



Math 3304 Section 103, CS-221

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Office Hours: After class and by appointment
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Coordinator: Mr. Paul N. Runnion

In general, the use of cell phones and other electronic devices in class is not allowed. Such devices are to remain off and put away during the entire class period. You may use a tablet to take notes as long as your use is restricted to taking notes and does not disturb those around you. The taking of still images, video recordings, and audio recordings at any time during class is strictly prohibited.

Course Format: This is an in-person lecture. Exams will be administered in person.

Prerequisites: A grade of "C" or better in either Math 1215 or Math 1221.

Textbook: This is an Auto-Access course. Your MyLab Math access will give you access to the textbook *Fundamentals of Differential Equations*, 9th edition, Nagle, Saff, Snider, Pearson, 2018.

Canvas: In addition to our section's Canvas page (where information is posted pertaining to our section only), you will be invited to join a Math 3304 Exams Canvas page which will be used to house exam grades for students in all sections as well as post announcements which are relevant to all sections of Math 3304. You will receive an invitation for this Canvas page prior to Exam 1. You must accept this invitation in order to access your graded Math 3304 exams.

Learning Outcomes:

A student successfully completing this course should be able to:

1. Solve homogeneous and nonhomogeneous constant-coefficient linear ordinary differential equations by various methods, including the Laplace Transform
2. Use differential equations to model various physical systems
3. Solve systems of first-order linear differential equations using matrix methods

Classroom Attire: All relevant University policies regarding classroom attire must be followed.

Attendance Policy: You are expected to attend every class period in its entirety. If you miss a class, it is *your* responsibility to find out what you missed and to pick up any returned work.

Exams: There will be four 100-point exams in total this semester. There are three 50-minute exams and one 120-minute comprehensive final. Each of the four exams is worth 100 points. The exams will cover the material from the textbook, homework problems, and additional material covered in class (another reason to not miss class).

Your lowest exam score will be dropped at the end of the semester. This accommodates students who miss an exam, or do not perform well on an exam, for any reason that is beyond their control. Thus, exams are worth a total of 300 points. Furthermore, if you are satisfied with the scores on your first three exams, then you do not need to take the final exam.

The 50-minute exams will be given in person at 5:00 PM on each of the following Thursdays: **Feb. 19, Mar. 19, and Apr. 30.** The evening exams are scheduled class times, and *you* are responsible for working out any conflicts to ensure that you are present for each scheduled exam. Put these dates on your calendar NOW, check for

conflicts, and contact your instructor if you have concerns or need assistance. The 120-minute final exam is **Wednesday May 13, 3:00 PM – 5:00 PM**. Missed exams will count as a zero. Once exam grading is complete, scores will be made available in Canvas.

Missed Exams: Makeup exams will not be given. Students who are attending university sponsored events during exams need to let their instructor know as soon as possible. Often the university faculty or staff member attending the event can proctor the exam during the scheduled exam time. ***Do NOT schedule other activities (fieldtrips, interviews, etc.) during exams.*** If you have an unavoidable emergency the day of an exam (illness, personal emergency, etc.), it is vital that you contact your instructor to explain your absence. You should provide documentation (student health note, care management note, etc.) even though the exam cannot be made up – this is still VERY important in case you miss a second exam due to another documented emergency.

MyLab Math: All homework in this course will be completed using MyLab Math. Be sure to pay attention to the PDF course calendar posted in Canvas, which lists due dates for all MyLab Math work. You should make it a practice to complete this work daily. If you have questions about homework, be sure to use the “Ask My Instructor” feature. This is a great way to get assistance specific to your problem. Work assigned in MyLab Math will contribute 100 points to your overall grade.

The only way to earn full points for your homework and quizzes is to submit fully correct work prior to the time the assignment is due. For homework assignments, any work submitted after the posted due date and time will incur a 20% per day deduction (and, thus, receive a score of zero if submitted more than 5 days late).

Grading Policy: On all written work submitted for grading, you are expected to show your work clearly and completely. On work other than MyLab Math work, you will be graded on your work as well as on your final answers, but a correct final answer that is neither supported nor justified by work you have shown will receive no credit. I am happy to address any questions regarding the grading of any submitted work, and I encourage you to ask. However, you must bring such questions to my attention within one week of the date it is returned to the class, or no changes will be made in the grade. There are 500 total points possible in this course, divided as follows:

Exams:	300 points
Homework:	100 points

The grading scale will be no lower than as follows:

A	Total points ≥ 360
B	$320 \leq \text{Total points} < 360$
C	$280 \leq \text{Total points} < 320$
D	$240 \leq \text{Total points} < 280$
F	Total points < 240

Calculator Policy: The use of calculators is prohibited on all exams in this course (including the final), unless we pivot online (see below). The exam problems will be designed to be easily solved without a calculator. On certain homework problems (especially application-based problems), you may find a graphing calculator and/or a computer algebra system to be useful.

Artificial Intelligence Usage Policy: You are permitted to utilize AI programs such as ChatGPT to aid in generating ideas and brainstorming on homework in this course. However, it is important to acknowledge that the material generated by these programs may not always be accurate, complete, or reliable. Additionally, relying on these programs may hinder your independent thinking and creativity and may negatively impact your preparedness for exams. The use of AI tools on any exam in this course is strictly prohibited and will be dealt with severely and in accordance with relevant S&T policies.

Statement about Copyright, FERPA, and Use of Video: It is vitally important that our classroom environment promote the respectful exchange of ideas. This entails being sensitive to the views and beliefs expressed during discussions whether in class or online. You must obtain instructor permission before recording any class activity. It is a violation of University of Missouri policy to distribute such recordings without my authorization and the permission of others who are recorded. More information is provided [online](#).

Accessibility and Accommodations: It is the university's goal that learning experiences be as accessible as possible. Student Accessibility and Testing provides services and accommodations that facilitate full participation in Missouri S&T's learning experience for students with disabilities. If you anticipate or experience physical, academic, and/or digital barriers due to a disability, please contact Student Accessibility and Testing at (573) 341-6655, email saat@mst.edu, or visit [Student Accessibility and Testing](#); for information.

Academic Integrity: Don't cheat. More information about specific policies can be found in the campus addendum (Student Assistance, Resources, & University Politics) located at the end of this document.

Instructor Absences or Weather Cancellations: If I must miss class, I will either arrange for a substitute lecturer or I will record lectures and place them online. I will, of course, notify the class ahead of time so that you know if class has been moved online in some format.

If the university closes due to weather, or I cannot get to campus due to weather, watch Canvas for announcements regarding the class. It is most likely that I will post a recording of the day's lecture for your asynchronous viewing pleasure; however, I reserve the right to hold a live Zoom class at the regularly scheduled class time.

No due dates or schedule changes are likely to occur due to any of these situations.

Pivot to Online: We plan to complete this course in the originally scheduled format. If something should occur that requires a sudden pivot online, the following will occur in the class.

***Announcements and Email:** You MUST check the Announcements section in Canvas several times a day. You also need to check your email several times a day. If we pivot to online, this is the only method of communication I have with you.*

***Lectures:** All lectures will be provided on Canvas. It is most likely that I will post a recording of the day's lecture for your asynchronous viewing pleasure; however, I reserve the right to hold a live Zoom class at the regularly scheduled class time.*

***Homework:** No changes. It will still be on MyLab Math and follow the standard schedule.*

***Exams:** The 50-minute exams will be administered via MyLab Math on the originally scheduled dates. Regular MyLab Math exams will have a 75-minute time limit, will allow calculator use, and must be taken between 4:30-6:30 PM on the regularly scheduled exam date. The MyLab Math final will have a 120-minute time limit and must be taken between 2:45 PM and 5:15 PM on the regularly scheduled exam date. Note that, for exams administered via MyLab Math, **no partial credit will be provided** (except the limited partial credit automatically assigned by MyLab Math). At our sole discretion, electronic proctoring methods may be employed to monitor these exams – you must, therefore, have access to a laptop or desktop computer with a functional webcam and microphone for these exams. For any exam administered via MyLab Math, a review quiz (which will include some, but possibly not all, of the question pools used to generate the exam) will be posted in MyLab Math at least 48 hours prior to the exam (provided the course instructors know the exam will be online sufficiently far in advance).*

***Technology:** You are expected to have adequate technology to attend Zoom meetings with audio and video capabilities. You are also expected to be able to do all exams, quizzes, lab, and homework on MyLab Math.*

Questions: If you ever have a question about anything, please see me during my office hours or make an appointment. If this does not resolve your concern, you may contact Prof. Paul Runnion (Rolla 212, prunnion@mst.edu), the course coordinator for Math 3304. If your concern about a policy-related matter is not resolved by speaking with Prof. Runnion, you may contact Dr. John Singler, the interim department chair of Mathematics and Statistics, in Rolla 202.

Campus Addendum: For further information regarding student assistance, resources, and University policies, visit <https://go.mst.edu/academicresources/>.