



COURSE SYLLABUS

College Name: Science and Technology
Department Name: Mathematics and Statistics
Course Name: Calculus I

COURSE INFORMATION

- Course Number/Section: Math131-05
- Term: Fall 2020
- Semester Credit Hours: 4
- Times and Days: Online
- Class Location: Online

INSTRUCTOR CONTACT INFORMATION

- Instructor: Dr. Barbara Tankersley
- Office Location: 105 Marteena Hall
- Office Phone: 336-285-2090
- Email Address: tankers@ncat.edu

STUDENT HOURS

These are times students may visit the professor without an appointment to request the assistance they need.

NOTE: Students are responsible for reading, understanding and following the syllabus.

10 : 00 AM – 12 : 00 PM Tuesday and Friday (Online via Zoom)

11 : 00 AM – 12 : 00 PM Wednesday (Online via Zoom)

12 : 00 PM – 1 : 00 PM Tuesday, Wednesday, Friday (Discussion Board and

Course Messages in Blackboard)

1 : 30 PM – 3 : 30 PM Monday (Discussion Board and Course Messages in

Blackboard)

1 : 30 PM – 2 : 00 PM Thursday (Discussion Board and Course Messages in

Blackboard)

COURSE PREREQUISITES

Math 110 or Equivalent

COURSE DESCRIPTION

The course presents the concepts of calculus from geometric, numeric, and symbolic points of view. Students will develop their reading, writing and questioning skills, as well as their ability to apply the concepts in real-life problems. Topics include a review of algebraic functions, and transcendental functions such as exponential, logarithmic, and trigonometric functions, followed by discussion of limits, continuity, derivatives and their applications to real-life problems in various fields. An introduction to integration and its application (area under curves) conclude the course.

STUDENT LEARNING OBJECTIVES/OUTCOMES (SLO)

For courses emphasizing mathematical/quantitative reasoning:

Apply quantitative and mathematical reasoning to solve problems in diverse contexts, using a variety of methods, and communicated accurately.

Course Level Student Learning Goals:

- Students will be able to apply single variable differentiation and integration techniques to solve problems in mathematics, science, technology, and engineering.
- Students will be able to apply optimization, linear approximation, and approximating areas techniques to solve problems in mathematics, science, technology, and engineering.
- Students will be able to apply appropriate methods of calculus in a given problem-based context.
- Students will be able to use correct mathematical notation to accurately communicate mathematical information in graphical, verbal, or equation forms.
- Students will be able to use correct mathematical terminology to orally communicate mathematical information in formal and informal settings.

Assessment of Course Level Student Learning

- Students will be asked to work problems on the board, in small groups using worksheets, or using alternate pedagogical methods to share and communicate their work with peers in class.
- Students will be assigned out-of-class homework problems from each section covered throughout the course. On-line homework involves self-assessment by allowing multiple attempts.
- A pre-test and post-test including problems related to the student learning outcomes listed above will be administered at the beginning and end of the semester, respectively.
- Students will regularly take quizzes, within class or on-line, which provide a preliminary assessment of skills with newly learned techniques.
- At the end of each unit, students will take an exam containing selected questions that address the student learning outcomes listed above. In addition, a cumulative final exam will be administered at the end of the course, also containing questions addressing these student learning outcomes.

REQUIRED TEXTBOOKS AND MATERIALS

REQUIRED TEXTS:

Calculus I (Early Transcendentals) Workbook by Varatharajah et. al.
Pearson Education Inc, 2014 and **Pearson's MyLab Math Access Code** (package)

Online e-book: Calculus (Early Transcendentals) by Briggs, Cochran, Gillett, and Schulz, 3rd Edition, Pearson Education Inc, 2019. (e-book is available through MyLab Math)



REQUIRED MATERIALS:

As this is an online class you will need a computer with internet access in order to access and complete the assignments. Unfortunately, **Chromebooks** will not work with the required software for the course.

The Respondus Lockdown Browser and a Webcam (either built-in or plug-in) are required for taking quizzes and tests in this course. You can download and install the browser by clicking the link <https://download.respondus.com/lockdown/download.php?id=922833142>

SUGGESTED COURSE MATERIALS

SUGGESTED READINGS/TEXTS:

Read each topic prior to watching Lesson Videos.

SUGGESTED MATERIALS:

Calculator: Only TI -83, TI -83 Plus, TI-84 and 84 Plus are allowed. **Students are not allowed to use TI-89, TI-NSpire or equivalent calculators.**

ASSIGNMENTS

Homework (MyLab Math):

Online homework will be assigned regularly. All students are expected to complete the assignments on or before the due date. **However, a missed homework can be completed after the due date with a 10% penalty for each missing day.** You are to use **Pearson's MyLab Math system** to access and submit your homework. You may have received a student access code for **MyLab Math** with your textbook/workbook. If not, you must purchase one. To access the course, sign in to Blackboard and follow the instruction given in the document "NCAT MyLab Math-Student FDOC (Pdf)" on Blackboard under "Getting Started" tab.

Temporary Access to MyLab Math: If you do not yet have a purchased access code, can choose the 'Pay Later' option to gain Temporary Access to your course. This temporary access is valid for 14 days from the day that you register for the class in **MyLab Math** using Temporary Access, regardless of term start date.

Mastery of the concepts in this course requires regular completion of homework assignments. **You should not expect to pass this course without working the homework problems.** In addition

to watching the **Lesson Videos**, you should plan to study 2 – 3 hours for every section of each chapter.

GRADING POLICY

Course grade is based on online assignments, tests and final exam. Your grade will be based on the following weighted grading scale.

1. Homework	15%
2. Quizzes and Worksheets (15 – 20%)	15%
3. Four Exams (10% each)	40%
4. Final Exam	20%
5. Attendance/Participation (5 - 10%)	10%
Total	100%

GRADING SCALE

92% and above	A	70% - 77%	C
90% - 91%	A-	68% - 69%	C-
88% - 89%	B+	66% - 67%	D+
82% - 87%	B	60% - 65%	D
80% - 81%	B-	0% - 59%	F
78% - 79%	C+		

COURSE POLICIES

USE OF BLACKBOARD AS THE LEARNING MANAGEMENT SYSTEM

Blackboard is the primary online instructional and course communications platform. Students are encouraged to protect their login credentials and complete a Blackboard orientation. Students can access the course syllabus, announcements, grades, and learner support resources on Blackboard.

Homework will be posted on **MyLab Math**, and quizzes, tests and the final exam will be posted on Blackboard. You are responsible for regularly signing into Blackboard to view Announcements, updates to the Syllabus, and other information posted on Blackboard. Also, you are responsible for regularly signing into **MyLab Math** for assignments. Check the posted date or revision date of the Announcements and Syllabus to ensure that you are reading the latest version.

This is an online course; therefore, learning by watching **Lesson Videos** will be far more important to your success. **Lesson Videos** will be posted on Blackboard under “**Course Content**”.

Hint for success in online learning class:

1. Treat the lesson videos like in-class lectures.
2. Take notes, learn definitions, theorems, and strategies to solve problems and copy examples on a notebook.
3. Each video is 6 – 29 min. long and there are 2 – 7 videos per section. You don't have to watch all at once. You can watch the videos as many times as you want.
4. If you have questions, email the questions via Course Messages in Blackboard, and I will get back to you as soon as possible.

5. Attempt **MyLab Math** homework assignments as soon as you watched the videos for each section. Do not attempt the homework at the last minute of the deadline.

MAKE-UP EXAMS

A student who experiences an unforeseen emergency or becomes ill must notify the Instructor as soon as possible, preferably before the exam, but in any event within three days of the exam. If the student is unable to email/call, a family member or friend should email/call instead. Students who miss the above deadline **will not** be allowed to take a make-up exam.

If you missed an exam, you must present a valid (official) written excuse (e.g a note from the emergency room or a funeral program). Notes from the infirmary or from your parents **will not** be accepted to make-up an exam. You must make-up the exam within **three days** of the scheduled test date. Exceptions to this will be analyzed on a case by case basis. After that time, you will not be given a make-up exam and a **score of zero (0)** will be recorded for your test grade.

See 2020-2021 Undergraduate Bulletin:

<https://www.ncat.edu/provost/academic-affairs/bulletins/index.php>

INCOMPLETES

A grade of incomplete (I) will be given only satisfying both of the given conditions:

1. the occurrence of some serious circumstances beyond the control of the student; and
2. at the beginning of the student's absences from the course, the student's average must be currently a passing score.

If both of these conditions are not satisfied, then a grade of "F" will be recorded.

LATE WORK

Late work will not be accepted unless otherwise it is noted on the assignment.

SPECIAL ASSIGNMENTS

WORKSHEETS

There will be worksheets. Worksheets may be given as group and/or individual assignments. I will give you advance notice on when a worksheet is due. For group assignments, it is important that you meet with your teammates in Blackboard Collaborate to discuss your work and submit your assignments.

CLASS ATTENDANCE AND PARTICIPATION

Students are expected to attend class and participate on a regular basis in order to successfully achieve course learning outcomes and meet federal financial aid requirements ([34 CFR 668.22](#)). Class attendance in online courses is defined as active participation in academically-related course activities. Active participation may consist of course interactions with the content, classmates, and/or the instructor. Examples of academically-related course activities include, but are not limited to:

- Completing and submitting assignments, quizzes, exams, and other activities within Blackboard or through Blackboard in ***Mylab Math***.
- Participating in course-related synchronous and/or asynchronous online chats, discussion boards, and/or meeting platforms such as Blackboard Collaborate in which participation is tracked. You will be made aware of discussion board assignments in advance. It is important that you respond to discussion board prompts in a timely manner to receive full credit.

CLASSROOM CITIZENSHIP

Courtesy, civility and respect must be the hallmark of your interactions.

TECHNICAL SUPPORT

Aggie Tech Support (ATS)

If you experience any problems with your A&T account, you may call Client Technology Services (formerly Aggie Tech Support and Help Desk).

- Phone: (336) 334-7195
or visit <https://hub.ncat.edu/administration/its/dept/ats/index.php>.

Blackboard Support

- Phone: (866) 520-6877 or (336) 285-4499

For additional assistance click the Help Tab in Blackboard



Pearson Tech Support

- <https://support.pearson.com/getsupport/s/contactsupport>
or (800) 677-6337 or (888) 433-8435 (this may not work due to pandemic outbreak)

ACADEMIC DISHONESTY POLICY

Academic dishonesty includes but is not limited to the following:

1. Cheating or knowingly assisting another student in committing an act of cheating or other academic dishonesty;
2. Plagiarism (unauthorized use of another's words or ideas as one's own), which includes but is not limited to submitting exams, theses, reports, drawings, laboratory notes or other materials as one's own work when such work has been prepared by or copied from another person;
3. Unauthorized possession of exams or reserved library materials; destroying or hiding source, library or laboratory materials or experiments or any other similar actions;
4. Unauthorized changing of grades, or marking on an exam or in an instructor's grade book or such change of any grade record;
5. Aiding or abetting in the infraction of any of the provisions anticipated under the general standards of student conduct;
6. Hacking into a computer and gaining access to a test or answer key prior to the test being given. A&T reserves the right to search the emails and computers of any student suspected of such computer hacking if a police report of the suspected hacking was submitted prior to the search; and
7. Assisting another student in violating any of the above rules.

A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis

for disciplinary action but may also affect the evaluation of a student's level of performance. Any student who commits an act of academic dishonesty is subject to disciplinary action.

In instances where a student has clearly been identified as having committed an act of academic dishonesty, an instructor may take appropriate disciplinary action, including a loss of credit for an assignment, exam or project; or awarding a grade of "F" for the course, **subject to review and endorsement by the chairperson and dean.**

COVID-19 RESPONSIBILITY

Every member of our North Carolina Agricultural and Technical State University community lives by the core values of responsibility, excellence, integrity, inclusiveness and learning. Responsibility requires all of us to align our behavior with the best available science and current guidance from the Centers for Disease Control and Prevention. Members of the Aggie family are expected to act responsibly by wearing a face covering, covering mouth and nose when sneezing or coughing, washing hands well and often, and adhering to the space buffers, assembly rules, hygiene actions and signage for prevention and control. Students who do not have a face mask or other infection control materials may get assistance by contacting their department chair, who will be working with building managers in each College. For more information, please go to:

<https://www.ncat.edu/coronavirus/aggies-care/>.

NOTABLE DATES

September 07	Labor Day (classes are in session)
October 05	Advisement period begins for Spring and Summer
October 18	Undergraduate Midterm Grades Due
October 26	Last Day to Withdraw from a Course without a Grade Evaluation
October 29	Fall Convocation (Classes are suspended 10 Am – 12 Noon)
Nov 02 – 3	Registration period for Spring and Summer
November 16	Last Day to Remove Incomplete(s) received in the Spring or Summer
November 24	Classes End
December 07 – 11	Final Exam Week

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

North Carolina A&T State University is committed to following the requirements of the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act. If you need an academic accommodation based on the impact of a disability, you must initiate the request with the Office of Accessibility Resources (OARS) and provide documentation in accordance with the Documentation Guidelines at N.C. A&T. Once documentation is received, it will be reviewed. Once approved, you must attend a comprehensive meeting to receive appropriate and reasonable accommodations. If you are a student registered with OARS, you must complete the Accommodation Request Form to have accommodations sent to faculty.

OARS is located in Murphy Hall, Suite 01. We can be reached at 336-334-7765, or by email at accessibilityresources@ncat.edu. Additional information and forms can be found on the web at <https://www.ncat.edu/provost/academic-affairs/accessibility-resources/index.php>.

Please note: Accommodations are not retroactive and begin once the Disability Verification Form is provided to faculty.

TITLE IX

North Carolina A&T State University is committed to providing a safe learning environment for all students—free of all forms of discrimination and harassment. Sexual misconduct and relationship violence in any form are inconsistent with the university’s mission and core values, violate university policies, and may also violate federal and state law. Faculty members are considered “Responsible Employees” and are required to report incidents of sexual misconduct and relationship violence to the Title IX Coordinator. If you or someone you know has been impacted by sexual harassment, sexual assault, dating or domestic violence, or stalking, please visit the Title IX website to access information about university support and resources. If you would like to speak with someone confidentially, please contact the Counseling Services 336-334-7727 or the Student Health Center 336-334-7880.

TECHNICAL SUPPORT

If you experience any problems with your A&T account, you may call Client Technology Services (formerly Aggie Tech Support and Help Desk) at 336-334-7195, or visit <https://hub.ncat.edu/administration/its/dept/ats/index.php>.

FIELD TRIP POLICIES / OFF-CAMPUS INSTRUCTION AND COURSE ACTIVITIES

If applicable:

Off-campus, out-of-state and foreign instruction and activities are subject to state law and university policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at <https://www.ncat.edu/campus-life/student-affairs/index.php>.

STUDENT HANDBOOK

<https://www.ncat.edu/campus-life/student-affairs/departments/dean-of-students/student-handbook.php>

STUDENT TRAVEL PROCEDURES AND STUDENT TRAVEL ACTIVITY WAIVER

https://hub.ncat.edu/administration/student-affairs/staff-resources/studen_activity_travel_waiver.pdf

OTHER POLICIES (e.g., *Copyright Guidelines, Confidentiality, etc.*)

SEXUAL MISCONDUCT POLICY

<https://www.ncat.edu/legal/title-ix/sexual-harassment-and-misconduct-policies/index.php>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

<https://www.ncat.edu/registrar/ferpa.php>

STUDENT COMPLAINT PROCEDURES

<https://www.ncat.edu/current-students/student-complaint-form.php>

STUDENT CONDUCT AND DISCIPLINE

North Carolina A&T State University has rules and regulations that govern student conduct and discipline meant to ensure the orderly and efficient conduct of the educational enterprise. It is the responsibility of each student to be knowledgeable about these rules and regulations.

Please consult the following about specific policies such as academic dishonesty, cell phones, change of grade, disability services, disruptive behavior, general class attendance, grade appeal, incomplete grades, make up work, student grievance procedures, withdrawal, etc.:

- Undergraduate Bulletin
<https://www.ncat.edu/provost/academic-affairs/bulletins/index.php>
- Graduate Catalog
<https://www.ncat.edu/tgc/graduate-catalog/index.php>
- Student Handbook
<https://www.ncat.edu/campus-life/student-affairs/departments/dean-of-students/student-handbook.php>

WEEKLEY ACTIVITY CALENDAR

Include topics, reading assignments, due dates, exam dates, withdrawal dates, pre-registration and registration dates, all holidays and convocations.*

Do not forget, additional discussion board assignments and worksheets will be added. You will be given advance notice before they are due.

Wk.	Date	Topic	Assignment	Due Date
1	08/19 08/21	Course Introduction 1.1: Review of Inequalities 1.2: Graphs and Equations	<ul style="list-style-type: none"> • Read 1.1 – 1.2 • Watch Lesson Videos (1.1) • Watch Lesson Videos (1.2) 	
2	08/24 08/28	2.1: Functions 2.2: Inverse, Exponential, and Logarithmic Functions	<ul style="list-style-type: none"> • Read 2.1 – 2.2 • Watch Lesson Videos (2.1) • Watch Lesson Videos (2.2) • HW #1 (2.1) <p>Pre-test (no calculator) on 08/27</p>	<p>Syllabus Quiz on 8/25</p> <p>8/28 Discussion Board –Student Introductions</p> <p>HW1 (2.1): 08/28, 11:59 p.m.</p> <p>Pre-test (no calculator) on 08/27</p>
3	08/31 09/04	2.3: Trigonometric Functions and their Inverses 3.1: Introduction and Definitions of Limits 3.2: Techniques for Computing	<ul style="list-style-type: none"> • HW #2 (2.2) • Read 2.3 • Watch Lesson Videos (2.3) • HW #3 (2.3) • Read 3.1 & 3.2 • Watch Lesson Videos (3.1 & 3.2) 	<p>HW2 (2.2): 08/31, 11:59 p.m.</p> <p>HW3 (2.3): 09/02, 11:59 p.m.</p> <p>Quiz 1 (2.1 – 2.3) on</p>

		Limits	Quiz 1 (2.1 – 2.3) on 9/04	9/04
4	09/07 09/11	4.1: Infinite Limits and Limits at Infinity 4.2: Continuity App A: Precise Definitions of Limits (Optional)	<ul style="list-style-type: none"> HW #4 (3.1 & 3.2) Read 4.1 & 4.2 Watch Lesson Videos (4.1 & 4.2) HW #5 (4.1 – 4.2) Quiz 2 (3.1 – 4.2) on 9/11	HW4 (3.1 – 3.2): 09/07, 11:59 p.m. HW5 (4.1 – 4.2): 09/09 11:59 p.m. Quiz 2 (3.1 – 4.2) on 9/11
5	09/14 09/18	5.1: Introduction to Derivatives 5.2: Basic Differentiation Rules And Rate of Change	<ul style="list-style-type: none"> Read 5.1 – 5.2 Watch Lesson Videos (5.1 & 5.2) HW #6 (5.1, 5.2) Review Modules 1 - 4 and Prepare for Test 1 Test 1 (Modules 1 – 4) on 09/18	HW6 (5.1, 5.2): 09/16, 11:59 p.m. Test 1 (Modules 1 – 4) on 09/18
6	09/21 09/25	5.3: The Product and Quotient Rules 6.1: The Chain Rule	<ul style="list-style-type: none"> Read 5.3 Watch Lesson Videos (5.3) HW #7 (5.3) Read 6.1 Watch Lesson Videos (6.1) HW #8 (6.1) Quiz 3 (5.1 – 5.3) on 09/25	HW7 (5.3): 09/23 11:59 p.m. HW8 (6.1): 09/24, 11:59 p.m. Quiz 3 (5.1 – 5.3) on 09/25
7	09/28 10/02	6.2: Implicit Differentiation 6.3: Related Rates	<ul style="list-style-type: none"> Read 6.2 Watch Lesson Videos (6.2) HW #9 (6.2) Read 6.3 Watch Lesson Videos (6.3) HW #10 (6.3) Quiz 4 (6.1 – 6.3) on 10/02	HW9 (6.2): 09/29, 11:59 p.m. HW10 (6.3): 09/30, 11:59 p.m. Quiz 4 (6.1 – 6.3) on 10/02

8	10/05 ----- 10/09	7.1: Maxima and Minima	<ul style="list-style-type: none"> • Read 7.1 • Watch Lesson Videos (7.1) • HW #11 (7.1) • Review Modules 5 & 6 and Prepare for Test 2 <p>Test 2 (Modules 5 & 6) on 10/09</p>	<p>HW11 (7.1): 10/07, 11:59 p.m.</p> <p>Test 2 (Modules 5 & 6) on 10/09</p>
9	10/12 ----- 10/16	<p>7.2: Increasing and Decreasing Functions and First Derivative Test</p> <p>7.3: Concavity of a Function and Second Derivative Test</p> <p>7.4: Graphing Functions</p>	<ul style="list-style-type: none"> • Read 7.2 & 7.3 • Watch Lesson Videos (7.2 & 7.3) • HW #12 (7.2 – 7.3) <ul style="list-style-type: none"> • Read 7.4 • Watch Lesson Videos (7.4) • HW #13 (7.4) <p>Quiz 5 (7.1 – 7.4) on 10/16</p>	<p>HW12 (7.2 -7.3): 10/14, 11:59 p.m.</p> <p>HW13 (7.4): 10/15, 11:59 p.m.</p> <p>Quiz 5 (7.1 – 7.4) on 10/16</p>
10	10/19 ----- 10/23	<p>8.1: Optimization Problems</p> <p>8.2: Linear Approximation and Differentials</p>	<ul style="list-style-type: none"> • Read 8.1 • Watch Lesson Videos (8.1) • HW #14 (8.1) <ul style="list-style-type: none"> • Read 8.2 • Watch Lesson Videos (8.2) <p>HW #15 (8.2)</p>	<p>HW14 (8.1): 10/21, 11:59 p.m.</p> <p>HW15 (8.2): 10/23, 11:59 p.m.</p>
11	10/26 ----- 10/30	<p>8.3: L'Hopital's Rule</p> <p>8.4: The Mean Value Theorem</p>	<ul style="list-style-type: none"> • Read 8.3 • Watch Lesson Videos (8.3) • Read 8.4 • Watch Lesson Videos (8.4) • HW #16 (8.3-8.4) <p>Last Day to Withdraw from a Course without a Grade Evaluation on 10/26!!!</p> <p>Quiz 6 (8.1 – 8.4) on 10/28</p> <ul style="list-style-type: none"> • Review Modules 7 & 8 and Prepare for Test 3 	<p>HW16 (8.3-8.4): 10/27, 11:59 p.m.</p> <p>Quiz 6 (8.1 – 8.4) on 10/28</p> <p>Test 3 (Modules 7 & 8) on 10/30</p>

			Test 3 (Modules 7 & 8) on 10/30	
12	11/02 11/06	9.1: Indefinite Integrals 9.2: Approximating Area under Curves 10.1 Definite Integrals	<ul style="list-style-type: none"> • Read 9.1 • Watch Lesson Videos (9.1) • Read 9.2 • Watch Lesson Videos (9.2) HW #17 (9.1-9.2) <ul style="list-style-type: none"> • Read 10.1 • Watch Lesson Videos (10.1) • HW #18 (10.1) 	HW17 (9.1-9.2): 11/04, 11:59 p.m. HW18 (10.1): 11/06, 11:59 p.m.
13	11/09 11/13	10.2 Fundamental Theorem of Calculus 10.3 Substitution Rule	<ul style="list-style-type: none"> • Read 10.2 • Watch Lesson Videos (10.2) • HW #19 (10.2) • Read 10.3 • Watch Lesson Videos (10.3) • HW #20 (10.3) 	HW19 (10.2): 11/11, 11:59 p.m. HW20 (10.3): 11/13, 11:59 p.m.
14	11/16 11/20		Quiz 7 (9.1 & 10.1 – 10.3) on 11/17 <ul style="list-style-type: none"> • Review Modules 9 & 10 and Prepare for Test 4 Test 4 (Modules 9 & 10) on 11/20	Quiz 7 (9.1 & 10.1 – 10.3) on 11/17 Test 4 (Modules 9 & 10) on 11/20
15	11/23 11/24		<ul style="list-style-type: none"> • Post-test on 11/23 • Review Modules 1-10 and Prepare for Final Exam 	<ul style="list-style-type: none"> • Post-test on 11/23
	Dec 10		Final Exam (Cumulative)	Final Exam (Common Final) 6:00 -8:00 pm

** These descriptions and timelines are subject to change at the discretion of the instructor.*