A note of welcome: Mostly this syllabus is to establish groundrules for the class and to let you know where to find important information. But before I go into that, I want to take a moment to acknowledge that you are here to learn, I am here to teach, and all are welcome to participate in this adventure: Saddleback College is a school. School should be a safe place. It might not always be comfortable. You might have your viewpoints challenged in a classroom discussion or your grammar corrected on a paper. You might have to solve a word problem in math class. But it should always be safe. No one should ever feel unsafe because of his/her political beliefs, religious beliefs, race, ethnicity, nationality, immigration status, sex, sexual orientation, gender identity, age, ability level, or economic background.

I am a teacher. My job is to support my students in their educational goals. My support is not conditioned on the political beliefs, religious beliefs, race, ethnicity, nationality, immigration status, sex, sexual orientation, gender identity, age, ability level, or economic background of my students.

Syllabus quiz: You are responsible for reading this syllabus in its entirety and understanding the groundrules for this class. To show that you have done so, you must take the online syllabus quiz that is posted on Blackboard. While you may attempt the quiz as many times as necessary, you must earn 100% on that quiz before you will receive credit for any work completed for this class. Anything submitted for credit before you have 100% on the syllabus quiz will receive a grade of 0.

Instructor: Karla Westphal. Please call me Karla.

Class meeting times: MWF, 10:30-11:55 a.m.

While attendance is not mandatory, you are responsible for everything we cover in class whether you are here or not. Note that while I usually follow the book, there are times when I will present the material differently, in a different order, or with a different emphasis; I strongly encourage you to attend all class meetings. It is your responsibility to drop the class officially through the registration office if you choose to do so; if you just stop coming to class, chances are you’ll receive a failing grade.

Class meeting location: SM 309a

Required text/s: Calculus, 11th edition (late transcendentals version) by Anton, Bivens, and Davis. If you already own a copy of the 10th edition, you may use that edition instead; homework assignments for both editions are posted on the class website. The book is on reserve at the library, so if you’re waiting for your own copy, be sure to use the one on reserve until you have your own.

Students who successfully complete this course will be able to:
1. demonstrate mastery of the computational skills required for calculus, such as the ability to take limits, derivatives, and integrals.

2. demonstrate critical thinking skills by setting up and solving word problems that require the tools of calculus.

3. be able to use calculus to generate and describe the graphs of various functions.

Contacting me:

**By email:** kwestphal@saddleback.edu

**By phone:**

- Office 949-582-4219
- Home 949-545-6495

You are welcome to call me at home provided you follow these rules:

1. Call only between 10 a.m. and 10 p.m.

2. If you get my answering machine, DO NOT hang up! Be courteous and leave a message. Also, recognize that my phone is behind the times; it does not accept texts and does not record your number—so if you want me to call you back, be sure to leave your number on the machine.

Homework: Doing all the homework in a timely manner is essential for you to succeed in this course. While homework is not collected, I expect you to complete it. Anything covered in the homework is fair game for exams and quizzes even if it is not covered directly in class.

Office hours:

- Mondays 1:45-3:30 p.m. LRC 212
- Tuesdays 8:15-9:15 p.m. SM 309a
- Wednesdays 1:45-4:00 pm LRC 212

Safa Hosseini is an embedded tutor for this class. He will have office hours in LRC 212 at the following times:

- Tuesdays 12-2
- Thursdays 12-2
- Fridays 9-10:30 a.m. and 12-2 p.m.

During his office hours, Safa will give priority to students in this class. My actual office is SM 368.

Note that in order to use LRC 212, whether for office hours or for the free tutoring they offer there, you will need to “enroll” in Tutoring 300, ticket #21610 (student athletes use ticket #21640 instead), and then check in at the front desk whenever you visit LRC 212.

- There is no fee for tutoring 300.
- There are no units, no assignments, and no grades for tutoring 300.
You can “enroll” as you would for any other class, except that you won’t have to pay anything and you can enroll at any point in the semester.

This may seem weird, but it’s how we track the number of students using LRC 212; the funding the tutoring center gets (and thus the number of tutors they can hire to help you!) is based on how many students use LRC 212.

Getting extra help: If you’re struggling in this course, be sure to ask for help before you get too far behind. In addition to my office hours and those of our embedded tutor, you can get free tutoring in LRC 212, which is open Monday-Thursday from 8 a.m. - 8 p.m. and Friday from 8 a.m.- 2 p.m.. Note that not all tutors can tutor all classes, but the LRC posts a schedule of tutors and the classes they tutor; it often takes a few weeks before all the tutors have determined their schedules. Again, you will need to register for Tutoring 300 in order to use the resources in LRC 212. If none of these options works, it may be possible to meet with me by appointment.

Special needs: If you have any special needs, be sure to let me know so that I can accommodate them. It is your responsibility to go to Special Services (see “Important Resources” for location and phone) and bring me the appropriate paperwork if you qualify for special accommodations.

If you qualify for special accomodations on exams, you must schedule your exams for the exact day on which the exam is given and you must schedule it as close to our classtime as possible. If Special Services cannot accommodate you on the exact date of an exam, you must let me know at least one week prior to the scheduled exam so that we can make other arrangements. Failure to do so may result in a loss of your accomodations.

Quizzes: Each week on Wednesday, unless otherwise announced, you will be assigned a take-home quiz, which will be due at the beginning of class the following Wednesday. Take-home quizzes will be posted on the class website no later than Wednesday evening. The rules for take-home quizzes are as follows:

- You may: work together on quizzes and/or get help from me, tutors, or others. It is perfectly acceptable to discuss the problems, work together, give or receive help, and/or compare answers.
- You must: acknowledge any help you get. If you work with classmates or tutors, you must list the names of the people you worked with on the completed assignment. If you use any written or online materials, you must acknowledge these as well.
- You must: understand what you turn in.
- You may not: copy someone else’s work (this includes published and online material) or allow another student to copy yours. The
result of working together should be shared understanding, not just shared answers.

Occasionally I may assign a double-quiz, which will be counted as two regular quizzes. If a quiz counts twice, this will be indicated when I post the quiz. I reserve the right to switch from take-home to in-class quizzes at any time; if I do so, this will be announced in class ahead of time. I will drop your 2 lowest quiz scores.

Exams:

**Midsemester exams:**
- Wednesday, September 20
- Wednesday, October 25
- Wednesday, December 6

**Final Exam:**
Wednesday, December 20: 10:30 a.m. -12:30 p.m.

Mid-semester exams are not cumulative, except insofar as new material builds on previous material.

The final exam is cumulative.

Be sure to keep returned exams and quizzes so that you have a record of your grades. (They also make excellent study materials.) Make-up exams are given only in extreme circumstances. In order to take a make-up you must do TWO things:

1. Have a valid reason. (Definition of “valid”: Karla-approved.)
2. Let me know BEFORE the missed exam/quiz, or, if physically impossible, within 24 hours.

**Calculators:** You will not be allowed to use a calculator on any in-class exams or quizzes. Even on take-home quizzes, I expect you to give exact answers (no rounding!) unless explicitly asked for a rounded answer. I encourage you to attempt most homework problems without the aid of a calculator. You may want to have a basic calculator for some of the more tedious homework calculations, and I encourage you to explore the use of graphing calculators and/or computer programs, but do not become dependent on them.

**Academic integrity:** You are expected to read, understand, and comply with the division and college policies on academic integrity. You can obtain a copy of both policies on the class website. When you take the syllabus quiz, you will be asked to verify that you have read and understood both policies. Saying that you have done so when you have not is itself an act of academic dishonesty, and ignorance or confusion about the rules is not an excuse for breaking them. The penalty for academic dishonesty on in-class exams is failure of the entire exam with a score of 0. The maximum penalty for academic dishonesty on take-home work is failure (with a score of zero) of that entire category. For example, cheating on one quiz could result in a zero grade for all quizzes. On take-home work I may assign a
lesser penalty if I believe there was no intent to deceive me, but this is entirely at my discretion.

### Grading scale:

<table>
<thead>
<tr>
<th>Percent</th>
<th>Letter grade</th>
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<tbody>
<tr>
<td>\geq 90</td>
<td>A</td>
</tr>
<tr>
<td>[80,90)</td>
<td>B</td>
</tr>
<tr>
<td>[70,80)</td>
<td>C</td>
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<tr>
<td>[60,70)</td>
<td>D</td>
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<tr>
<td>&lt; 60</td>
<td>F</td>
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### Grading formula:

- Quizzes: 15%
- Mid-semester exams: 20% each (total of 60%)
- Final Exam: 25%

### Important dates:

- Last day to drop with a refund: Sunday, September 3
- Last day to drop with nothing appearing on your transcript: Monday, September 4
- Last day to select Pass/No Pass grading option: Monday, September 25
- Absolute last day to drop (a “W” will appear on your transcript if you drop after September 4): Friday, November 3

You should be aware that students who have three unsuccessful attempts at a class recorded on their transcript (D, F, W, or NP) will not be allowed to enroll in that same class again either at Saddleback or IVC. This is a state law and it replaces our old policy on repeated attempts at the same class, so it’s very important that you make your enrollment this semester count!

### Blackboard and the class website:

Course documents (like your homework, quizzes, exam solutions, etc.) will be posted on the class website: https://faculty.saddleback.edu/kwestphal.

Occasionally there are problems with the website, so be sure to download documents you need well in advance. “I couldn’t get onto the website” is not an excuse for failing to turn in a quiz, and if the website crashes when you're trying to access materials the night before an exam, I can’t help you.

Most documents I post will require that you have “Acrobat Reader” in order for you to read them. This is on all Saddleback computers. If you don’t have this program on a computer at home, you can download it for free from the web. Go to get.adobe.com/reader/ and follow the directions you find there.

Note that some browsers seem to have “issues” displaying math documents accurately. I have found that Explorer is more reliable than Firefox in this regard; if you are having trouble with plus/minus/equals signs not showing up clearly, try using a different browser.

You will need to access the class Blackboard account for 2 things, and 2 things only:
1. To take the syllabus quiz. If you don’t get a perfect score, take it again until you do! Blackboard should tell you how you did immediately after you submit the exam. You can also check your grade in the “My Grades” section of Blackboard, though this grade will not be used in calculating your course grade.

2. To check your course grades. You should maintain your own records as well.

Information about how to log onto Blackboard, as well as information about MySite and your Saddleback email can be found at the following web site: http://www.socccd.edu/help/login.htm

I may also make announcements by sending an email to your Saddleback account; you should either check this regularly or forward it to an account you do check.

**Classroom Etiquette:**

1. You must arrive on time and remain for the entire class. In the *rare* event that you must arrive late or leave early, please let me know ahead of time and sit near the door so as not to disrupt the class.

2. Be respectful and don’t talk during class.

3. No food is allowed in class.

4. Cell phones must be turned off during class, and they must be off and out of sight during exams.

**On a more personal note:** College can be very stressful. If you need someone to talk to, feel free to come to me. You should also know that there are counselors available to help you with personal as well as academic problems. The phone number for the health center is 582-4606 and the phone number for the counseling center is 582-4572; both offer free counseling. In an emergency you can also call the Crisis Intervention Team at 348-6214.

**Important Resources** Note: SSC is the Student Services Center
Admissions and Records  SSC 102  582-4555
Associated Student Government  SSC 207  582-4517
CalWORKS  SSC 126  582-4207
Campus Safety  LOT 2  582-4585
Career Services Center  SSC 140  582-4575
Child Development Center  Lot 1A  582-4582
Computer Center  Village 4  582-4441
Counseling Services Center  SSC 167  582-4572
Crisis Intervention Team  348-6214
EOPS/CARE  SSC 126  582-4620
Financial Assistance  SSC 106  582-4860
Health Center  SSC 177  582-4606
Tutoring Information  LRC 212  582-4519
Matriculation  Village 8  582-4970
Re-Entry and Women Center  SSC 140 C/D  582-4611
Special Services  582-4885
  • To see if you qualify for accommodation  SSC 113
  • To arrange for accommodated testing once you’ve verified that you are eligible for it  Village 28-1
Transfer Center  SSC 225B  582-4328
Veterans Center  SSC 207  582-4252