

Course Syllabus for MATH 1550 Analytic Geometry and Calculus 1

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Book: Course Syllabus for MATH 1550 Analytic Geometry and Calculus
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Description



The *Moodle book* is a resource that can be used to organize information and multimedia in your course. Click on any of the chapter titles to jump to the section you want to read. You can print this book by clicking on the book title or on a chapter title and then clicking the link under the Table of Contents.

This course syllabus is an example of the Moodle book.

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Instructor & Course Information

MATH 1550 Analytic Geometry and Calculus I (5 credit hours)

Instructor: Dr. Ameziane Harhad

aharhad@outreach.lsu.edu

Please email your instructor or post in the Q&A forum with questions about course content. Every effort will be made to respond within 24 hours.

Catalog description: Limits, derivatives, and integrals of algebraic, exponential, logarithmic, and trigonometric functions, with applications.

Prerequisites: An appropriate ALEKS placement score. MATH 1530 and MATH 1540, together, cover the material of MATH 1550. Credit will not be given for this course and MATH 1431, MATH 1510, MATH 1530, MATH 1540, or MATH 1551.

Calculus is the mathematical study of change. It was invented by Isaac Newton who discovered the Second Law of Motion. The Second Law of Motion states that acceleration, which means the rate of change of the velocity of a moving object, is produced by a force acting on the mass of the object. Newton's Second Law of Motion is used in physics and engineering to predict how objects behave in motion. Today, calculus is widely used in mathematical modeling to describe real world problems and make predictions about future behavior.

Calculus presented in this course consists of two main branches: differential calculus and integral calculus. In differential calculus, you will learn the concept of instantaneous rates of change and slopes of curves formally called derivatives. In integral calculus, you will learn the concept of accumulation of quantities and the area under a curve formally called Integrals. The Fundamental Theorem of Calculus establishes a relation between these two branches.

Calculus is a prerequisite for all students in math, engineering, and science and certain other technical majors. In addition, this course satisfies five hours of the General Education Analytical Reasoning requirement. The student who is a participant of this course is assumed to be capable and versed in the standard pre-calculus topics such as algebra and trigonometry.

This course has been designed with the purpose of teaching you the manipulative skills needed to solve calculus type problems. You will also develop skills that will allow you to explain key concepts, solve related rates and optimization problems, and real world problems in general.

Course Outcomes and Module Learning Objectives

This course covers the following specific measurable outcomes and learning objectives. All assessments are aligned to these outcomes and objectives.

Course Outcomes

When you complete this course, you will be able to:

1. Use basic concepts of functions and other skills of pre-calculus proficiently. (CO 1)
2. Explain the concept of a limit of a function. (CO 2)
3. Find limits of a variety of algebraic and transcendental functions numerically, graphically, and analytically. (CO 3)
4. State whether a function is continuous or discontinuous based on both the graph and the definition of continuity. (CO 4)
5. Use the precise definition of the derivative to determine the derivative of elementary functions and show whether a function is differentiable at a specific point. (CO 5)
6. Find the derivative of a variety of algebraic and transcendental functions using the limit definition of the derivative and other differentiation rules. (CO 6)
7. Apply the derivative in a variety of application problems including tangent lines, related rates, optimization, and curve sketching. (CO 7)
8. Compute the indefinite and definite integral of a variety of algebraic and transcendental functions. (CO 8)
9. Apply the techniques of integration to solve application problems including area between curves, volumes of solids of revolution, and work done by a variable force. (CO 9)

Module Topics and Learning Objectives

The following is a breakdown of module topics and their associated learning objectives.

Module 1: Functions and Models – Part 1

1. Define a function (CO 1)
2. Identify the domain and range of a function (CO 1)
3. Evaluate functions at specified values (CO 1)
4. Recognize four ways to represent a function (CO 1)
5. Recognize and sketch the graphs of basic functions (CO 1)
6. Sketch the graphs of piece-wise functions (CO 1)
7. Apply the Vertical Line Test. (CO 1)
8. Analyze the graphs of functions. (CO 1)
9. Find functions that model simple physical problems (CO 1)

Module 2: Functions and Models – Part 2

1. Recognize functions as being linear, power functions, polynomial functions, rational functions, algebraic functions, trigonometric functions, exponential functions, logarithmic functions or transcendental functions (CO 1)
2. Combine functions algebraically by taking constant multiples, sums, differences, products, quotient and compositions (CO 1)
3. Use vertical and horizontal shift properties and vertical and horizontal stretching rules to obtain graphs of algebraic combinations of functions from graphs of basic functions (CO 1)

Module 3: The Concept of a Limit; Definition of a Limit

1. Explain the intuitive definition of a limit (CO 2)
2. Evaluate Left-hand limits, Right-hand limits, and full limits given, the graph of a function (CO 3)

3. Estimate the limit of a function by numerical evaluations (CO 3)
4. Recall the concept of an infinite limit and its relation to vertical asymptotes for the graph of a function (CO 3)

Module 4: Limit Laws; Continuity

1. Use the basic limit laws, when applicable, to evaluate limits (CO 3)
2. Apply algebraic techniques, if necessary, in combination with the limits laws to evaluate limits (CO 3)
3. Use the concept of left-and-right limits to show a limit does or does not exist (CO 3)
4. State the three conditions for continuity (CO 4)
5. Use the definition of continuity to determine whether a given function is continuous at a given point (CO 4)
6. List the intervals on which a function is continuous (CO 4)
7. State and apply the Intermediate Value Theorem (CO 4)

Module 5: Limits at Infinity; Asymptotes

1. Evaluate the limit of a function at infinity using the appropriate properties of limits (CO 3)
2. Find algebraically the horizontal and vertical asymptotes of the curve of a given function (CO 1, CO 3)
3. Sketch the graph of an example of a function that satisfies some given conditions. (CO3, CO4)

Module 6: Derivative Definition; Differentiability and Higher Order Derivatives

1. Find the derivative of a function using the limit definition of derivative, and state the domain of the function and its derivative (CO 5)
2. Find an equation of the tangent line to the curve of a function at a given point (CO 5)
3. Find the velocity and acceleration of a particle moving along a straight line (CO 5, CO 6)
4. Sketch the graph of f' from the graph of a given function f (CO 5, CO 6)
5. Find higher order of Derivatives (CO 5, CO 6)
6. State the numbers at which a given function f is not differentiable (CO 5)

Module 7: Basic Rules of Differentiation

1. Recall and use formulas for the derivatives of Constant functions, Power functions and Exponential functions (CO 5, CO 6)
2. Find new derivatives from old: Constant multiples, Sums and differences (CO 6)
3. Recall and use formulas for the derivatives of the product and quotient of two functions whose derivatives are known (CO 5, CO6)
4. Apply the derivative to find rates of change for physical quantities (CO 7)

Module 8: Derivatives of Trigonometric Functions; The Chain Rule

1. Evaluate Basic Trigonometric Limits (CO 5, CO6)
2. Derive the Differentiation Formulas for the six Trigonometric Functions (CO 5, CO6)
3. Learn the Chain Rule for finding Derivatives of Composite Functions (CO 5, CO6)
4. Apply the Chain Rule to derive the General power Rule and the General Exponential Function Rule. (CO 6)

Module 9: Implicit Differentiation; Derivatives of Inverse Trigonometric Functions

1. Find derivatives in Situations where y is defined only implicitly as a Function of x (CO 1, CO6)
2. Apply Implicit Differentiation to the special case of the Inverse Trigonometric Functions (CO 1, CO6)

Module 10: Derivatives of Logarithmic Functions; Hyperbolic Functions and Their Derivatives

1. Use Implicit Differentiation to Find the Derivatives of the Logarithmic Functions (CO 1, CO6)
2. Apply the Method of Logarithmic Differentiation (CO 1, CO6)
3. Define the Hyperbolic Functions in Terms of the Natural Exponential Function (CO 1, CO6)
4. Derive and Apply the Derivatives of the Hyperbolic Functions (CO 5, CO6)

Module 11: Related Rates

1. Use the General Strategy Procedure Described in this Module to Solve Related Rates Problems (CO 7)

Module 12: Differentials and Linear Approximations; Newton's Method

1. Find the linearization of a function (CO 7)
2. Find the differentials of a function (CO 7)
3. Use the linearization of a function to approximate the value of a function near a convenient value (CO 7)
4. Use Differentials to approximate change, error, relative error, and percentage error (CO 7)
5. Use Newton's Method to approximate the zeroes of a function (CO7)

Module 13: Local Extreme Values; Absolute Extreme Values: The Mean Value Theorem

1. State the definition of absolute extrema of a function on a set S and the definition of local extrema for a function (CO 7)
2. Find the critical numbers of a function (CO 7)
3. Find the absolute maximum and absolute minimum of a continuous function on a closed interval $[a,b]$ (CO 4, CO7)
4. State and Use Rolle's theorem and the Mean Value Theorem (CO 4, CO7)

Module 14: The First Derivative Test ; Concavity and Inflection Points

1. Use the First Derivative Test to determine the intervals where a function is increasing and where it is decreasing (CO 7)
2. Use the First Derivative Test or Second Derivative Test to determine local extrema for the graph of a function (CO 7)
3. Use the concavity test to determine the intervals where a function is concave up and where it is concave down (CO 7)
4. Find inflection points for the graph of a function (CO 7)
5. Sketch the graph of a function f which reflects the information obtained from the first and the second derivative tests (CO 7)

Module 15: Indeterminate Forms and L'Hopital's Rule

1. State L'Hopital's Rule and Identify Indeterminate forms (CO3, CO7)
2. Apply directly or indirectly L'Hopital's Rule to find limits of functions that are indeterminate forms (CO 3, CO7)

Module 16: General Curve Sketching

1. Sketch the graph of a function by using both algebraic and derivative techniques developed in previous lectures (CO 7)

Module 17: Optimization Problems

1. Solve Optimization Problems Using the Guidelines Described in your book and also summarized in this lecture (CO 1, CO7)

Module 18: Antiderivatives

1. Find the general antiderivative of a function (CO 8)
2. Solve differential equations with given initial conditions (CO 6, CO8)
3. Analyze the motion of an object moving in a straight line by the process of antidifferentiation (CO 6, CO8)

Module 19: Areas and Distances; The Definite Integral

1. Approximate the area of the region S that lies under the curve $y = f(x)$ from a to b by a specified number, n , of rectangles (CO 8)
2. Find the area of the region S that lies under the curve $y = f(x)$ from a to b by using limits (CO 8)
3. Recall the definition of the definite integral (CO 8)
4. Evaluate the definite integral using the midpoint approximation (CO 8)

Module 20: The Fundamental Theorem of Calculus

1. State the Fundamental Theorem of Calculus (CO 8)
2. Apply Part 1 of the Fundamental Theorem of Calculus to find the derivative of a function defined in terms of an integral (CO 8)
3. Apply Part 2 of the Fundamental Theorem of Calculus to evaluate definite integrals, when possible (CO 8)

Module 21: Indefinite Integrals: The Substitution Rule

1. Evaluate indefinite integrals using the basic rules of antidifferentiation (CO 8)
2. Evaluate definite and indefinite integrals using the Substitution Rule (CO 8)
3. Recall and Use the basic rules of antidifferentiation including the logarithmic and general exponential function (CO 8)

Module 22: Area Between Curves; Volumes of Solids of Revolution by Disks and Washers

1. Find The area of a region bounded by given curves (CO 9)
2. Find The volume of a solid of revolution by the Disk Method (CO 9)
3. Find The volume of a solid of revolution by the washer Method (CO 9)
- 4.

Module 23: Volumes of Revolutions by Cylindrical Shells

1. Find the volume of a solid of revolution using the method of cylindrical shells (CO 9)
2. Decide which is the best method, washers or shell, to compute the volume of a solid of revolution (CO 9)
3. Compare the uses of the disk method and the shell method (CO 9)

Module 24: Work; Average Value of a Function

1. Find the work done by a variable force using an integral (CO 9)
2. Use an integral to calculate the work to stretch or compress a spring (CO 9)
3. Use an integral to calculate the work relating to lifting/pumping problems (CO 9)
4. Use the result of the mean Value Theorem for Integrals to find the average value of a function (CO 9)

Course Materials and Resources

Required Materials

The following materials are required for this course: Textbook and WebAssign Access

Courses that require *paid codes* to access online materials require that special arrangements are made to provide extended material access periods in the event that a course extension is needed. Special ISBN's have been created in these cases. *Do not attempt to order your textbook access codes from other sources.* Students enrolling in ODL courses are *required* to follow the textbook ordering information provided in the syllabus and Getting Started module of the course.

Option 1: Textbook (Hardcopy): James Stewart. *Calculus: Early Transcendentals* Ninth edition. Boston, MA: Cengage Learning, 2023.

ISBN: 978-1-337-61392-7

Option 1: WebAssign: Participation in this course requires paid access to WebAssign. See Getting Started course module for details.

Option 2: e-Pack: *Calculus: Early Transcendentals* (etext), 9th + WebAssign, Multi-Term Instant Access

ISBN: 978-0-357-46629-2

See Getting Started course module for details.

Please see below for instructions for accessing your eTextbook and activities at the publisher site.

Ordering Information

We will be using WebAssign as a companion website to complete module assignments, online proctored exams and the final exam in this course. A WebAssign access code is included with your textbook, or you can purchase access directly from the WebAssign website without buying a book at all. Access to WebAssign also gives you access to the eBook version of our textbook. Your unique class key is provided in the Getting Started Module of your Moodle course site.

Use the information listed in the Getting Started Module in your Moodle course site to help you create an account and use WebAssign.

Please review the following tips for ordering your course materials:

1. Do not purchase your textbooks until your enrollment is approved. During the processing period, a new section may be opened that could require a different textbook or edition.
2. Courses with special access codes require that students use the direct links to the publisher site.
3. Always order by the ISBN. Publishers and vendors often offer the same textbook title under different ISBNs. You must have the correct ISBN to access your online website.
4. If you are having problems locating a textbook, contact us at Answers@outreach.lsu.edu for assistance.

Instructions for Publisher Tools

This course requires subscription to **WebAssign** for readings and completion of module activities that are linked in each module. Carefully read the following instructions for subscribing to the site and accessing your course materials.

Links to WebAssign will be provided in the Getting Started module. It is recommended that you create a short cut to WebAssign in your browser.

Other Materials and Resources

Calculators

Graphing calculators and calculators with symbolic manipulation capabilities, such as TI-89 or TI-92, will not be allowed on the tests or the final exam. Scientific calculators with logarithmic and exponential capabilities are acceptable. For more information, please read the calculator policy located in the Getting Started Module.

Other Materials

PDF lecture notes for each module are provided in Moodle. It is recommended that you review the provided PDF Lecture for each module. A study guide is also provided for each exam.

Privacy and Accessibility

Please be aware that in using your **Cengage WebAssign** course materials, certain information may be collected and used in other locations. For details, see **Cengage** privacy policy. <https://www.cengagegroup.com/privacy/>

Technical Information and Assistance

Technical Help

If you have questions about the functionality of your course, review the GROK article [LSU Online Technical Requirements](#) to make sure you have the right equipment and software.

If you have any technical problems or questions, email CE Learner Services at Answers@outreach.lsu.edu or call (225) 578-2500. Be sure to mention your name, course number, and section.

Technical Materials

Software: Web Browser, Adobe Acrobat Reader

It is recommended that you use Mozilla Firefox or Google Chrome as your web browser. Internet Explorer is not compatible with your Moodle course site.

Adobe Acrobat Reader is required to view PDF document files.

Hardware: Web cam with a microphone (built-in or external), headphones or working speakers, and high speed internet

Grading and Course Work

This course covers an entire semester of work or the equivalent of a classroom course lasting 15 weeks. That means that each module in this course equals nearly a week of course work and will require the same time and effort on your part. You will find some modules are longer than others and may require more time and effort on your part. Do not expect to complete each module in a single study session. Understand, too, that if you choose to submit assignments at a very high pace, your instructor may not be able to grade your work at the same rate. In other words, if you submit multiple assignments on the same date, your instructor may be unable to provide feedback and grade all of them within the expected 7-day response time.

Your grade in this course will be determined by the specific activities and assessments described in this syllabus. You will have a checklist in each module that instructs you on how to work through the materials and activities. In the following subchapters you will find details about each type of activity and assessment, as well as the grade breakdown and grading scale. Specific expectations for each graded item are included within these subchapters. Make sure you read all of the instructions!

Working with the Course Materials

Each module contains information, activities, and assignments organized under a consistent series of headings. Get familiar with how the module is organized. Each module in this course is organized into the following sections: the Module Learning Objectives, the Module Lecture Materials, and the graded Module Assignment. You should work through these parts of the module in order. Specific recommendations are provided in a link to the course module instructions, which you should review before beginning the first module. Completing the following sequence is strongly encouraged for each module.

1. *Review the module learning objectives.* This will give you information on the material that will be covered in the module and what you should focus on as you are learning the material. It also provides insight as to what you will be expected to do once you have completed the module. Use this information as a guide when studying for your examinations.
2. *Complete review of Module Lecture Materials.* Specific readings will be provided in the Module Lecture Materials area of the module and your instructor has provided PDF Lectures that accompany each module. To do well in this course, it is essential that you read and study all of the course materials that precede each module assignment. You will read an average of 15 pages per module. Specific reading assignments will be given in each module.
3. Complete your Module Assignment in WebAssign.
4. Complete your Module Assignment Verification in Moodle.

Module assignments and exams will be completed online using WebAssign. For more information please see the section of this syllabus labeled, "Module Assignments."

WebAssign Learning Aids and Companion Website

WebAssign has all of the features you need to succeed in MATH 1550.

These features include e-textbook access, Homework Hints, Video Tutorials, Practice Another Version, and PDF's of solutions (with steps to find the answer).

Suggested Study Techniques

1. Carefully review the module objectives to help you focus on the information that will be covered on the exams.
2. Concentrate on the reading assignments, the module lecture material, and any additional resources provided. This review should include a detailed examination of any illustrative problems and examples. After an assignment has been completed, a rapid re-reading of the related text and other materials is strongly recommended.
3. Put yourself on a definite schedule. Set aside a certain block of hours per day or week for this course and work in a place where distractions are minimal.
4. Try to submit one assignment each week or at least every two weeks. Delays in submitting assignments usually result in lagging interest and the inability to complete the course.
5. Review your module assignments after they have been graded, paying special attention to any instructor feedback provided. (We suggest that you wait for assignment feedback before you submit subsequent assignments.)
6. Regardless of how you complete your graded assignments, keep in mind that module completion should not be your sole preparation for your exams. As with any college course, you should study for your exams.

Grade Breakdown and Grading Scale

There will be three exams and a final exam. Exam I follows Module 07, Exam II follows Module 14, and Exam III follows module 21. The final exam is cumulative and follows Module 24.

No dictionaries, books, or aids are allowed (with the exception of an approved calculator). Graphing calculators and calculators with symbolic manipulation capabilities, such as TI-89 or TI-92, will not be allowed on the tests nor on the final exam. Scientific calculators with logarithmic and exponential capabilities are acceptable.

You are allowed a blank white board during the exam. To verify the white board is blank, you must show your white board to the proctor before you begin your exam. At the end of the exam, the proctor will instruct you to wipe clean the white board; the proctor must witness you wiping clean the white board.

You will have a maximum of two hours to complete each exam and three hours for the final exam.

YOU MUST EARN A PASSING AVERAGE ON THE EXAMINATIONS IN ORDER TO PASS THE COURSE.

If you earn a passing average on the examinations your course grade will be calculated as follows:

- Module assignments = **100** points each
- Exams = **100** points each
- Course grade = average of module assignments + average of exams + final exam score. Each component is weighted by predetermined percentages in the following table:

Component	Weight
Average of Module Assignments	30%
Average of Exams 1, 2, and 3	45%
Final Exam	25%

LSU GRADING SCALE

The following grading scale applies:

97%–100% = A+
93%–96% = A
90%–92% = A-
87%–89% = B+
83%–86% = B
80%–82% = B-
77%–79% = C+
73%–76% = C
70%–72% = C-
67%–69% = D+
63%–66% = D
60%–62% = D-
0%–59% = F

Module Assignments

Purpose of the Assignment

Each Module contains one module assignment related to the concepts presented in the module lecture. Before attempting the assignment, read the lecture notes and the corresponding sections in your textbook.

WebAssign is a very powerful tool and easy to use. It comes with many learning aids such as tutorial videos, eBook, "Practice Another Version," "Ask a Tutor," "Homework Hints," and "Master it." However, it is highly recommended that you have your own notebook, take notes, and watch the tutorial videos when completing your module assignments. This will help you to understand the concepts given in the book. Also, it will help you master the procedures used to solve the given problems and make it easy to review for your exams.

You are only allowed *five* attempts for each Module Assignment. Your final attempt will be submitted for grading. Your module assignment average is worth 30% of your course grade.

Module Assignment Verification is required following each assignment submission. Click on the Module Assignment Verification link in Moodle following each WebAssign submission.

You should submit each module assignment as soon as it is completed. Some courses have restrictions that require that a grade be received before you can submit additional assignments. Specific information on assignment submission is included in the Module Instructions. Please be sure to follow these instructions.

Do not rely too heavily on your textbook or other resource material when preparing your assignments. If you do, you may not realize until exam time that the perfect response you prepared for an assignment was only possible because you referred to resource material without really learning or understanding the material and concepts. Therefore, you should attempt each assignment without referring to the resource material, and if you find it necessary to look up an answer, be sure you have actually learned the concept and material rather than merely reflecting it in the answer.

You must have a grade posted in the Moodle grade book for both the **Module 24 Assignment** and the **WebAssign Coursework Completion Notification** in order to unlock access to the Final Exam. Please allow at least seven days for the final assignment grade to be posted in the gradebook.

Once you *submit* an assignment, you cannot revise it, so be sure to check your work. Your instructor will normally post a grade for your assignment within *seven calendar days*. Understand that occasional delays will occur, such as during holidays and semester breaks or if you submit several module assignments within the same week. You must have been enrolled in the course for *at least three weeks*, regardless of when the modules and other exams are completed.

Exams and Proctoring

An exam may not be taken until all of the modules covered in that exam have been completed. Exams must be taken in order (e.g., a mid-course exam must be taken before the final exam), and the final exam cannot be taken during the first three weeks of enrollment. You must have a grade on the last assignment before the final exam.

Carefully read the following information, which is also listed in the exam module(s) in your course. Navigate to those exam modules when you are ready to take your exams.

Content

There will be three exams and a final exam. Exam I follows Module 07, Exam II follows Module 14, and Exam III follows module 21. The final exam is cumulative and follows Module 24.

Testing Rules

- Exams require all preceding module assignments to be completed and graded.
- You will have two hours to complete your exams 1, 2, and 3.
- You will have three hours to complete the Final exam.
- Exams will be completed under proctor supervision.
- **IMPORTANT:** The final exam cannot be taken until you meet the following requirements. Under no circumstances may the final exam be taken earlier.
- You must have been enrolled in the course for *at least three weeks*, regardless of when the modules and other exams are completed.
- You must have a grade posted in the Moodle grade book for **both the Module 24 Assignment and the WebAssign Coursework Completion Notification** in order to unlock access to the Final Exam. Please allow at least 7 days for the final assignment grade to be posted in the gradebook.
- No restroom breaks are allowed.
- While you are taking the exam, the online tools in WebAssign will not be available to you.
- You are allowed three (3) sheets of blank paper to use as scratch paper in the exams. You must show the proctor the blank sheets of paper prior to beginning the exam. You will destroy the paper with the proctor monitoring.
- You may use a non-graphing calculator with logarithmic and exponential capabilities. Graphing calculators are not allowed on tests or on the Final Exam. Calculators with symbolic notation or natural display capabilities, such as the TI30XS Multiview, the TI-34 Multiview, the TI-36XPro, and all of the Casio 115ES and 300ES Natural Display Series, are NOT allowed on exams or the Final Exam.
- No notes or outside help is allowed during any exam or the Final Exam.
- No online materials (module assignments, WebAssign learning aids, etc) are allowed during any exam or the Final Exam.
- LSU has high standards of academic integrity. The academic honesty guidelines that are stated in your syllabus will be strictly enforced.

To read the full exam policy and other policy statements, visit ODL's [Policy page](#).

Proctoring Information: ProctorU

To take exams in this course, you will use the proctoring service ProctorU. You cannot use an account created through another university, so if you already have an account, you will still need to create an account associated with LSU Online Distance Learning (ODL). When you are ready to create your account, visit the [Louisiana State University ProctorU portal](#). When you create your account, you will have access to the following items:

- [Login](#): used to access your account and schedule appointments
- [Sign Up](#): used to create your account and request a Login ID
- *Technical Specifications*: provides specifications and a link to [test your equipment](#)
- *How It Works*: video explaining testing process
- *Getting Started*: instructions for first time users
- *Contact Us*: provides contact information for ProctorU

The [ProctorU Live Resource Center](#) provides information on:

- How ProctorU works
- What to expect when testing
- Technical requirements, and more.

Exam appointments are reserved on a first-come, first-served basis. Schedule your exams as early as possible so that you can choose the times that are best for you and so you will have enough time to prepare. Please note that if you schedule your exam fewer than seventy-two hours before your chosen day and time, additional premium scheduling fees may be assessed. The ProctorU [Test-Taker Knowledge Base](#) contains more information about scheduling and premium fees.

Guild students: students who register through Guild will need a code to cover their testing fees. To obtain your access codes:

1. Go to "Course Tools" within your course in Moodle
2. Under "ProctorU Access Codes," select "Claim your access code," and then schedule your exam with ProctorU
3. Once you have used an access code, return to the same page in your course to mark your code used and to obtain a new access code for your next testing session

Proctored Exam Reviews

Students who have completed an exam and desire to review the results of their exam attempt must request an exam review. Students should follow the instructions provided in each exam module carefully in order to make sure that the exam will be available for their review appointment.

Course Policies

Carefully read the following important policies that apply to taking a course through [LSU Online Distance Learning \(ODL\)](#). For a complete list of our program policies, visit our [Policies page](#).

Engagement and Participation

Please check into your Moodle course frequently to keep track of your work. An online course requires you, the student, to be in control of your learning. In a face-to-face (F2F) course, instructors can play a much bigger role in actively directing your learning, since they see you two or three times a week. In an online course, it takes a lot more work in designing an appropriate learning environment, so that you can learn at your own pace. Since you are in control, you need to be disciplined enough to complete assignments on a regular basis and stay up to date with the course.

Timely communication is an e-learning best practice. Check your email and the News and Announcements Forum on the course front page regularly to make sure you do not miss any communications from your instructor.

Academic Integrity

Academic Misconduct

Students in Online Distance Learning (ODL) courses must comply with the LSU Code of Student Conduct. Suspected violations of the academic integrity policy may be referred to [LSU Student Advocacy & Accountability \(SAA\)](#), a unit of the Dean of Students. If found responsible of a violation, you will then be subject to whatever penalty SAA determines and will forfeit all course tuition and fees. ODL reserves the right to deny enrollment to any applicant or to discontinue the enrollment of any student who is in violation of the ODL academic integrity policy.

To read more, please visit our [policies page](#).

Plagiarism and Citation Method

Students are responsible for completing and submitting their own course work and preparing their own modules. All work submitted in the course modules must be the student's own work unless outside work is appropriate to the assignment; all outside material must be properly acknowledged. It is also unacceptable to copy directly from your textbook or to use published answer keys or the teacher's edition of a textbook.

Unauthorized Assistance

Unauthorized collaboration constitutes plagiarism. Collaborative efforts that extend beyond the limits approved by the instructor are violations of the academic integrity policy. Students who study together are expected to prepare and write their own individual work for submission and grading.

Examinations

LSU has very strict regulations regarding the administration of exams that must be carefully followed by proctors and students. Examinations must represent the enrolled student's own work and must be completed under the supervision of the proctor without the assistance of books, notes, devices, or other help, unless specified otherwise in the exam directions or as part of accommodations approved by Disability Services.

The student must pay for any cost involved in having an exam supervised.

If ODL has any question or concern about the administration of an exam, LSU reserves the right, at its sole discretion, to require a student to retake an examination. If asked to retake an exam, you will be notified within thirty days of the original examination. Grades will be awarded on the basis of the second exam only.

Disability Accommodations

A learner with a disability is entitled by law to equal access to university programs. Two federal laws protect persons with disabilities in post-secondary education: the Rehabilitation Act of 1973 (Pub. L. No. 93-112, as amended), the 1990 Americans with Disabilities Act (Pub. L. No. 101-336) and the ADA Amendments Act (Pub. L. No. 110-325). LSU A&M is committed to ensuring that its websites, online courses, and all online materials are accessible to people with disabilities.

Online Distance Learning (ODL) will make appropriate, reasonable accommodations for students with disabilities. Specific accommodations must be determined by LSU Disability Services or by the equivalent office at the student's own institution. Accommodations may be permitted for lesson assignments as well as for exams.

- If you are an LSU Student with a disability and need assistance to obtain or arrange reasonable accommodations, contact LSU Disability Services each time you enroll.
- If you are not an LSU student and have approved accommodations with your home institution, ODL will need official verification of those accommodations.
- If you are not an LSU student and not enrolled in another institution, you should contact LSU Disability Services for assistance.

If you have accessibility needs that we can help with, visit the [LSU Disability Services page](#) and register for accommodations before you begin your course work.

Netiquette

Communication in the online classroom comes across differently than the communication we are accustomed to through academic writing and face-to-face classroom discussion. Use online etiquette guidelines like the ones listed in the document below to craft your communication.

You can also read [The Core Rules of Netiquette](#) by Virginia Shea (1994) to understand the human aspect of online communication.



Online Etiquette Guide

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

SECURITY

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Do not share your password with anyone
- Change your password if you think someone else might know it
- Always log out when you are finished using the system

GENERAL GUIDELINES

When communicating online, you should always:

- Treat your instructor and classmates with respect in email or any other form of communication
- Always use your professors' proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
- Unless specifically invited, do not refer to your instructor by first name
- Use clear and concise language
- All college level communication should have correct spelling and grammar (this includes discussion boards)
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 10 or 12 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
- Avoid the use of emoticons like :) or ☺
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and that of another)
- Do not send confidential information via e-mail

EMAIL ETIQUETTE

When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line
- Be brief, but include necessary information
- Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text
- Sign your message with your name and return e-mail address
- Think before you send the email to more than one person—does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when choosing to "reply all"
- Be sure the message author intended for the information to be shared before choosing to "forward" the message

MESSAGE BOARD ETIQUETTE AND GUIDELINES

When posting on the Discussion Board in your online class, you should:

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Do not repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree"—you should include why you agree or add to the previous point
- Always be respectful of all opinions even when they differ from your own
- When you disagree with someone, express your differing opinion in a respectful and non-critical way
- Do not make personal or insulting remarks
- Be open-minded when reading other posts

You can [click here to download the PDF file.](#)

Diversity Statement

Diversity is fundamental to LSU's mission and the University is committed to creating and maintaining a living and learning environment that embraces individual difference. Cultural inclusion is of highest priority. LSU recognizes that achieving national prominence depends on the human spirit, participation, and dedicated work of the entire university community. Through its Commitment to Community, LSU strives to create an inclusive, respectful, intellectually challenging climate that embraces individual difference in race, ethnicity, national origin, gender, sexual orientation, gender identity/expression, age, spirituality, socioeconomic status, disability, family status, experiences, opinions, and ideas. LSU proactively cultivates and sustains a campus environment that values open dialogue, cooperation, shared responsibility, mutual respect, and cultural competence—the driving forces that enrich and enhance cutting-edge research, first-rate teaching, and engaging community outreach activities.

Extensions

An extension of enrollment is available. The extension extends the enrollment period two months for a fee of \$75. Only one extension is available per course enrollment. Requests for an extension must be received in our office prior to the expiration date to avoid being dropped from the course and receiving a "W" in the course.

You can request an extension in the Extension module.

Transcript Information

After you have completed this course, your grade will be filed with the Office of the University Registrar. If a transcript is needed, it is your responsibility to make a request to the registrar. If you would like to order a transcript, visit the [Office of the University Registrar Transcript Requests](#) page to view your options.