

Memo

To: All students enrolled in MTH 132-002
From: Steve Kifowit
Subject: Plan for distance learning
Date: March 27, 2020

As you know, we are no longer meeting face-to-face as a class. In what follows I will describe the plan for transitioning our class to e-learning. PLEASE READ THE FOLLOWING VERY CAREFULLY. The policies outlined below supersede those initially given on the syllabus.

Content Delivery

1. On the class website, I will add a link to "Lecture Notes". For the remainder of the semester, this will become our main source of lecture notes and material.
2. The lecture notes will normally be neatly hand-written. I wish I had the time to type them up formally, but that probably won't happen.
3. On occasion, I will assign reading directly from the textbook.
4. Rather than make my own videos, I will often provide links to pre-existing videos that I believe will be helpful. (Many universities post freely-available, open courseware. Most notably, MIT has great stuff! We'll use it when appropriate. And since our textbook author (Strang) is at MIT, things might match up well.)

Homework

1. Suggested homework problems will continue to be assigned from the textbook. Suggested problems will be posted as usual. The list of problems is available on the class website under the "Homework" link.
2. You will no longer be submitting any of the suggested homework problems to be graded, but these problems are likely to show up on tests and quizzes. Please ask questions about the homework when they arise.

Tests and Quizzes

1. Future tests and quizzes will be paper & pencil, open book, open note, and with no time restrictions (except due date). You will need to be able to print these on your own.
2. Tests and quizzes will be posted on the class website and in Blackboard. They must be submitted in Blackboard.
3. Weekly quizzes will be posted on Thursdays. Quizzes will be due for submission on or before the following Tuesday. Late work will not be accepted for credit unless you have received an extension prior to the due date.

4. Test 3 and the Final Exam will remain as scheduled on April 16 and May 14. Plan on taking those at home, individually, during our regularly scheduled class period. They will be due the following day (April 17 and May 15).
5. I will try to provide feedback on tests and quizzes, but detailed feedback may be difficult. It will be too time-consuming to scan and return all graded assignments. Answers keys will be available as usual. I will gladly return graded assignments if we can individually work out the details.

Office Hours and Communication

1. My office hours are now virtual. I will maintain my regular office hours during which I will be available by email. Outside of my regular office hours, I will be checking email regularly from 8am to 4pm, Monday through Thursday. Of course, you can email me any time, and I will get back to you as soon as I can.
2. When sending messages to the entire class, I will always use your Waubonsee email address. I will reply to your messages regardless of what email account you use, but I will only discuss private information via your Waubonsee account.
3. For class discussions on topics or problems, we can use the Discussion Board feature in Blackboard. I've added to Discussion Board link to the "Getting Started" portion of our Blackboard course shell. Please check it and use it regularly even though group discussions will not be part of your grade.
4. If it is useful and helpful for us to do so, we can use Zoom for video conferencing.

Miscellaneous Information

1. I expect that you have access to the internet and a printer. You will also need to be able to scan or take pictures of your work. Please let me know as soon as possible if these expectations will be hard for you to meet.
2. We were already a bit behind, and now we are farther behind. We are going to have to skip (or lightly touch on) some material. I have adjusted our remaining course schedule. It is included below.
3. At least once a week (probably on Sunday or Monday), I will send the class a message with the upcoming week's agenda. I expect to have the week's lecture material posted by Monday afternoons.
4. Grades will continue to be posted in Blackboard.

I expect there to be lots of confusion and anxiety with our new approach to class. I'm very sorry for the turn of events. I will be as helpful as I can be. Do your best to learn under these challenging circumstances. We'll get through this! Please do not hesitate to ask questions.

Good luck, stay healthy, and have a great semester!

Adjusted Course Schedule -- (L) means covered lightly

Week (Dates)	Sections	Topics
Week 10: 3/31 & 4/2	Sections 3.6, 3.7, & 5.1	Numerical integration (L), Improper integrals, Sequences (Quiz on 4/2)
Week 11: 4/7 & 4/9	Sections 5.2, 5.3, & 5.4	Series, Integral test, Comparison tests (Quiz on 4/9)
Week 12: 4/14 & 4/16	Section 5.5 & 5.6; Test 3	Alternating series, Ratio and root tests, Test 3 covers sections 3.6, 3.7, and 5.1-5.6.
Week 13: 4/21 & 4/23	Sections 6.1 & 6.2	Power series (Quiz on 4/23)
Week 14: 4/28 & 4/30	Sections 6.3 & 6.4	Taylor's theorem, Taylor series (Quiz on 4/30)
Week 15: 5/5 & 5/7	Sections 7.1, 7.2, 7.3, & 7.4	Parametric equations (L), Polar coordinates (L) (Quiz on 5/7)
Week 16: 5/12 & 5/14	Tie up loose ends and review; Final Exam	Final exam is comprehensive with emphasis on course objectives.