

MATH 1120-004: College Trigonometry
Department of Mathematical and Statistical Sciences
College of Liberal Arts and Sciences, University of Colorado Denver
COURSE SYLLABUS

Instructor:	Joe Bilello	Term:	Spring 2018
Office:	AB1-4122	Class Meeting Days:	Tuesdays & Thursdays
Phone:	303-315-1706	Class Meeting Times:	2:00 – 3:15 pm
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Website:	Canvas- https://ucdenver.instructure.com/	Office Hours:	T/R 12:30 – 1:45 pm and additional hours will be posted each week

Co-Course Captain: Pamela Whitten; Pamela.whitten@ucdenver.edu; 303-315-1741; AB-4120

Co-Course Captain: Joe Bilello; Joseph.bilello@ucdenver.edu; 303-315-1706; AB-4122

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COURSE OVERVIEW

I. Description

Topics in trigonometry, analytic geometry, and elementary functions designed for students who intend to take the calculus sequence. Angles and trigonometry functions of acute angles, analytic trigonometry, fundamental trigonometric functions and identities including hyperbolic trigonometry, parametric equations, and polar coordinate system. Graphic calculators and/or computer algebra systems are used extensively. Applications are emphasized

Note: No co-credit with MATH 1130

Semester Hours: 3

II. Course Prerequisites

A good understanding of advanced algebra, including the characteristics of the elementary functions and the solutions to equations, is required to successfully complete a college trigonometry course. Exposure to a graphing calculator will be assumed.

III. Required Texts and Materials

Algebra and Trigonometry Enhanced with Graphing Utilities (7th Edition) by Sullivan and Sullivan

Option 1 - \$253.00: New Textbook plus MyMathLab Access Code

Option 2 - \$187.50: A la Carte Textbook plus MyMathLab Access Code

Option 3 – \$106.75: MyMathLab Access Code (Includes eBook)

MyMathLab Course ID: **bilello74706**. Note that if you purchased the software for MATH 1110 College Algebra in the last year, then you should have access at no charge.

IV. Prerequisites for MATH 1401 Calculus I

For students who intend to take MATH 1401 (Calculus 1), then one of the following prerequisites must be met within the last three years:

- A score of 3 or higher on the AP Calculus (AB or BC) Exam, or
- An ACT-MATH score of 27 or higher, or
- An SAT-MATH score of 620 or higher.

[Previous college credit that is similar to Calc. 1, but did not transfer in as UCD MATH 1401, will be considered on a case-by-case basis.]

All other student must pass the CALC PREREQ GROUP test, administered through the MERC Lab (North Classroom 4013/4009). The instructions are contained in the updated link below:

<http://math.ucdenver.edu/~mkawai/MERC/prereqMML.html>

The 73-Question Inventory will open in your MyMathLab account during week 11 of the semester and is divided into 4 parts. A practice prerequisite exam will also be available. These assignments will not be graded and will be open until the first day of class of the next semester. Students will be able to review the concepts that will appear on the actual prerequisite test. The real test is a 20-Question (in 2 hours), NO CALCULATOR, proctored paper and pencil exam administered through the MERC Lab. Students will need to show work when appropriate in order to receive full credit. Passing score is 75%. The 20 questions are very similar to the Inventory questions, so concentrated study on the Inventory greatly improves your chance of success on the real test. Do NOT initiate the process above until you can commit the time resources for passing the test. If you have any specific questions about the CALC PREREQ GROUP, email Mike Kawai at merclab@ucdenver.edu and please identify yourself as a MATH 1120 student through your official ucdenver.edu email address.

V. Colorado Commission on Higher Education Learning Objectives

The Colorado Commission on Higher Education has approved MATH 1120 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT-MA1 category. For transferring students, successful completion with a minimum grade of C-grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to <http://highereducation.colorado.gov/academics/transfers/gtpathways/curriculum/html>.

GT Pathways Mathematics (GT-MA1) Content Criteria:

- a) Demonstrate good problem-solving habits, including:
 - Estimating solutions and recognizing unreasonable results.
 - Considering a variety of approaches to a given problem, and selecting one that is appropriate.
 - Interpreting solutions correctly.
- b) Generate and interpret symbolic, graphical, numerical, and verbal (written or oral) representations of mathematical ideas.
- c) Communicate mathematical ideas in written and/or oral form using appropriate mathematical language, notation, and style.
- d) Apply mathematical concepts, procedures, and techniques appropriate to the course.
- e) Recognize and apply patterns or mathematical structure.
- f) Utilize and integrate appropriate technology.

GT Pathways Mathematics (GT-MA1) Competencies:

A. Quantitative Literacy: Competency in quantitative literacy represents a student's ability to use quantifiable information and mathematical analysis to make connections and draw conclusions. Students with strong quantitative literacy skills understand and can create sophisticated arguments supported by quantitative evidence and can clearly communicate those arguments in a variety of formats (using words, tables, graphs, mathematical equations, etc.).

Students should be able to:

1. Interpret Information.

- a. Explain information presented in mathematical forms (e.g., equations, graphs, diagrams, tables, words).

2. Represent Information.

- a. Convert information into and between various mathematical forms (e.g., equations, graphs, diagrams, tables, words).

3. Perform Calculations.

- a. Solve problems or equations at the appropriate course level.
- b. Use appropriate mathematical notation.
- c. Solve a variety of different problem types that involve a multi-step solution and address the validity of the results.

4. Apply and Analyze Information

- a. Make use of graphical objects (such as graphs of equations in two or three variables, histograms, scatterplots of bivariate data, geometrical figures, etc.) to supplement a solution to a typical problem at the appropriate level.

- b. Formulate, organize, and articulate solutions to theoretical and application problems at the appropriate course level.
- c. Make judgments based on mathematical analysis appropriate to the course level.

5. Communicate Using Mathematical Forms.

- a. Express mathematical analysis symbolically, graphically, and in written language that clarifies/justifies/summarizes reasoning (may also include oral communication).

B. Problem Solving: Competency in problem solving represents a student's ability to design, evaluate, and implement a strategy to answer a question or achieve a goal.

Students should be able to:

1. Define a Problem.

- a. Construct a detailed and comprehensive problem statement or goal.
- b. Identify relevant contextual factors.

2. Propose a Strategy.

- a. Identify reasonable approaches to solving the problem within the given context.

3. Evaluate Potential Strategies.

- a. Provide an evaluation of the potential strategy(ies) which may include:
 - i. the history of the problem,
 - ii. the logic behind the potential strategy(ies),
 - iii. the feasibility of the proposed strategy(ies), and
 - iv. the potential impacts of the proposed strategy(ies).
- b. Choose a feasible strategy.

4. Apply a Strategy.

- a. Implement chosen approach(es).
- b. Gauge success of the chosen strategy(ies) and revise as needed.

VI. Course Schedule

Week	Day	Date	Sections	Topic/Assignment
1	Tuesday	1/16/2018	7.2	Right Triangle Trigonometry
	Thursday	1/18/2018	7.1	Angles & Their Measure
2	Tuesday	1/23/2018	7.1	Angles & Their Measure <i>Hand out Application Project #1</i>
	Thursday	1/25/2018	7.3	Computing Values of Trig Functions
3	Tuesday	1/30/2018	7.5	The Unit Circle MML Homework #1 Due (7.2, 7.1, 7.3)
	Thursday	2/01/2018	7.4	Trig Functions of Any Angle
4	Tuesday	2/06/2018	7.6	Graphs of Sine & Cosine Functions MML Homework #2 Due (7.5, 7.4) <i>Application Project #1 Due</i>
	Thursday	2/08/2018	7.7	Graphs of Tangent, Cotangent, Secant, Cosecant Functions

5	Tuesday	2/13/2018	7.8	Phase Shift; Sinusoidal Curve Fitting MML Homework #3 Due (7.6, 7.7)
	Thursday	2/15/2018	8.1	Inverse Sine, Cosine, Tangent Functions Hand out Application Project #2
6	Tuesday	2/20/2018		Exam #1 Review
	Thursday	2/22/2018		Exam #1 Sections 7.1 – 7.7
7	Tuesday	2/27/2018	8.2	Inverse Trig Functions (continued) MML Homework #4 Due (7.8, 8.1)
	Thursday	3/01/2018	8.3	Trigonometric Equations
8	Tuesday	3/06/2018	8.4	Trigonometric Identities MML Homework #5 Due (8.2, 8.3)
	Thursday	3/08/2018	8.5	Sum & Difference Formulas Application Project #2 Due
9	Tuesday	3/13/2018		EXAM 2 REVIEW MML Homework #6 Due (8.4, 8.5)
	Thursday	3/15/2018		Exam #2: Sections 7.8, 8.1 – 8.5
10	Tuesday	3/20/2018		No class – Spring Break
	Thursday	3/22/2018		No class – Spring Break
11	Tuesday	3/27/2018	8.6	Double and Half-Angle Formulas
	Thursday	3/29/2018	9.1	Applications Involving Right Triangles
12	Tuesday	4/03/2018	9.2	Law of Sines MML Homework #7 Due (8.6, 9.1) Hand out Application Project #3
	Thursday	4/05/2018	9.3 9.4	Law of Cosines Area of a Triangle
13	Tuesday	4/10/2018	10.1	Polar Coordinates MML Homework #8 Due (9.2, 9.3, 9.4)
	Thursday	4/12/2018	10.2	Polar Equations & Graphs
14	Tuesday	4/17/2018	10.3	The Complex Plane; De Moivre's Theorem MML Homework #9 Due (10.1, 10.2)
	Thursday	4/19/2018	10.3	The Complex Plane; De Moivre's Theorem
15	Tuesday	4/24/2018		EXAM 3 REVIEW
	Thursday	4/26/2018		Exam #3: Sections 8.6, 9.1 – 9.4, 10.1 – 10.3
16	Tuesday	5/01/2018	10.4 10.5	Vectors Dot Product MML Homework #10 Due (10.3)
	Thursday	5/03/2018		Review for Final Exam Application Project #3 Due
	SATURDAY	5/05/2018		UNIFORM FINAL EXAM 9am – 12 pm MML Homework #11 Due (10.4, 10.5)

**Any changes made to assignment due dates will be announced in class and posted on Canvas*

VII. Assignments

Exams: There will be three in-class exams each worth 15% of your grade *each* plus a comprehensive uniform common final exam worth 25% of your grade. *Student notes of any kind will not be permitted on exams.*

Exam #1:	Thursday, February 22 nd	(15%)
Exam #2:	Thursday, March 15 th	(15%)
Exam #3:	Thursday, April 26 th	(15%)
Final Exam:	Saturday, May 5th	(25%)

Online Homework (10%)

- This will be completed using MyMathLab and will be automatically scored by the software. The purpose of the online homework component is to learn from your mistakes by utilizing the many tutorial and help options available in order to be prepared to complete the written homework portion.
- You can complete MyMathLab homework assignment up to one week following the due date but will accrue a 20% penalty, **except for Sections 10.4 and 10.5.**
- Online assignments are due each Tuesday at 11:59 pm.
- You **must** pass the Prerequisite Assignment on MML with an 80% or above BEFORE any of the other homework assignments will be open for you to work on. (So you should start working on that assignment early). The prerequisite assignment is due on **Sunday, January 28th at 11:59 pm.**

Written Homework (15%)

- The written homework is intended to be completed after you have had some initial practice with the online homework. Problems will be assigned from the textbook which can be accessed in either the hard copy or the digital version of the book. Since exams will be given in written form, it is important to practice completing problems in this format. Written homework will be assigned on Thursday and is due the following Thursday at the beginning of lecture, which is 2:00 pm.
- Work will be graded on accuracy of solutions. Solutions will only be considered complete if the logical progression of steps leading to the correct answer is shown. Work must be neat and legible. Partial credit may be awarded.
- Although it is appropriate to work with your peers to complete written homework assignments, each student must present his own work. Students will receive one plagiarism warning on written homework assignments. The second offense will result in earning no credit for the assignment.
- Written homework assignments will not be accepted late, even in the case of absence. Homework may be scanned and sent to me via email before 2:00 pm on Thursday for credit.

Application Projects (5%): There will be *three* application projects assigned throughout the semester. These projects will be in addition to homework and quizzes. You will be given two weeks to complete each project and will be allowed to work with your classmates. **Projects will incorporate CORE Learning Outcome #4 - Modeling.**

Application Project #1: The Cone Problem (Due Tuesday 2/6)

Application Project #2: The Swinging Ball (Due Tuesday 3/8)

Application Project #3: Star Wars (Due Tuesday 5/3)

VIII. Grading Summary

In-Class Exams	45%
Final Exam	25%
Online Homework	10%
Written Homework	15%
Application Projects	5%

Grading Scale:

A:	93-100%
A-:	90-92.99%
B+:	87-89.99%
B:	83-86.99%
B-:	80-82.99%
C+:	77-79.99%
C:	70-76.99%
D	60-69.99%
F:	Below 60%

IX. Grade Dissemination

Graded quizzes and tests will be returned during the following class meeting. Course grades will be updated in the Canvas gradebook weekly, which can be found at <https://ucdenver.instructure.com/>. CU Denver utilizes web grading which is accessed through UCDAccess. Web grading information can be found by going to www.ucdenver.edu/student-services/resources/registrar/faculty-staff/

X. Course Goals and Learning Objectives

CORE Learning Outcomes

1. **Calculate:** Accurately and logically manipulate a mathematical representation to attain desired information.
2. **Represent:** Able to translate between representations to clearly represent information and gain insight. Representations may be expressed symbolically, graphically, numerically, or verbally.
3. **Interpret:** Draw meaningful inferences and communicate insights from mathematical representations. Mathematical representations may include statistical, graphical, algebraic, geometric, or symbolic.
4. **Model:** Develop and/or apply an appropriate mathematical model for a real-world problem. This can be demonstrated by e.g. developing a model, choosing an appropriate model from several, or explaining the primary assumptions needed to use a particular model.

Course Learning Outcomes

The following section lists the Learning Outcomes specific to the course (MATH 1120). Each Learning Outcome reflects one or more of the CORE Learning Outcomes.

Exam 1: 15% of course grade

Angles & Their Measure – Section 7.1

Students will be able to...

- Convert between Decimals, Degrees, Minutes, Seconds (**Calculate**)
- Convert between Degrees and Radians (**Calculate**)
- Find the Arc Length of a Circle (**Calculate**)
- Find the Sector Area of a Circle (**Calculate**)

Right Triangle Trigonometry – Section 7.2

Students will be able to...

- Find the Values of Trig Functions of an Acute Angle (**Represent**)
- Use Fundamental Identities (**Represent**)
- Find Values of Remaining Trig Functions Given One (**Interpret**)
- Use the Complementary Angle Theorem (**Calculate**)

Computing the Values of Trigonometric Functions of Acute Angles – Section 7.3

Students will be able to...

- Find the Exact Value of Trigonometric Functions for $\frac{\pi}{4}, \frac{\pi}{6}, \frac{\pi}{3}$ (**Calculate**)
- Use a Calculator to Approximate the Trigonometric Functions for Acute Angles (**Calculate**)
- Model and Solve Applied Problems Involving Right Triangles (**Model**)

Trigonometric Functions of Any Angles – Section 7.4

Students will be able to...

- Find the Exact Values of Trigonometric Functions of any Angle (**Interpret**)
- Use Coterminal Angles to Find the Exact Values of Trigonometric Functions (**Represent**)
- Determine the Signs of the Trigonometric Functions of an Angle in a Given Quadrant (**Interpret**)
- Find the Reference Angle of an Angle (**Represent**)
- Use a Reference Angle to Find the Exact Value of a Trigonometric Function (**Represent**)
- Find the Exact Values of Trigonometric Functions of an Angle, Given Information about the Functions (**Interpret**)

Unit Circle Approach: Properties of the Trigonometric Functions – Section 7.5

Students will be able to ...

- Find the Exact Values of the Trigonometric Functions Using the Unit Circle (**Interpret**)
- Know the Domain and Range of the Trigonometric Functions (**Interpret**)
- Use the Periodic Properties to Find the Exact Values of the Trigonometric Functions (**Calculate**)
- Use Even-Odd Properties to Find the Exact Value of the Trigonometric Functions (**Calculate**)

Graphs of the Sine and Cosine Functions – Section 7.6

Students will be able to...

- Graph Sine/Cosine Functions Using Transformations (**Represent**)
- Determine the Amplitude and Period of Sinusoidal Functions (**Interpret**)
- Graph Sinusoidal Functions Using Key Points (**Represent**)
- Find an Equation for a Sinusoidal Graph (**Represent**)

Graphs of the Tangent, Cotangent, Cosecant, and Secant Functions – Section 7.7

Students will be able to...

- Graph Tangent, Cotangent, Secant, Cosecant Functions in the form $y = A \tan(\omega x) + B$ (**Represent**)

Exam 2 – 15% of course grade

Phase Shift: Sinusoidal Curve Fitting – Section 7.8

Students will be able to...

- Graph Sinusoidal Functions of the Form $y = A \sin(\omega x - \varphi) + B$ (**Represent**)
- Build Sinusoidal Models from Data (**Model**)

The Inverse Sine, Cosine, and Tangent Functions – Section 8.1

Students will be able to...

- Find the Exact Value of an Inverse Sine Function (**Calculate**)
- Find an Approximate Value of an Inverse Sine Function (**Calculate**)
- Use Properties of Inverse Functions to Find Exact Values of Certain Composition Functions (**Calculate**)
- Find the Inverse Function of a Trigonometric Function (**Calculate**)
- Solve Equations Involving Inverse Trigonometric Functions (**Calculate**)

The Inverse Trigonometric Functions (Continued) – Section 8.2

Students will be able to...

- Find the Exact Value of Expressions Involving the Inverse Sine, Cosine, and Tangent Functions (**Interpret**)
- Define the Inverse Secant, Cosecant, and Cotangent Functions (**Calculate**)
- Use a Calculator to Evaluate Inverse Secant, Cosecant, Cotangent Functions (**Calculate**)
- Write a Trigonometric Expression as an Algebraic Expression (**Represent**)

Trigonometric Equations – Section 8.3

Students will be able to...

- Solve Equations Involving a Single Trigonometric Function (**Calculate**)
- Solve Trigonometric Equations Using a Calculator (**Calculate**)
- Solve Trigonometric Equations in Quadratic Form (**Calculate**)
- Solve Trigonometric Equations Using Fundamental Identities (**Represent**)
- Solve Trigonometric Equations Using a Graphing Utility (**Calculate/Represent/Interpret**)

Trigonometric Identities – Section 8.4

Students will be able to ...

- Use Algebra to Simplify Trigonometric Expressions (**Represent**)
- Establish Identities (**Represent**)

Sum and Difference Formulas – Section 8.5

Students will be able to...

- Use Sum and Difference Formulas to Find Exact Values (**Calculate**)
- Use Sum and Difference Formulas to Establish Identities (**Represent**)
- Solve Trigonometric Equations Linear in Sine and Cosine (**Calculate**)

Exam 3 – 15% of course grade

Double-Angle and Half-Angle Formulas – Section 8.6

Students will be able to...

- Use Double-angle Formulas to Find Exact Values (**Calculate**)
- Use Double-angle Formulas to Establish Identities (**Represent**)
- Use Half-angle Formulas to Find Exact Values (**Calculate**)

Applications Involving Right Triangles – Section 9.1

Students will be able to...

- Solve Right Triangles (**Calculate**)
- Solve Applied Problems (**Modeling**)

The Law of Sines – Section 9.2

Students will be able to...

- Solve SAA, ASA, SSA Triangles (**Calculate**)
- Solve Applied Problems (**Model**)

The Law of Cosines – Section 9.3

Students will be able to...

- Solve SSS, or SAS Triangles (**Calculate**)

The Area of a Triangle – Section 9.4

Students will be able to...

- Find the Area of SAS and SSS Triangles (**Calculate**)

Polar Coordinates – Section 10.1

Students will be able to...

- Plot Points Using Polar Coordinates (**Represent**)
- Convert between Polar Coordinates to Rectangular Coordinates (**Represent**)
- Transform Equations between Polar and Rectangular Forms (**Represent**)

Polar Equations and Graphs – Section 10.2

Students will be able to...

- Identify and Graph Polar Equations by Converting to Rectangular Equations (**Represent**)
- Graph Polar equations Using a Graphing Utility (**Represent**)
- Graph Polar Equations by Plotting Points (**Represent**)

The Complex Plane, De Moivre's Theorem – Section 10.3

Students will be able to...

- Plot Points in the Complex Plane (**Represent**)
- Convert Complex Numbers Between Rectangular Form and Polar Form (**Represent**)
- Find Products and Quotients of Complex Numbers in Polar Form (**Calculate**)
- Use De Moivre's Theorem (**Calculate**)

*Sections 10.4 and 10.5 will be included on the final exam, but will not appear on any of the three regular exams.

Vectors – Section 10.4

Students will be able to...

- Graph vectors (**Represent**)
- Find a Position Vector (**Calculate**)
- Add and Subtract Vectors Algebraically (**Calculate**)
- Find a Scalar Multiple and the Magnitude of a Vector (**Calculate**)
- Find a Unit Vector (**Calculate**)
- Find a Vector from Its Direction and Magnitude (**Calculate**)
- Model with Vectors (**Model**)

The Dot Product – Section 10.5

Students will be able to...

- Find the Dot Product of Two Vectors (**Calculate**)
- Find the Angle between Two Vectors (**Calculate**)
- Determine Whether two Vectors are Parallel (**Interpret**)
- Determine Whether Two Vectors are Orthogonal (**Interpret**)
- Compute Work (**Calculate**)

COURSE PROCEDURES

XI. Course Policies – Grades

Attendance Policy: Your course grade will not be dependent upon class attendance, however, class lectures are a critical part of the learning process. Students who attend class on a regular basis tend to feel more prepared for assessments and hence perform better in the course.

CU Denver Student Attendance and Absences Policy can be found at:

http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/OAA/StudentAttendance.pdf

Late Work Policy: Online assignments may be submitted up to one week after the due date with a 20% penalty.

Extra Credit Policy: Extra credit will not be offered, with the exception of bonus problems given on exams. Exam bonuses will be given at the discretion of the instructor and will be labeled as such.

Assessment Make-up Policy:

- **Homework** –Online assignments can be completed up to one week late for a 20% penalty. Written homework assignments will not be accepted late. In the event of your absence, the assignment should be submitted via email on time.
- **Exams** -If circumstances arise that prevent you from attending an exam, please contact me ahead of time as I will be much more lenient. Unexplained absences will require hard evidence such as a death certificate, hospital paperwork, etc. You will have up to one week to make up an exam with documentation.
- **Final Exam** – The final exam will be **Saturday May 5th, 2018** during the department-wide Uniform Finals Day. Alternate final exam dates/times are offered in extremely rare circumstances and must be approved by the course captain in advance with documentation provided. Conflicts due to travel plans and work schedules will not be accommodated.

Incomplete Policy: Incomplete grades (I) are not granted for low academic performance. To be eligible for an Incomplete grade, students must (1) *successfully* complete at least 75 percent of the course, (2) have special circumstances (verification may be required) that preclude the student from attending class and completing graded assignments, and (3) make arrangements to complete missing assignments with the original instructor using a CLAS Course Completion agreement.

XII. Course Policies – Technology and Media

Email – Students can communicate with me regarding attendance, meeting arrangements, grades, and/or questions regarding the course content, assignments, and due dates. You may also send me a message via Canvas. I will check by my CU Denver email and Canvas daily, excluding weekends.

MyMathLab Technical Difficulties – Please contact Pearson Support. You can find a link on www.coursecompass.com. In most cases I will not be able to help with these types of issues, but feel free to email me so that I can be more lenient with due dates if necessary.

Computing Technology - During the semester, we will explore trigonometry graphically, numerically, and algebraically. This course will utilize the TI-84 calculator, with graphics capability, to facilitate the study of trigonometry. This calculator is a requirement, it will be used in class on a daily basis and on some exams, and will help in the learning of trigonometry.

XIII. Getting Help

Instructor Office Hours/By Appointment Feel free to see me with questions not answered during lecture, additional explanation, or homework assistance.

MERC Lab There are Teaching Assistants available to answer your questions in the MERC lab in the North Classroom Building (NC) room 4015. This is an excellent resource! Check with the lab to see their schedule. Try to form a study group to study and learn with; it really works for some people! Realize that there are many ways of learning and a study group may be helpful for you.

Academic Success and Advising Center Helps new freshmen and transfer students through academic advising, schedule planning, time management, personal support and referrals to other on-campus resources.

Career Center The center assists and guides students with understanding and leveraging their skills, personality, values and interests as they choose an academic major and determine a career direction. Services include job search and strategies, resume development and writing, practice interviews and salary negotiation. Employers may benefit from online job posting, resume referrals, on-campus interviewing, career fairs, employer presentations, and networking events.

Disability Resources and Services Office DRS serves the needs of a large and diverse community of students with disabilities, providing accommodations including: assistance in identifying volunteer note-takers, alternative testing, textbooks in alternate format, priority registration, interpreters and referral to the Access center

First-Year Experience The First Year Experience (FYE) is a comprehensive approach to ensure first year students make a successful transition to college. Office of Undergraduate Experiences Phone: 303-315-2133

Learning Resource Center The Center provides individual and group tutoring, Supplemental Instruction (SI), study skills workshops and ESL support. UCD students are eligible for 1 hour of free tutoring per week.

Scholarship / Resource Office Information about scholarships and guidance on the scholarship application process.

Student Life Office This office encourages students to take advantage of all of the academic resources, out-of-class learning and recreational opportunities that are available throughout the year at CU Denver.

The University of Colorado Denver provides many other services and resources. See

<http://www.ucdenver.edu/life/services/Pages/index.aspx>

XIV. Academic Honesty

Students are required to know, understand, and comply with the CU Denver Academic Dishonesty Policy as detailed in the Catalog and on the CLAS website. Academic dishonesty consists of plagiarism, cheating, fabrication and falsification, multiple submission of the same work, misuse of academic materials, and complicity in academic dishonesty. If you are not familiar with the definitions of these offenses, go to

<http://www.ucdenver.edu/academics/colleges/CLAS/faculty-staff/policies/Pages/DefinitionofAcademicDishonesty.aspx>.

This course assumes your knowledge of these policies and definitions. Failure to adhere to them can result in possible

penalties ranging from failure of this course to dismissal from the University; so, be informed and be careful. If this is unclear to you, ask me. The College of Liberal Arts and Sciences (CLAS) Ethics Bylaws allow the instructor to decide how to respond to an ethics violation, whether by lowering the assignment grade, lowering the course grade, and/or filing charges against the student with the Academic Ethics Committee. Violating the Academic Honor Code can lead to expulsion from the University.

Definition of Academic Dishonesty

Students are expected to know, understand, and comply with the ethical standards of the University. In addition, students have an obligation to inform the appropriate official of any acts of academic dishonesty by other students of the University.

Academic dishonesty is defined as a student's use of unauthorized assistance with intent to deceive an instructor or other such person who may be assigned to evaluate the student's work in meeting course and degree requirements. Examples of academic dishonesty include, but are not limited to, the following:

Plagiarism: Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own requires appropriate identification and acknowledgment, regardless of the means of appropriation. The following are considered to be forms of plagiarism when the source is not noted:

1. Word-for-word copying of another person's ideas or words.
 2. The mosaic (the interspersing of one's own words here and there while, in essence, copying another's work).
 3. The paraphrase (the rewriting of another's work, yet still using their fundamental idea or theory).
 4. Fabrication of references (inventing or counterfeiting sources).
 5. Submission of another's work as one's own.
 6. Neglecting quotation marks on material that is otherwise acknowledged.
- Acknowledgment is not necessary when the material used is common knowledge.

Cheating: Cheating involves the possession, communication, or use of information, materials, notes, study aids or other devices not authorized by the instructor in an academic exercise, or communication with another person during such an exercise. Examples of cheating are:

1. Copying from another's paper or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material.
2. Using a calculator when its use has been disallowed.
3. Collaborating with another student or students during an academic exercise without the consent of the instructor.

Fabrication and Falsification: Fabrication involves inventing or counterfeiting information, i.e., creating results not obtained in a study or laboratory experiment. Falsification, on the other hand, involves deliberately alternating or changing results to suit one's needs in an experiment or other academic exercise.

Multiple Submissions: This is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.

Misuse of Academic Materials: The misuse of academic materials includes, but is not limited to, the following:

1. Stealing or destroying library or reference materials or computer programs.
2. Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission.
3. Receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor.
4. Illegitimate possession, disposition, or use of examinations or answer keys to examinations.
5. Unauthorized alteration, forgery, or falsification.
6. Unauthorized sale or purchase of examinations, papers, or assignments.
- 7.

Complicity in Academic Dishonesty: Complicity involves knowingly contributing to another's acts of academic dishonesty.

Student Code of Conduct: As members of the University community, students are expected to uphold university standards, which include abiding by state civil and criminal laws and all University policies and standards of conduct. These standards are outlined in the student code of conduct which can be found at:

<http://www.ucdenver.edu/life/services/standards/students/Pages/default.aspx>

Academic Policies

The following policies, procedures, and deadlines pertain to all students taking courses in the College of Liberal Arts and Sciences (CLAS). They are aligned with the Official University Academic Calendar found on the [Registrar's website](#).

Schedule Verification

It is each student's responsibility to verify that their official registration and schedule of courses is correct in UCDAccess (*not* Canvas) before courses begin and by the university census date. Failure to verify schedule accuracy is not sufficient reason to justify post-census date adds. Access to a course through Canvas is not evidence of official enrollment.

Email

Students must activate and regularly check their official CU Denver email account for university related messages. Note: Canvas is not the location to access your CU Denver email account. Log into <http://www.ucdenver.edu/email/Pages/login.aspx>

Administrative Drops

Students may be administratively dropped if they do not meet the pre- and/or co-requisites for a course as detailed in the UCDAccess registration system. Students may also be administratively dropped from a course if the course syllabus articulates attendance expectations prior to census date and they do not meet those attendance expectations. Please note: this procedure does not apply to all courses and students should not rely upon it; if students plan to no longer complete a course, they are responsible to drop or withdraw from the course.

Post-Census Date Adds and Late Withdrawals

Post-census date adds (i.e., adding a course after census date) require a written petition, verifiable documentation, and dean's approval via CLAS Advising. Late withdrawals (i.e., withdrawing from one or more full-semester courses after the withdrawal deadline but before the late withdrawal deadline) require a [Late Withdrawal Petition](#) submitted to CLAS Advising (NC 1030 – 303-315-7100). If petitioning to late-withdraw from individual courses, instructor signatures are required. If petitioning to late-withdraw from the entire semester, instructor signatures are not required. Contact CLAS Advising (NC 1030 – 303-315-7100) for more information on post-census date adds and late withdrawals.

Co-Requisites and Drops/Withdrawals

Students dropping a course with co-requisite(s) before or by census date must drop the course and co-requisite(s). After census date, students withdrawing from a course with co-requisite(s) before or by the withdrawal deadline must withdraw from the course and co-requisite(s). After the withdrawal deadline, until the late withdrawal deadline, students may be able to withdraw from a course or co-requisite(s) based on instructor permission and approval of a [Late Withdrawal Petition](#).

Waitlists

The Office of the Registrar notifies students via their CU Denver email account if they are added to a course from a waitlist. Students will have access to Canvas when they are on a waitlist, but this does not indicate that the student is officially enrolled or guaranteed a seat in the course. If a student is not enrolled in a course after waitlists are purged, instructor permission is required for the student to enroll in the course. The student must complete a [Late Add Form](#) and submit it to the Registrar's Office (SCB 5005) by census date in order to enroll in the course.

Applicable Forms

Schedule Adjustment Form Submit to Registrar (SCB 5005)

Purpose:	Approval Signatures Required:	Dates:
<i>Receive an academic overload</i>	<i>Student and CLAS Advising signatures</i>	<i>before Jan. 31 (5pm)</i>
<i>Receive a time conflict override</i>	<i>Student and instructor signatures</i>	<i>before Jan. 31 (5pm)</i>
<i>Designate a course pass/fail or no credit</i>	<i>Student signature</i>	<i>before Jan. 31 (5pm)</i>
<i>Withdraw from an intensive course before the withdrawal deadline</i>	<i>Student signature</i>	<i>Feb. 1 – April 1 (5pm)</i>

Late Add Form Submit to Registrar (SCB 5005)

Purpose:	Approval Signatures Required:	Dates:
<i>Add a course after the add deadline but before census date</i>	<i>Student and instructor signatures</i>	<i>Jan. 22 – Jan. 31 (5pm)</i>

Post-Census Date Add Petition Visit CLAS Advising (NC 1030) for more information

Purpose:	Approval Required:	Dates:
<i>Petition to add one or more full-semester courses after census date (verifiable documentation required)</i>	<i>Submitted petitions are reviewed by the CLAS Assistant Dean</i>	<i>after Jan. 31</i>

Late Withdrawal Petition Submit to CLAS Advising (NC 1030)

Purpose:	Approval Signatures Required:	Dates:
<i>Petition to late-withdraw from a course after the withdrawal deadline but before the late withdrawal deadline</i>	<i>Student and instructor signatures</i>	<i>April 2 – May 2 (5pm)</i>
<i>Petition to late-withdraw from <u>all courses</u> in the semester after the withdrawal deadline but before the late withdrawal deadline</i>	<i>Student signature</i>	<i>April 2 – May 2 (5pm)</i>

Academic Calendar

January 16	Beginning of Semester – First day of classes.
January 21 (11:59 pm)	Add Deadline – Last day to add or waitlist a course using UCDAccess. After the add deadline but before census date, instructor permission on a Late Add Form is required to add courses.
January 22 (11:59 pm)	Drop Deadline – Last day to drop a course without \$100 drop fee, including section changes (i.e., changing to a different section of the same course). Students may drop courses using UCDAccess. No Adding of Courses is Permitted Today Waitlists Purged – All waitlists are eliminated today. Students should check their schedule in UCDAccess to confirm the courses in which they are officially enrolled. Canvas does not reflect official enrollment.
January 31 (5 pm)	Final Add Deadline (Instructor Permission Required) Last day to add full-semester courses. To add a full-semester course between the first add deadline and census date, instructor permission on a Late Add Form is required. Students may submit a completed Late Add Form to the Registrar’s Office (SCB 5005). After census date, a written petition, verifiable documentation, and dean’s approval via CLAS Advising (NC 1030 – 303-315-7100) are required to add a full-semester course. If a student’s post-census date add petition is approved, the student will be charged the full tuition amount. College Opportunity Fund (COF) may not apply to courses added late, and these credits may not be deducted from students’ lifetime hours. Final Drop Deadline Last day to drop full-semester courses with a financial adjustment. Each course dropped, including section changes, between the first drop deadline and census date generates a \$100 drop fee. Students may drop courses in UCDAccess. After census date, withdrawal from courses appears on transcripts with a grade of “W,” and no financial adjustment is made. After census date but before the withdrawal deadline, students may withdraw from full-semester courses using UCDAccess (instructor permission is not required). Graduation Application Deadline Last day to apply for graduation. Undergraduates are expected to make an appointment to see their academic advisors before census date to apply for graduation. Graduate students must complete the Intent to Graduate and Candidate for Degree forms. Pass/Fail, No Credit Deadline – Last day to request No Credit or Pass/Fail grade for a course using a Schedule Adjustment Form .
March 19 – 25	Spring Break – No classes. Campus open.
April 1 (11:59 pm)	Withdrawal Deadline After census date, students may withdraw from full-semester courses using UCDAccess (instructor permission is not required). To withdraw from an intensive course, students may use a Schedule Adjustment Form . Withdrawal from courses appears on transcripts with a grade of “W” and no financial adjustment is made. After the withdrawal deadline but before the late withdrawal deadline, students may late-withdraw by submitting a Late Withdrawal Petition to CLAS Advising (NC 1030 – 303-315-7100). Contact CLAS Advising (NC 1030 – 303-315-7100) for more information. After census date, students withdrawing from a course with co-requisite(s) before or by the withdrawal deadline must withdraw from the course and co-requisite(s). After the withdrawal deadline, until the late withdrawal deadline, students may be able to withdraw from a course or co-requisite(s) based on instructor permission and approval of a Late Withdrawal Petition .
May 2 (5 pm)	Late Withdrawal Deadline Last day to petition to late-withdraw from one or more full-semester courses. Students may petition to late-withdraw by submitting a Late Withdrawal Petition to CLAS Advising (NC 1030 – 303-315-7100). If petitioning to late-withdraw from individual courses, instructor signatures are required. If petitioning to late-withdraw from the entire semester, instructor signatures are not required. Contact CLAS Advising (NC 1030 – 303-315-7100) for more information. After the withdrawal deadline, until the late withdrawal deadline, students may be able to withdraw from a course with co-requisite(s) based on instructor permission and approval of a Late Withdrawal Petition . After the late withdrawal deadline (or after grades are posted, whichever is sooner), only retroactive withdrawals are considered and verifiable documentation is required. Contact CLAS Advising (NC 1030 – 303-315-7100) for more information on retroactive withdrawals.
May 7 – 12	Finals Week
May 12	End of Semester Commencement Ceremony
May 17	Final Grades Available – Official grades available in UCDAccess and transcripts (tentative). Canvas does not display final grades.
June 22	Degrees Posted – Degrees posted for graduating students on transcripts.

Student Contact Information

(I will shred this at the end of the semester.)

Student Name: _____ Phone Number: _____

Year (circle one): 1 2 3 4 5 Major: _____

In the space below, please briefly tell me why you are taking this class with regard to how it will allow you to reach a goal, aspiration, or life-long dream.

I have read the Syllabus and understand that there are definite deadlines for turning in work for our class. I understand that I cannot turn in work late or make up missed exams.

Signed: _____ (Your name)