

Course Guide/Syllabus For MAC 2233, Sections 2869 & 3063, Survey of Calculus 1

Meeting Times, Locations, and Instructors

Section	Meeting Day(s)	Meeting Period	Location	Instructor
2869	M W F	5 th (11:45 p.m. to 12:30 p.m.)	NRN 137	Mahoney (Coordinator)
3063	M W F	7 th (1:55 p.m. to 2:45 p.m.)	NRN 137	Amarasinghe

Contact Information and Office Hours

Below is the contact information for all instructors and teaching assistants. Please ensure that your various email clients are set to allow email from the addresses below as well as the address LISTSERV@lists.ufl.edu and notifications@instructure.com.

Here is the contact information for Mr. Mahoney and Mr. Amarasinghe. The lecturers and course coordinator.

Instructor:	Mr. Matt Mahoney	Mr. Ashwini Amarasinghe
Title's:	Coordinator & 5 th Period Lecturer	7 th Period Lecturer
Office:	Little Hall, Room 476	Little Hall, Room 403
Office Phone:	(352) 294 – 2380 [Please try not to use.]	(352) 294 – 2361
Email:	gatormm@ufl.edu [Please use.]	ashwini.rc@ufl.edu
Office Hours:	<p style="text-align: center;"><i>From Jan. 5 to Jan. 8</i> Mon. to Thursday: 10:40 a.m. to 11:35 a.m.</p> <p>My office hours may change after the first week. Updated office hours will be posted on the CANVAS Office Hours Page</p>	<i>To Be Announced</i>

Here is the contact information for Ms. Hall and Ms. Khonthapagdee who will be grading written assignments as well as hosting office hours, answering emails, and interacting with the forum page.

Instructor:	Ms. Kiara Hall	Ms. Subhorn Khonthapagdee
Title's:	Teaching Assistant	Teaching Assistant
Office:	Little Hall, Room 461	Little Hall, Room 431
Office Phone:	(352) 294 – 2375	(352) 294 – 2366
Email:	kiarahall@ufl.edu	s.khonthapagdee@ufl.edu
Office Hours:	<i>To Be Announced</i>	<i>To Be Announced</i>

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Prerequisite Requirements

MAC 2233 assumes that you have essential precalculus skills necessary to succeed in calculus. This course does not cover trigonometry. To enroll in MAC 2233, you must have (1) earned a grade of C or better in MAC 1140, precalculus algebra, or MAC 1147, precalculus or (2) earned calculus credit through an exam or earlier coursework or (3) have taken the ALEKS placement assessment and attained the required minimum score. You may take the ALEKS assessment through the ISIS homepage at isis.ufl.edu. Once on that page, click on Placement under My Online Services. For more complete information, check the page isis.ufl.edu/aleksinfo.html.

Note the following paragraph: "The Department of Mathematics encourages you to take the assessment even if you have met one of the prerequisites for MAC 2233. You may need to review your algebra skills and your placement assessment can provide information and specific areas for additional study." There is a short survey of some of the precalculus skills and facts you will utilize in this course at the very back of the syllabus in the section titled "[Short Sample of PREREQUISITES for MAC 2233](#)" on page 18.

You can check with either an advisor in your college, the MAC 2233 course coordinator, or an advisor in the math department (the main office is Little 358) to be sure that you are eligible for MAC 2233.

The textbook for MAC 2233 begins with a short review of precalculus topics. **You should already be competent in working this material.** We **strongly recommend** that students who are having difficulty with this review material consider first taking MAC 1140, a three credit review of Precalculus Algebra. You may switch courses on ISIS during the drop-add period. In an agreement with the registrar's office, you have one additional week to drop back to MAC 1140. **After the drop-add period, the paperwork to move back to precalculus MAC 1140 must be completed through the math department.** See the course coordinator, Mr. Mahoney, in Little 476 for details.

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MAC 2233 Calendar, Spring 2016

The following calendar shows the tentative schedule for covering lectures as well as all semester exam dates and the final exam date. Please note:

- This calendar does not show the due date of any assignments. Assignment due dates will be posted on our CANVAS page.
- **All semester exams will begin at 8:30 p.m. and end at 10 p.m. with exam locations posted on our CANVAS page.**

Monday	Tuesday	Wednesday	Thursday	Friday
Jan. 04 –	05 –	06 – Introduction Lecture 01	07 –	08 – Lecture 02
11 – Lecture 03	12 –	13 – Lecture 04	14 –	15 – Lecture 05
18 – No Class due to MLK Day	19 –	20 – Lecture 06	21 –	22 – Lecture 07
25 – Lecture 08	26 –	27 – Lecture 09	28 –	29 – Lecture 10
Feb. 01 – Lecture 10/11	02 –	03 – In class review for Exam 01.	04 – EXAM 01	05 – Lecture 11
08 – Lecture 12	09 –	10 – Lecture 13	11 –	12 – Lecture 14
15 – Lecture 15	16 –	17 – Lecture 16	18 –	19 – Lecture 17
22 – Lecture 18	23 –	24 – Lecture 19	25 –	26 – Lecture 20
February 29 through March 04				
No Classes due to Spring Break				
07 – Lecture 21	08 –	09 – In class review for Exam 02	10 – EXAM 02	11 – Lecture 22
14 – Lecture 22	15 –	16 – Lecture 23	17 –	18 – Lecture 24
21 – Lecture 25	22 –	23 – Lecture 26	24 –	25 – Lecture 27
28 – Lecture 28	29 –	30 – Lecture 29	31 –	Apr. 01 – Lecture 30
04 – Lecture 31	05 –	06 – In class review for Exam 03	07 – EXAM 03	08 – “W” Deadline. Lecture 32
11 – Lecture 32/33	12 –	13 – Lecture 33	14 –	15 – Lecture 34
18 – Lecture 35	19 –	20 – Last class day. Review for Final	21 – No Class, it’s a Reading Day	22 – No Class, it’s a Reading Day
April 25 through April 29 – Finals Week				
Our Final Exam is Scheduled by the Registrar’s Office for Tuesday, April 26 from 3:00 p.m. to 5:00 p.m.				

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Calculator Policy

For text and homework problems, a scientific calculator doing basic statistics may be needed. For calculating numerical answers to homework questions which could be extremely grueling by hand, simply typing an exact expression into a Google Search Engine box will often produce an adequate decimal approximation. A graphing calculator or computer program such as Wolfram Alpha can be useful study and learning tools when used appropriately, but are not essential. The coordinator **DOES NOT** recommend and actually **DISCOURAGES** the use of Wolfram Alpha because it has the ability to perform the Calculus and Precalculus skills which the student needs to practice and is expected to master. **Remember that calculus is a collection of concepts and ideas that are not mastered through calculator skills. No calculators are permitted on exams.**

How “You” Can Be Successful

To keep it simple, “You”, the student reading this, should follow these guidelines to assure your success in the course:

- Have a strong precalculus background. Let’s not try to build a palace on a poor foundation.
- Have a great attitude and put in great effort. It’s more likely for something to come out positive if positive is what was put in.
- Make sure that your computers, smart phones, and other devices are not sending important emails from any of the following email addresses to the spam or trash folders: gatormm@ufl.edu, ashwini.rc@ufl.edu, kiarahall@ufl.edu, s.khonthapagdee@ufl.edu, LISTSERV@lists.ufl.edu, and notifications@instructure.com.
- Attend lecture regularly and participate in class as much as you can. Even if it’s just in your head, answer the questions posed by your instructor in class.
- MAC 2233 is a 3-credit course, therefore it’s recommended you spend at least 6 hours per week outside of class studying for it. Be aware that much of the learning of mathematics at the university level takes place outside of the classroom. This is not just doing the assigned homework, this is reviewing lecture notes, memorizing terminology, reviewing old exams, etc.
- Take advantage of the resources listed in the “[Getting Help](#)” section on page 8. We encourage you to use these resources.
- Try forming or joining one or more study groups. Look at the people next to you in lecture, if they do not appear to be crazy or horrible people then there is probably no reason why you can’t form a team of study buddies. However, make sure that your group study sessions lead to better understanding.
- Remember, **You must be able to work through the problems on your own without any help**. If you cannot do this prior to any course exam then you are not ready for that exam.

Students with Learning Disabilities

Students requesting class and exam accommodations must first register with the Dean of Students Office Disability Resource Center (DRC), <https://www.dso.ufl.edu/drc/>. That office will provide a documentation letter to the student to present to the course coordinator, Mr. Mahoney, in Little 476. This must be done as early as possible in the semester and **at least one week before the first exam** so there is adequate time to make proper accommodations.

Course Content

MAC 2233 is the first in the two semester sequence MAC 2233 and MAC 2234 surveying the important ideas of calculus but emphasizing its applications to business, economics, life and social sciences. The course covers important precalculus topics: basics of functions and graphing, specific functions and their applications as models (linear, quadratic, rational, exponential and logarithmic) as well as calculus: limits, differentiation, applications of the derivative, introduction to integration and its applications including area.

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Course Lectures

The lecture provides the main presentation of course material, and will follow as closely as possible the calendar and lecture outline provided in this guide. **Attendance in lecture is required and Obtained via H-ITT Clickers.** Students are responsible for learning lecture material missed due to any absence. Students should be on time to class, and if they must leave early, they should sit in the back of the lecture hall so that when they leave early their particular exit is less likely to distract their fellow students. Students should be aware that if they talk to their neighbors while the lecturer or a fellow student is talking to the class it may disturb students around them who are trying very hard to concentrate.

Students can print out the lecture outlines/note shells from CANVAS by going to the Lecture Notes Page. Target Copy Center (<http://target-copy.com/>), located at 1412 West University Avenue and 3422 S.W. Archer Road, sells a course packet containing this guide, blank lecture notes, the written homework list, and some old exams from a previous semester. Having a physical copy of the notes will make it easier to take notes and to participate in lecture.

Completed lecture notes will be posted on CANVAS in the form of **NON-PRINTABLE PDF files**. A particular filled-in lecture will be posted within one week following the completion of that lecture in class. If a student cannot wait for a particular filled-in lecture to be posted, he or she may visit their instructor's office hours to view the completed notes or copy from a friend in the class.

Note: The lecture notes and many other documents posted on CANVAS are in PDF format which requires the Acrobat Reader. Student may download the latest version via a link found on <http://get.adobe.com/reader/>.

Summary of Required Materials

Success in meeting this course's learning objectives will require that you (1) willingly and frequently visit the CANVAS page for our course, (2) routinely review the official course calendar, (3) have access to a MyMathLab Account, (4) have access to either the electronic version of the course textbook (Typical) or an actual copy of the textbook (Atypical), and (5) possession of H-ITT clicker responder system ("clicker").

e-Learning with CANVAS

UF's course management system CANVAS is accessed at <http://elearning.ufl.edu/>. Use your Gatorlink username and password to log in. All course information including homework assignments, lecture notes, test locations, information on H-ITT and MyMathLab, and Exam Reviews are posted on this site.

There is a **discussion forum** in CANVAS. Mr. Mahoney, the course coordinator, is new to it. Students should feel free to use this to post questions and to supply answers to their fellow students. Instructors and TA's will check the discussion forum regularly and respond to questions as a way to communicate to the whole class.

All grades are posted in the CANVAS gradebook in some form. Individual MyMathLab and H-itt points may be posted to CANVAS's gradebook but more commonly aggregate MyMathLab and H-itt points are posted. It will depend on how these programs are integrated with our CANVAS page this semester which was in development at the time this course guide was being written. Students are responsible for verifying that their grades are accurate. **Students have one week after a score has been posted to resolve any grade concerns. Students must contact Mr. Mahoney for most concerns. Grading disputes at the end of the semester will not be considered. Students should save all original documents in case of grading questions.**

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Please note: Important course information is clearly communicated through this syllabus, and the MAC 2233 CANVAS homepage. Students will be updated frequently with announcements both in lecture and through CANAS. **Students should check regularly for announcements! Announcements should also be sent to students' regular U.F. email addresses so students should make sure that their computer and smart phone are not sending important course emails to the spam and trash folders.** Due to the volume of email that instructors receive, it is not possible to reply to each request for information that is already posted online. Students should always check those resources first!

Reviewing The Course Calendar

Students should check the [course calendar](#) on page 3 for evening exam dates and plan their schedules accordingly. Any student must notify the course coordinator immediately if he or she has a conflict. See the subsections titled "[Exam Time Conflicts](#)" on page 15 and "[Missed Exam Polices](#)" on page 15 for more information.

My Math Lab Requirement

Students are required to purchase an access code to my MyMathLab (MML). This is essential because students will have multiple homework and quiz assignment that can only be accessed within MyMathLab. Students can also view the electronic version of the course textbook which will be needed in order to complete the paper homework assignments found only in the textbook. There is a possibility, at the time this course guide was being written, that MyMathLab will be integrated into this semester's CANVAS course. Further instruction on how to access MyMathLab content will be provided in Lecture and posted in our course's CANVAS page.

Purchasing a MyMathLab Access Code

Regardless of how a student accesses MyMathLab he or she will need to acquire access by purchasing an access code. When a student accesses MyMathLab the very first time he/she will be prompted to register or log in if he/she has registered for another course previously. After registering/logging in the student will be asked if he/she wants to (1) input in an access code, (2) purchase access online, or (3) use temporary access for 14 days (listed towards or at the bottom of the page).

These are the course coordinator's recommendations to "You" the student reading this:

- If you have already purchased a "never before used" access code from a book store or some other source then select option (1) and use your code now. You are now done with this process.
- If you have not already purchased an access code but intend to purchase it online through MyMathLab's Website then select option (2). You can pay with a credit card or pay-pal account. This is more often than not the cheapest purchasing option.
- If have not purchased an access code yet and do not have the funds to purchase it online right at the beginning of the course then choose option (3). After the 14 day grace period ends you will need to present or purchase an access code to continue using MyMathLab services. This option is useful if you intend to pay for the MyMathLab access code using your financial aid which has not come in yet.

Students should never purchase a used text-book with the intent to use an access code from it. Access codes are usually provided non-electronically in the form of a cardboard booklet, often with a pull-off tab covering the code. A brand new code is still in a sealed book with the code covered. More than likely the code of a used textbook has already been redeemed and the student will have to purchase a brand new code on top of what they have already paid.

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Textbook Requirement

Calculus with Applications, Tenth Edition by Lial, Greenwall and Richey. Students do not need the physical text book as they are required to purchase access to MyMathLab and this will provide an electronic version of the textbook. Textbooks are also available on reserve at the Library. The instructors and teaching assistants will probably have a copy in their offices. The solutions manual for the odd numbered textbook exercises is available in MyMathLab. While it is not required, some students may prefer to own a hard copy of the text. If so, local bookstores sell a bundle which includes both the text and an unused MyMathLab access code.

H-ITT Clicker Requirement

We will use the {H-ITT class responder system ("clicker") to allow students to participate in lecture and encourage regular attendance. Students can buy them at the UF bookstore. Students may purchase a new or used clicker. If a student shops online for a clicker they should make sure they are getting the H-itt I-Cue (gray and blue color) or TX3100. This system may also be accessed using the Soft Click App on a smartphone by going to H-itt.com. More than likely we will begin using the clicker within one week of the regular drop/add date. You can use your H-ITT clicker with other classes but multiple students may not use the same clicker even if they attend or are registered for different sections of the course. The moment a student registers their H-ITT clicker that student is the only one who can use it for this course for the remainder of the semester. More information on registering and using H-ITT clickers will be provided in lecture and posted on the course's CANVAS page.

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Getting Help

There are a variety of resources a student can use to get some additional help with the course material as they need it.

- First and foremost, students should utilize the course coordinator and their lecturer. The most direct way to communicate with them is to attend any office hour listed in the CANVAS Office Hours Page. That page will list the office hours for Mr. Mahoney (the course coordinator and 5th period lecturer), Mr. Amarasinghe (the 7th period lecturer), and our two teaching assistants Ms. Hall and Ms. Khonthapagdee. Students may attend any hour that is convenient for their schedule but they should bring specific questions with them. If a student cannot attend a regularly scheduled office hour due to a class conflict that student can attempt to make a separate appointment, or they could ask their questions by email, or they might find the answer to the question on the CANVAS discussion forum.
- Another good resource to try is the **Math Study Center** (known to many as the **Math Lab**), located in South East Broward Hall basement. It is one of the free tutoring services provided by the [Teaching Center \(teachingcenter.ufl.edu\)](http://teachingcenter.ufl.edu) and is 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 but students should have attempted them on their own first. A student may want to attend different hours to find the tutors with whom they feel most comfortable. Students can also request free one-on-one tutoring.
- The teaching center also offers a more structured tutoring program for MAC 2233, called **supplemental instruction**. A tutor, assigned specifically to MAC 2233, attends lecture and leads weekly help sessions. More details will be provided in lecture.
- The 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 to their location, tutoring hours and test review dates and locations. **All students are encouraged to use this resource!**
- The **OFFICE OF ACADEMIC SUPPORT** also offers free one-on-one and small group tutoring to UF students. See oas.aa.ufl.edu/tutoring.aspx for details.
- **The coordinator has the following warning to “You”, the student reading this, about hiring a private tutor.** Remember, a private tutor’s income is your money. The tutor can only earn income if students keep coming back to them for help. Students will only come back for help if they feel the tutor is helping them. While a private tutor may be a reputable and qualified educator, most professional tutors have gotten very good at making students feel good but have not enhanced their skills to the point that the student will not need them anymore. The best tutors can teach you by asking you questions and not giving you answers. The best tutors will help a student learn to think for themselves. If you really feel that you need more individual help, you may obtain a list of qualified tutors for hire at www.math.ufl.edu. Search for "tutors".
- The **UF COUNSELING CENTER** provides information and workshops on developing Math Confidence. The center also offers counseling support in case of issues with academics, adjusting to the stress of college life, or personal challenges. Students should use this resource before they get overwhelmed! Students may also speak to Mr. Mahoney or an advisor in your college if they are having difficulties. Students may contact the center at www.counseling.ufl.edu.

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Academic Honesty

Remember that “you”, the student reading this, committed yourself to academic honesty when you registered at the University of Florida. All students are bound to ...

The Honor Pledge

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code.

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:

"On my honor, I have neither given nor received unauthorized aid in doing this assignment."

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 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. This includes clicker points submitted in lecture. Each student must enter his or her own response; clicking for another student is a violation of the Academic Honesty Guidelines and will be reported. This also includes working out homework while in a group setting. Each student must turn in his or her own work, not a copied solution, on any collected assignments. Minimum penalty: zero Points assigned to any assignment which employed cheating.

The Student Honor Code and more about student rights and responsibilities concerning academic honesty can be found at the link www.dso.ufl.edu/sccr/.

In addition, students are reminded that lectures given in this class are the property of the University/faculty member and may not be taped without prior permission from the lecturer 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.

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Course Grading Scale

A student's course points will be added up at the end of the term and rounded to the nearest whole point value. There are officially 470 points in the class but there may be course wide bonus point opportunities as well as penalties. There will be no additional curve in this course, and extra assignments for individual students to improve a grade are NOT possible. While approximate percentages are listed in the table below, final grades are based solely on the points a student has earned.

Letter Assigned	Points Needed	(≈% of total Points)	GPA points earned per credit
A	423 to 470	(90 %)	4.00
A-	405 to 422	(86 %)	3.67
B+	396 to 404	(84 %)	3.33
B	376 to 395	(80 %)	3.00
B-	358 to 375	(76 %)	2.67
C+	345 to 357	(73 %)	2.33
C	315 to 344	(67 %)	2.00
C-	302 to 314	(64 %)	1.67
D+	292 to 301	(62 %)	1.33
D	268 to 291	(57 %)	1.00
E	0 to 267	(0 %)	0.00

NOTE: A grade of "C-" DOES NOT give Gordon Rule or General Education credit!

For those taking the S-U option: S [315 -- 470 points] U [0 - 314 points]

Approval of the S-U option must be obtained from your coordinator, Mr. Mahoney. The deadline for filing an application with the Registrar and further restrictions on the S-U option are given in the UF undergraduate catalogue.

A complete explanation of current grade policies, including withdrawals, is found in the catalogue:
catalog.ufl.edu/ugrad/current/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. Students must retain all returned papers in case of any discrepancy with their course grade. We cannot correct mistakes in grading or recording of scores without the original document.

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Course Grading Structure

The 470 course points are accumulated as follows:

Category	Points	Percentage
12 MyMathLab Homeworks (4 points each)	48	≈ 10 %
10 Highest MyMathLab Quizzes out of 12 (4 points each)	40	≈ 9 %
Written Homework	12	≈ 3 %
H-ITT Clicker Points / Lecture Participation	30	≈ 6 %
Final Exam	100	≈ 22 %
Best 3 Exams of 1 st , 2 nd , 3 rd and Replacement Exam	240	≈ 51 %
Total	470 Points	

NOTE: Due to the nature of CANVAS's grade book and the relative weights of assignments this semester CANVAS will not predict final course grades correctly in general. Students should remember that their official grades are not calculated by CANVAS but by their course coordinator (and his trusty spread sheet application). A student's official course grade will be posted to CANVAS under an assignment with the name "Final Total Course Points & Letter Grade".

My Math Lab Homework

The online homework administered in MyMathLab is planned along with the written homework to reinforce learning and to provide practice of course material. Online homework assignments, worth 4 points each, will be posted twelve times during the semester. **A student must earn 75% on each assignment before that student can access the quiz on that material.** However, once that deadline has passed the student may still work on the online homework to improve their grade and to review for exams. The final due date for MyMathLab homework is Sunday, April 24 at 11:59PM. A student's scores from each assignment will count up to a maximum 48 points. **There are no makeups or drops for online homework.** Student's should not try to complete an assignment in one sitting; they should start early instead of waiting until the due date to avoid missing the deadline.

There may also be one review assignment in MyMathLab at the end of the semester to allow you to make up points lost due to technical difficulties or a missed assignment. Total homework points will still be capped at 48.

My Math Lab Quizzes

Twelve quizzes will be posted in MyMathLab to review each online homework assignment. **Students must score a minimum of 75% on the corresponding MyMathLab homework assignment before they can take the quiz.** MyMathLab quizzes are open for 72 hours (see calendar for due dates). Students will have three attempts to take a given quiz and 90 minutes for each attempt; the clock starts from the time the student opens their quiz. **A student's top ten quiz scores will count for a total of 40 points.** Students SHOULD NOT wait until the last minute to submit their quiz; we will not extend time for computer issues or MyMathLab server problems. There may be a bonus quiz available for extra credit to cover the last course material. MyMathLab does provide you the ability to view homework and quiz assignments after their due dates which is handy when studying for tests.

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Written Homework

Assignments for each lecture are listed in the **Lecture Topics, Reading Topics and Homework** outline located on our CANVAS page. Additional practice problems are also listed in the "Now You Try It" section at the end of each lecture. These represent the minimum number of problems a student should do in each section to master calculus skills, and to be prepared for exams. Written work will be chosen from those problem sets and collected in lecture four times during the semester. Each will be graded on a scale of 0 -- 4 points, and the scores will be added and then capped at a total of twelve points. Each assignment will be checked for completeness and a few problems will be graded for accuracy. **Homework must be done neatly with work shown to receive credit. The work must be the student's own, and not taken from other sources. Student should staple all pages together with their name clearly visible.** Among the many homework sets that are assignment, the specific homework sets that are due will be posted on CANVAS the night before they are to be collected in lecture.

An important part of each assignment is reading and understanding the concepts of the lecture and text material. The reading assignment for each lecture should be completed before the lecture. After class, students should review this material along with their lecture notes before they begin working problems. Calculus material is cumulative, so students should complete each assignment as thoroughly as possible before their next class.

Student will need a scientific calculator for homework. Some problems may also suggest the use of a graphing calculator to help them visualize important concepts and to reinforce the mathematical processes involved. The use of a calculator is recommended but not required. Remember we do not allow calculators on exams.

Late work will be accepted only according to the makeup policy described in section "[General Makeup Policies](#)" on page 15.

H-ITT Clicker Points / Lecture Participation

Up to 30 points may be earned by attendance in lecture and completing problems in class (without advance notice). Points will be collected through the use of the H-itt course responder system (clicker) as announced in lecture. More details will be available in class and on the course CANVAS page. **A STUDENT MAY NOT TURN IN WORK FOR ANOTHER STUDENT WHO IS NOT IN CLASS** (see section "[Academic Honesty](#)" on page 9). There will be extra points available to account for an occasional absence or technical difficulties with student's clickers. Total points will be capped at 30.

Following university policy, a student may expect a penalty (additional lost points) for attending fewer than 75% of their classes. In addition, the student will lose the opportunity to earn course wide bonus points if available at the end of the semester.

Final Exam

A mandatory, comprehensive final examination will be given during the regularly scheduled exam time for MAC 2233 as shown on the calendar and the online Schedule of Courses. This two hour exam is scored on a scale of 0 to 100 and consists of multiple choice questions only (no tear off sheet). The registrar's office determines which exam has priority in the case of a conflict, see the subsection "[Exam Time Conflicts](#)" on page 15 for more information.

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Replacement Exam

The replacement exam is not a real exam but a copy of the student's final exam score multiplied by 0.8. That is, it's the score of the student's final exam if their final exam grade was prorated to 80 points. For example, if a student's final exam score was 80 points, then their replacement exam is 0.8 times 80 points or 64 points. The Replacement Exam grade is dropped from the final grade if it is lower than any Semester Exam grade but if it is higher than the lowest Semester Exam grade, it will be included and lowest Semester Exam grade is dropped. The Replacement exam grade is proportional to the Final therefore the higher a student scores on the Final exam, the higher the score they will have for the Replacement exam.

Semester Exams

During the semester, three tests will be given from 8:30 -- 10PM on the dates shown on the [calendar](#) on page 3 in this guide. These will be scored on a scale of 0 to 80 points and will consist of both a multiple-choice section and a free response, partial credit section (tear off sheet).

A student's lowest Semester Exam is replaced by the Replacement Exam. For example, in the section above we assumed a grade of 80 points on the final which implies a replacement exam of 64 points. If the same student's lowest semester exam score was 60 points then the replacement exam is higher at 64 points and the 60 point exam is dropped in the calculation of the final grade. The effect of the Replacement Exam is equivalent to letting the Final Exam count twice in the final grade as long as it improves your final grade.

It is important to realize that the **Final Exam cannot be skipped** and **cannot be dropped** and **NOTHING REPLACES the Final Exam**. Only a semester exam can be replaced by the Replacement Exam.

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Important Testing Policies

- The location of each exam will be announced in lecture and posted on CANVAS at least one week prior to the test.
- MAC 2233 requires that students take evening exams on the listed dates. There are no exceptions to this. Students with conflicts, including regularly scheduled classes, must make advance arrangements to be present at the test. See the subsection titled "[Exam Time Conflicts](#)" on page 15 for more details.
- **The following applies to all exams:**
 - (1) Students are responsible for material covered in lectures, reading assignments, and text problems. Questions will test mastery of concepts and include challenging calculation problems. **A command of related algebraic concepts is assumed.** (See the [Prerequisites](#), page 2, in this guide). Sample tests are available from the Teaching Center one week before each exam.
 - (2) Students should bring only the following to the exam:
 - a. Number 2 pencil (or softer) for bubbling the scantron.
 - b. Ink Pen (To sign the back of the test)
 - c. Knowledge of their SECTION NUMBER and UFID
 - d. Picture ID (UF Gator One card or driver's license) with a **legible signature**
 - e. **STUDENTS SHOULD NOT BRING ANYTHING OF VALUE TO THE EXAM**, since all backpacks must remain unguarded at the front of the exam room during testing. Do not bring books or other aids; scratch paper is provided.
 - f. Calculators are not permitted. **Cell phones and other electronic devices must be turned off and out of sight. If any such device rings, buzzes, or otherwise causes a distraction during the exam, your test will be considered to be compromised.**
 - (3) No student will be admitted to the test later than 20 minutes after its starting time, and no one will be permitted to leave the exam room in those first 20 minutes.
 - (4) Students must take their exam in the test location assigned to them. The instructions for completing the answer sheet must be carefully followed. **The TEST FORM CODE and SPECIAL CODE, as well as their UFID and SECTION NUMBER must be encoded correctly and the test signed in ink for ID comparison. Otherwise, students may lose points from their exam's total score.**
 - (5) An answer key will be posted on the MAC 2233 homepage on CANVAS after each exam. If a student wants to check their answers, they should record them on the test or scratch paper that they are allowed to keep after turning in their scantron and tear off sheets.
 - (6) The exam grade will be posted on CANVAS. Information on how to pick up the graded tear off sheet will be provided on the CANVAS page and in Lecture. Students have **one week** after the test scores are posted to see the course Coordinator if that student has questions about their exam's grading.

See Section "[General Makeup Policies](#)" beginning on page 15 for the Exam Conflict and Missed Exam Policies.

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General Makeup Policies

All makeup work must be approved by the course coordinator, Mr. Mahoney, during office hours. You, the reader, must provide documentation of your absence.

- **Exam Time Conflicts:** The **UNIVERSITY OF FLORIDA DURING TERM ASSEMBLY EXAM POLICY** states:

"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."

See catalog.ufl.edu/ugrad/current/regulations/info/exams.aspx for additional details.

- **Extenuating Circumstances:** Mr. Mahoney, the course coordinator, will allow for the following situations when dealing with a missed final exam or continuous absence affecting multiple assignments. These situations must be **well documented**, meaning that Mr. Mahoney should have some form of paperwork which verifies that your individual situation is indeed one of the extenuating circumstances given below. The documentation should include a contact number that Mr. Mahoney can use to validate your documentation. The following list shall here forth be known as the "recognized extenuating circumstances" for the remainder of this document.
 - Death or Immediate Hospitalization of a Biological Parent or Parent by Marriage.
 - Death or Immediate Hospitalization of a Legal Guardian [if not your Parent].
 - Death or Immediate Hospitalization of a Sibling.
 - Death or Immediate Hospitalization of a Child or Legal Dependent.
 - Death or Immediate Hospitalization of a spouse or life-partner.
 - The birth of your child [which usually involves some degree of Immediate Hospitalization].
 - Attendance at a University Sponsored Event such as a Performance, Conference, or Athletic Competition.
 - A Court Imposed Legal Obligation.
- **Missed Exam Policies:** Authoring a single semester exam with at least two forms that must adequately and fairly test 300+ students on the same night is an extremely stressful and labor intensive task. Further, assembly exams are major events. Please make sure you understand the following policies.

The Final Exam can be Made Up. If you know in advance, more than one week, that you are going to miss the final exam due to a conflicting assembly final exam belonging to a higher course number or a "recognized extenuating circumstances" then Mr. Mahoney will let you take a Makeup Final Exam.

While Mr. Mahoney understands that you may have a Final Exam which conflicts with an event such as a Wedding or Airplane Departure, these are not valid reasons for missing a final exam. Please do not schedule, or let others schedule, the start of your summer vacation prior to the time of our final exam. The final exam date and time is clearly stated in the [calendar](#) on page 3 of this guide.

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If illness or other “recognized extenuating circumstances” cause you to miss the final exam, contact the course coordinator immediately (generally 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 Mr. Mahoney in Little 476. You will be allowed to take the Makeup Exam. You should be aware that **missing a final exam due to negligence** will result in a **minimum** 10-point penalty.

There are no Make-Up exams for any Semester Exam. Instead students may take an exam early or the let the Replacement Exam replace their missed test. Please review the following scenarios:

- (a) **“I am going to miss one MAC2233 Semester Exam due to a conflicting assembly exam belonging to a higher course number or one or more of the ‘recognized extenuating circumstances’ ”** – You must contact Mr. Mahoney, the course coordinator, at least one week in advance. You need to provide valid significant documentation with verifiable contact information on it. Mr. Mahoney will try to let you take the semester exam early but you must do your absolute best to comply with Mr. Mahoney’s tight schedule.
- If you take the exam early your entire exam will be collected and you will sign an additional honor code agreement warning you that if you divulge information about the exam to other students you will face discipline under the Student Conduct Code.
 - If you do not take the exam early, your Replacement Exam will replace this missed exam’s score.
- (b) **“I missed the Exam because ...”** – If you miss an exam for any reason even a “recognized extenuating circumstances” but you failed or were unable to contact Mr. Mahoney, the course coordinator, prior to one week before the exam was missed then your Replacement Exam will replace this missed exam’s score. However, you should still obtain valid significant documentation with verifiable contact information for the event that caused you to miss the exam in the event you find yourself in scenario (c) which follows.
- (c) **“I missed two Exams because ... or I’m going to miss a 2nd Exam because ...”** – In the event you have (1a) missed two exams or (1b) you have missed one exam before and know that you are going to miss a second exam and (2) both exam absences are due to a conflicting assembly exam belonging to a higher course number and/or one or more of the “recognized extenuating circumstances” then you are eligible to have the **Replacement Exam Score Doubled** as long as (3) you can provide valid significant documentation with verifiable contact information for **both missed exam events**. The doubling of the Replacement Exam score has the effect of allowing the Final Exam to count three times. This should be a **RARE EVENT**. If you find yourself in this situation you **should maintain excellent communication** with Mr. Mahoney, the course coordinator.
- (d) **“I missed or will miss all three semester exams.”** – The policies listed for scenario (c) still hold but the Replacement exam **WILL NOT** replace all three midterm exam regardless of the reasons for these absences. Mr. Mahoney, the coordinator, strongly urges you to meet with him, an academic advisor, a financial aid advisor, and any other official U.F. advisors to evaluate whether you really can be successful in this course given that you are experiencing life events that have caused you to miss approximately 51 percent of the course’s points.

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- **Makeup Written Homework Collection:** If “recognized extenuating circumstances” caused you to miss turning in a written homework assignment you may turn in a written assignment within 48 hours of its due date. Bring your documentation and the assignment to Mr. Mahoney in his office, LIT 476.
- **Making up Online Homework and Quizzes:** With the extended availability of online homework, and the 72 hour window to take an online quiz along with two drops, we do not provide makeups for online work. **Exception:** if you must miss class for an extended period of time because of “recognized extenuating circumstances”, see Mr. Mahoney as soon as you can to discuss an extension of the due date for online assignments.
- **Making up Class Participation Points:** There are no makeups for class participation points. We collect extra points to allow for technical difficulties with your clicker or occasional absence from lecture.

Incomplete Grade Policy

A student **who has completed a major portion of the course with a passing grade** but is unable to complete the final exam or other course requirements due “recognized extenuating circumstances” may be granted an incomplete, indicated by a grade of "I", by Mr. Mahoney, course coordinator, if they can complete the course material prior to the start of the next term. Traditionally, an incomplete allows a student to complete the course within the first six weeks of the following semester but Mr. Mahoney is an adjunct instructor and cannot guarantee he will be around for a student to do this, so the work must be completed before the next term starts. The student must contact Mr. Mahoney before finals week to sign a departmental incomplete contract, and must provide documentation of the “recognized extenuating circumstances” preventing him or her from taking the final exam. **The grade of "I" is never used to avoid an undesirable grade, and does not allow a student to redo work already graded or to retake the course.** See the official policy at <http://www.math.ufl.edu/department/incomplete-grades/>.

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Short Sample of PREREQUISITES for MAC 2233

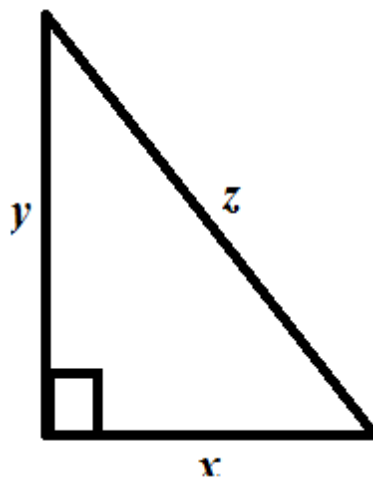
This course assumes that you have a sound precalculus background. The following is a summary of some important concepts used in solving calculus problems. The textbook provide a more complete review of these essential topics.

ALGEBRA

1. Basic Geometric Formulas: (b = base, l = length, h = height, w = width)

	Volume Formula	Area or Surface Area Formula
Triangle:	N/A	$\frac{1}{2}bh$
Circle:	N/A	πr^2
Parallelogram:	N/A	bh
Rectangular Box:	lwh	$2lw + 2lh + 2wh$
Sphere:	$\frac{4}{3}\pi r^3$	$4\pi r^2$
Right Circular Cylinder:	$\pi r^2 h$	$2\pi r h + 2\pi r^2$
Right Circular Cone:	$\frac{1}{3}\pi r^2 h$	$\pi r \sqrt{r^2 + h^2}$

Pythagorean Theorem: For the right triangle below, $x^2 + y^2 = z^2$



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2. Basic Functions and their graphs:

$$f(x) = x, \quad f(x) = x^2, \quad f(x) = x^3, \quad f(x) = |x|, \quad f(x) = \sqrt{x}, \quad f(x) = 1/x$$

$$f(x) = b^x, b > 0 \text{ and } b \neq 1, \text{ such as } f(x) = 2^x$$

3. Factoring:

$$x^3 + y^3 = (x + y)(x^2 - xy + y^2), \quad x^3 - y^3 = (x - y)(x^2 + xy + y^2), \text{ etc.}$$

4. Fractions:

$$\frac{a}{b} + \frac{c}{d} = \frac{ad + bc}{bd}, \text{ etc.}$$

5. Exponents: For appropriate values of x , m and n ,

$$x^n y^n = (xy)^n, \quad x^n x^m = x^{n+m}, \quad \frac{x^n}{x^m} = x^{n-m}, \quad (x^n)^m = x^{nm}$$

6. Roots, including rationalizing the denominator or numerator (for appropriate values of x , m and n).

$$\sqrt[n]{x} = x^{1/n}, \quad x^{-n} = \frac{1}{x^n}, \text{ etc.}$$

7. Inequalities and absolute value:

$$\text{if } |x| \leq a \text{ then } -a \leq x \leq a, \quad \text{if } |x| > a \text{ then } x > a \text{ or } x < -a$$

8. Equation solving: Find solutions for x if

$$ax + b = 0, \quad ax^2 + bx + c = 0, \text{ etc.}$$

9. Logarithms: If $x > 0$, $\log_a x = y$ if and only if $x = a^y$

If $m > 0$ and $n > 0$, then

$$\log_a(nm) = \log_a(n) + \log_a(m), \quad \log_a\left(\frac{n}{m}\right) = \log_a(n) - \log_a(m), \quad \log_a(n^c) = c \cdot \log_a(n)$$