignments necessary for completing your self-paced course. Submit your completed assignments via uiuLearn.

If you need academic assistance with the course, please feel free to contact the Self-Paced Degree Program office.

To protect the integrity of the final assessment/exam, you only receive your final grade on the exam; you do not receive any feedback on the answers to the exam questions. The answers to the questions on the exam are not shared with students. Please remember to stay academically honest.

Turnitin

Turnitin is a tool for both teachers and students to ensure academic integrity by checking the originality of submitted papers to avoid issues of plagiarism and academic dishonesty. Students should be aware that Turnitin scans submitted work and compares it to ALL other sources on file.

Extension Policy

Students will be allowed to request an extension and receive an 'X' (extension grade) at the end of their original six-month enrollment period if:

- A minimum of one assignment has been received for grading per guidelines **AND**
- All course units and exams are not completed and submitted **OR**
- A course withdrawal has not been initiated.

Note: The fee for a self-paced extension is \$99 per course. The request for an extension must be submitted no earlier than one month before the end of the course and no later than a week before the end of the course.

Extension grade details

- When the extension is granted and an "X" grade is issued, the student will receive a four-month enrollment period to complete the course.
- Students do not have the option to withdraw from a course after the initial six-month enrollment period.
- An 'X' grade posted to the student's official record will be replaced with a final letter grade; however, the extension will remain on the official transcript as a notation.

- If the course is not completed by the end of the extension period, the instructor will assign a final grade (A-F) based on work completed in relation to the total course requirements.
- If credit is not earned by the end of the extension period, students can re-enroll and repeat the entire course for credit.

Note: Students are not reported as enrolled during the extension period and are not eligible for student loan deferment. No more than one extension will be granted.

Course Schedule

Unit 1

| | |
|--------------------------|--|
| Chapter 2: Limits | Read Course Syllabus and 'About the Instructor' |
| | Submit Student Introduction |
| | Upload Unit 1 Pen-and-Paper Assignment to uiuLearn |
| | Hawkes: Certify in Lessons 2.1-5 |
| | Hawkes: Quizzes 1 through 5 |

Unit 2

| | |
|-------------------------------|--|
| Chapter 3: Derivatives | Arrange for proctoring for Module Exams I & II |
| | Review for Module I Exam |
| | Upload Unit 2 Pen-and-Paper Assignment to uiuLearn |
| | Hawkes: Certify in Lessons 2.6, 3.1-2 |
| | Hawkes: Quizzes 6 through 8 |

Unit 3

| | |
|-------------------------------|--|
| Chapter 3: Derivatives | Take Module I Exam in Hawkes in a proctored environment. |
| | Upload Unit 3 Pen-and-Paper Assignment to uiuLearn |
| | Hawkes: Certify in Lessons 3.3-4 |
| | Hawkes: Quizzes 9-10 |

Unit 4

| | |
|-------------------------------|--|
| Chapter 3: Derivatives | Upload Unit 4 Pen-and-Paper Assignment to uiuLearn |
| | Hawkes: Certify in Lessons 3.5-8 |
| | Hawkes: Quizzes 11 - 14 |

Unit 5

| | |
|------------------------------------|--|
| Chapters 3, 4: Applications | Review for Module II Exam |
| | Upload Unit 5 Pen-and-Paper Assignment to uiuLearn |
| | Hawkes: Certify in Lessons 3.9, 4.1-2 |
| | Hawkes: Quizzes 15 - 17 |

Unit 6

| | |
|------------------------------------|--|
| Chapters 4, 6: Applications | Review for Module III Exam |
| | Take Module II Exam in a proctored environment. |
| | Note: Section 6.6 is included only in part |
| | Upload Unit 6 Pen-and-Paper Assignment to uiuLearn |
| | Hawkes: Certify in Lessons 4.3-7, 6.6 |
| | Hawkes: Quizzes 18 - 23 |

Unit 7

| | |
|--------------------------------|--|
| Chapter 9: Applications | Review for the Final Exam |
| Additional Topics | Note: Sections 9.1-4 are included only in part |
| | Take Module III Exam in Hawkes with Respondus |
| | Upload Unit 7 Pen-and-Paper Assignment to uiuLearn |
| | Hawkes: Certify in Lessons 9.1-4 |
| | Hawkes: Quizzes 24 - 27 |

Unit 8

| | |
|------------------------------|--|
| Review and Final Exam | Upload Unit 8 Pen-and-Paper Assignment to uiuLearn |
| | Take Final Exam in Hawkes with Respondus |
| | <i>(Comprehensive, 120 minutes)</i> |

Course Expectations

Late Work

Late work is not accepted without obtaining an official extension ('X' grade) from the University. See the syllabus policy on Extensions for details.

Professional Writing and Speaking Guidelines

Communications in class and online should follow the Student Conduct and Discipline, Respect for the University Environment, and Code of Student Responsibility in the [Student Handbook](#) (pg. 20 and 21). Respect the opinions of others using appropriate language and communications.

University Policies

Withdrawal (W)

If a student decides to withdraw from a course before the end of an enrollment period, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. All students should consult with the Business Office and Financial Aid Office to understand the financial impact of withdrawing prior to initiating the withdrawal process.

Tuition adjustments are independent from academic and financial aid deadlines. Upon receiving a request for withdrawal, using the number of lessons submitted as compared to the total due, a refund of tuition is made according to the following guideline.

On or before the first day of the enrollment period* 100%

After the first lesson through 10% of the enrollment period 90%

After the first 10% through the first 25% of the enrollment period 50%

After the first 25% of the enrollment period 0%

*Enrollment is measured by the number of assignments to be submitted during a six-month period of time, as determined by the University, during which semester credits are earned toward graduation. The refund/repayments shall be calculated using the percentages noted above as determined using the number of assignments completed and the number of assignments yet to be submitted.

For example, if a student submitted 2 of 17 assignments, they completed 11.76% of the class assignments. The student would be refunded 50% of the tuition cost.

For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona, state laws apply. For students enrolled through the cpacredits.com program, no refund is allowed after the first two weeks.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99.

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision.

Upper Iowa University is required to use a pro rata schedule to determine the amount of Title IV aid the student has earned at the time of withdrawal. If financial aid funds have been released to the student because of a credit balance on the student's account at Upper Iowa University, the student may be required to repay some or all of the amount released to the student. This policy is subject to federal regulations. Contact the Financial Aid Office for details.

Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing. For more information on financial aid implications, go to uiu.edu/financialaid.

Administrative Withdrawal (AW)

A grade of AW (administrative withdrawal) is recorded for any course from which a student is administratively withdrawn. **At least one complete assignment/unit must be received and verified by the instructor within the first 60 days of the enrollment period or the student will be administratively withdrawn from the course.** Students who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99. Non-Attendance (NA): Never attended grades are not applicable to the Self-Paced Degree Program.

Academic Accommodations

It is the policy of Upper Iowa University to ensure equal access to educational and co-curricular activities to students with disabilities as mandated by the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. A student seeking accommodations should contact the Director of Student Accessibility Services as early in the session as possible. In order to receive accommodations, students are required to disclose their disability to the Director by completing an application for services that can be found on the Student Accessibility Webpage. In addition to the application packet, the student is required to submit supporting documentation. Submit these to the Student Accessibility Services Office either in person or by email/Fax. A brief interview, in-person, by phone or virtually, with the Director will confirm or deny the accommodations requested. The Student Accessibility Services Office will email accommodation letters to the appropriate professor, the student, and the student's advisor. Additionally, students should work cooperatively with their

instructors throughout the session to make sure that their accommodations are appropriate and effective.

Upper Iowa University (UIU) provides closed captioning/transcriptions in acknowledgment of the Americans Disability Act, Rehabilitation Act, and various state laws. The information displayed is computer generated and not reviewed before being published. UIU makes no representations or warranties and expressly disclaims any responsibility or liability with respect to any errors or omissions in, or the accuracy, reliability, timeliness, or completeness of, any information that appears in a closed caption or transcript.

Contact the Director at (563) 425-5949, accessibility@uiu.edu or stop by the office on the 2nd floor of the Student Center, Office of Student Life, Room 229.

Emergency Directives: (Fire, Natural Disaster, Threat on campus, etc.)

In accordance with Upper Iowa University's emergency management plan, any student that requires assistance in the event of an emergency (Fire, natural disaster, threat on campus) is responsible for notifying their instructor of the need for assistance. (Evacuation, and/or indoor safety protocols) This information will be held confidential and only needed in the unlikely event that there is an emergency.

Copyright Statement

In recognition of the Copyright Law of the United States (Title 17, United States Code), Upper Iowa University reminds both faculty members and learners that a willful infringement of the law may result in disciplinary action. The University library has available materials discussing the "fair use" concept, along with criteria and guidelines for reproduction and use of copyrighted materials.

This syllabus is subject to change.

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