Instructor:  Dr. R. Raphael, Office: LB 901-15 (SGW), Phone: 514-848-2424, Ext. 3253
Email: r.raphael@concordia.ca

Lectures:  The course will be given in person.

The Moodle system does not send your emails to me. If you wish to write to me do so from your own email account.

Office hours:  TBA. These will be determined once the class begins.


Assignments:  Assignments will be posted on Moodle weekly. The solutions should be submitted electronically on Moodle by the due date. Assignments are very important; they indicate the level of difficulty of the problems that the students are expected to understand and solve. Therefore, every effort should be made to do and understand them independently. The assignments will be corrected and a representative sample graded (some problems may be not graded), with solution sets posted weekly. These grades together are worth a maximum of 10%.

Students must follow the University’s policy on Academic Integrity: http://www.concordia.ca/students/academic-integrity.html

Midterm Test:  There will be a midterm test scheduled in the 7th or 8th lectures of classes. The exact date of the exam will be announced in class at least a week in advance. There will be no make-up midterm exam.
Final Exam: To be scheduled by the exams office. Students should plan to be present for the entire exam period and are responsible for finding out the time and location of the exam when it is announced. Any conflicts or other problems should be reported to the exams office in a timely manner.

Grading: The higher of the following:
10% Assignments, 30% Midterm Test, 60% Final Exam
OR
10% Assignments, 90% Final Exam

If the grading scheme for this course includes graded assignments, a reasonable and representative subset of each assignment may be graded. Students will not be told in advance which subset of the assigned problems will be marked and should therefore attempt all assigned problems.

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Academic Integrity and the Academic Code of Conduct
This course is governed by Concordia University’s policies on Academic Integrity and the Academic Code of Conduct as set forth in the Undergraduate Calendar and the Graduate Calendar. Students are expected to familiarize themselves with these policies and conduct themselves accordingly. "Concordia University has several resources available to students to better understand and uphold academic integrity. Concordia’s website on academic integrity can be found at the following address, which also includes links to each Faculty and the School of Graduate Studies: concordia.ca/students/academic-integrity." [Undergraduate Calendar, Sec 17.10.2]

Behaviour
All individuals participating in courses are expected to be professional and constructive throughout the course, including in their communications.

Concordia students are subject to the Code of Rights and Responsibilities which applies both when students are physically and virtually engaged in any University activity, including classes, seminars, meetings, etc. Students engaged in University activities must respect this Code when engaging with any members of the Concordia community, including faculty, staff, and students, whether such interactions are verbal or in writing, face to face or online/virtual. Failing to comply with the Code may result in charges and sanctions, as outlined in the Code.

Intellectual Property
Content belonging to instructors shared in online courses, including, but not limited to, online lectures, course notes, and video recordings of classes remain the intellectual property of the faculty member. It may not be distributed, published or broadcast, in whole or in part, without the express permission of the faculty member. Students are also forbidden to use their own means of recording any elements of an online class or lecture without express permission of the instructor. Any unauthorized sharing of course content may constitute a breach of the Academic Code of Conduct and/or the Code of Rights and Responsibilities. As specified in the Policy on Intellectual Property, the University does not claim any ownership of or interest in any student IP. All university members retain copyright over their work.
Extraordinary circumstances
In the event of extraordinary circumstances and pursuant to the Academic Regulations the University may modify the delivery, content, structure, forum, location and/or evaluation scheme. In the event of such extraordinary circumstances, students will be informed of the change.

Use of Zoom
Note: Zoom is included as an institutionally-approved technology. This means we have been assured of the privacy protections needed to use freely within the classroom.

In the event of extraordinary circumstances, Zoom might be used in this course to facilitate learning at a distance. It may be used to record some or all of the lectures and/or other activities in this course. If you wish to ensure that your image is not recorded, speak to your instructor as soon as possible.

Also, please note that you may not share recordings of your classes and that the instructor will only share class recordings for the purpose of course delivery and development. Any other sharing may be in violation of the law and applicable University policies, and may be subject to penalties.