

# MA 231 Course Syllabus

Calculus for Life and Management Sciences B

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## INSTRUCTOR INFORMATION

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Name	Email	Office Hours Appointments
Molly Fenn	mafenn2@ncsu.edu	<a href="#">Dr. Fenn's appointment calendar</a>
Samantha Kirk	slkirk@ncsu.edu	<a href="#">Ms. Kirk's appointment calendar</a>
Jessica Notestine	jginepr@ncsu.edu	<a href="#">Ms. Notestine's appointment calendar</a>

Clicking the links above lead you to a google appointment calendar for the listed instructor. Clicking a time slot on the calendar creates a zoom appointment for that time on your google calendar and the instructor's. You can attend the office hours of any instructor. If you aren't able to find a time that works, you can email the instructor to set up an alternate time.

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## COURSE INFORMATION

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**Course Website:** <https://wolfware.ncsu.edu/>

**Course Credit Hours:** 3

**Course Meetings:** Fridays--11:45-12:35, 12:50-1:40, or 1:55-2:45

### Course Description

Functions of several variables - partial derivatives, optimization, least squares, Lagrange multiplier method; differential equations - population growth, finance and investment models, systems, numerical methods; MA 121 is not an accepted prerequisite for MA 231.

### Prerequisites/Corequisites

MA 131 or MA 141

### General Education Program (GEP) Information

This course satisfies the Mathematical Sciences GEP Category.

### GEP Category Fulfilled

Mathematical Sciences

### GEP Corequisites

None

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## **COURSE DELIVERY AND STRUCTURE**

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This section of MA 231 will be taught in a synchronous/asynchronous blended format. This means that for the three contact hours of the course, two of those "contact hours" will be done asynchronously online. There will be a collection of short videos and self-assessment questions on Moodle you'll be responsible for completing each week BEFORE we meet virtually for a synchronous session on Fridays. Expect to spend two hours a week working through these online lessons.

Note that you will be responsible for watching videos and doing graded homework through WebAssign on new material BEFORE we meet each week. This means you will need to keep yourself on track and will be learning a fair amount of material on your own. In using the online material, you will learn new concepts and check your knowledge. During the synchronous class each week we will focus on more difficult applications of the material you've learned.

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## **COMMUNICATION**

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Modes of communication in use for this course include email, office hours, Moodle and Piazza.

- Piazza discussion forums will be used to facilitate class discussion. Check these forums often and please feel free to reply to your fellow students' posts.
- We will do our best to respond to weekday emails and posts within 24 hours. Email messages or posts left on Friday will be responded to on the following Monday.
- If you would like to speak with an instructor one-on-one via zoom and you can't find an appointment slot on their appointment calendar, please email an instructor to schedule a time that is convenient. Include several time slots that would work for you in your email.
- Feedback for many assignments is automatic, either via self-check questions in Moodle or WebAssign.
- During our synchronous class you will work in groups with opportunities to ask questions of your instructor and get feedback about your work.
- For tests, grades and comments are returned within approximately one week.

Please be aware that ALL email communications for this course will be sent to your NCSU unity email. If you do not regularly use your ncsu.edu account, there are settings within gmail that allow you to forward your email to another account.

If you have a question that the whole class may benefit from hearing, please post on the Piazza forum as appropriate. We will check these forums often to respond to open questions. You should also check frequently to answer or ask questions. Including pictures of your work on forums is encouraged as it can lead to more effective help.

If you have a question that is very specific to the work you have done (i.e. if you nearly finished your work but got stuck towards the end), you can email your instructor with your question. Including a scan or photo of your work can help hasten the response. If an instructor receives an email with a question more appropriate to the forum, he or she may copy and paste the question there without identifying the student who sent it.

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## **COURSE LEARNING OUTCOMES**

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Upon completion of this course, students will be able to:

1. Use varying techniques, including partial differentiation, to explore the properties of a function of two or more variables;
2. Set up and solve optimization problems in various contexts;
3. Use least squares to fit linear and nonlinear functions to a given data set;
4. Give examples of how and why different disciplines use differential equations and mathematical models;
5. Create a mathematical model that describes a given problem from biology, economics, or business;
6. Carry out numerical simulations and mathematical analyses of a model.

## COURSE SCHEDULE

Week	Date Range	Online Lesson Topic	Online Lesson Due Date	Synchronous Class Topic
<b>Week 1</b>	Aug 10-17	Course Orientation	Aug 13	Aug 14: Predict next year's student fees
<b>Week 2</b>	Aug 17-24	Lesson 1: Multivariable Functions	Aug 20	Aug 21: Graphing functions of two variables
<b>Week 3</b>	Aug 24-31	Lesson 2: Partial Derivatives	Aug 27	Aug 28: Computing and interpreting partial derivatives
<b>Week 4</b>	Aug 31-Sep 7	Lesson 3: Maxima and Minima	Sep 3	Sep 4: Predicting height using age
<b>Week 5</b>	Sep 7-14	Lesson 4: Lagrange Multipliers	Sep 10	Sep 11: Construction for minimal heat loss
<b>Week 6</b>	Sep 14-21	<b>Test 1</b>	<b>Sep 16</b>	Sep 18: Introduction to differential equations and modeling
<b>Week 7</b>	Sep 21-28	Lesson 5: Introduction to Differential Equations	Sep 24	Sep 25: Modeling the population of Raleigh
<b>Week 8</b>	Sep 28 - Oct 5	Lesson 6: Introduction to Modeling	Oct 1	Oct 2: Hormone replacement therapy
<b>Week 9</b>	Oct 5-12	Lesson 7: Separation of Variables	Oct 8	Oct 9: Solving separable differential equations and initial value problems
<b>Week 10</b>	Oct 12-19	Lesson 8: Numerical and Graphical Solutions of Differential Equations	Oct 15	Oct 16: Sketching solutions to differential equations with qualitative theory
<b>Week 11</b>	Oct 19-26	Lesson 8 and Review		Oct 23: Review for Test 2

<b>Week 12</b>	Oct 26 - Nov 2	<b>Test 2</b>	<b>Oct 28</b>	Oct 30: Modeling yeast growth
<b>Week 13</b>	Nov 2-9	Lesson 9: Logistic Growth	Nov 5	Nov 6: Fishery permits
<b>Week 14</b>	Nov 9-16	Lesson 10: Two Population Models	Nov 12	Nov 13: Final exam review
<b>Week 15</b>	Nov 16-23	<b>Final Exam</b>	<b>Nov 17-18</b>	

Please note: course schedule is subject to change.

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## **COURSE MATERIALS**

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### **Required Textbook**

Calculus and Its Applications by Goldstein, Lay, Asmar, Schneider. 14th edition. 2017.

This class is taking part in NC State's All-In program. The course textbook is delivered electronically on the class moodle site. This is the most cost effective way for you to get the materials you need to succeed in the course.

You have free access to the text through August 21st by clicking the link on the moodle page. In order to continue being able to access it after August 21st, you must purchase access by opening the page below called 'Textbook Purchase' to navigate to the bookstore's website. If you do not purchase access by August 21st, YOU WILL LOSE ACCESS TO THE TEXTBOOK and will then have to acquire the text through another source.

### **Required WebAssign Purchase**

Homework is done through WebAssign (webassign.ncsu.edu). To use WebAssign you will need to purchase access online via credit or debit card. The access code costs around \$30. When you sign into WebAssign after the first day of classes, you will automatically see the course. The WebAssign roster syncs with the class roster, so if you add the class after the semester starts, you will have access to the course WebAssign after 24-48 hours. You can use WebAssign for free for approximately the first two weeks of the semester. After that you will need to purchase access.

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## **TECHNOLOGY REQUIREMENTS**

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### **Hardware**

NC State's Online and Distance Education provides [\*\*technology requirements and recommendations\*\*](#) for computer hardware.

### **Software**

- > **Moodle and Wolfware**
  - [Moodle Accessibility Statement](#)
  - [Moodle Privacy Policy](#)
  - [NCSU Privacy Policy](#)
- > **Adobe Reader** (for reading PDF files)
  - [Accessibility Statement](#)
  - [Adobe Privacy Policy](#)
- > **G Suite**
  - [Accessibility Statement](#)

- [Privacy Policy](#)
- > **[WebAssign](#)**
  - [Accessibility Statement](#)
  - [Privacy Policy](#)
- > [Piazza](#)
- > [Gradescope](#)

### **Minimum Computer and Digital Literacy Skills**

- > Obtain regular access to a reliable internet connection
- > Proficient typing and word processing skills (MS Word, text editors, Google Docs)
- > Ability to use online communication tools, such as email (create, send, receive, reply, print, send/receive attachments), discussion boards (read, search, post, reply, follow threads), chats, and messengers.
- > Download attachments
- > Knowledge of copy/paste and use of spell check
- > Use computer networks to locate and store files or data
- > Internet skills and ability to perform online research using various search engines and library databases. Visit [\*\*Distance Learning Services\*\*](#) at NCSU Libraries for more information.

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## **ONLINE LEARNING EXPECTATIONS**

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This section of MA 231 will be taught in a synchronous/asynchronous blended format. This means that for the three contact hours of the course, two of those "contact hours" will be done asynchronously online. There will be a collection of short videos and self-assessment questions on Moodle you'll be responsible for completing each week BEFORE we meet virtually for a synchronous session on Fridays. Expect to spend two hours a week working through these online lessons.

Note that you will be responsible for watching videos and doing graded homework through WebAssign on new material BEFORE we meet each week. This means you will need to keep yourself on track and will be learning a fair amount of material on your own. During class each week we will focus on more difficult applications of the material you've learned.

Feedback for many assignments is automatic, either via self-check questions in Moodle or WebAssign. During our synchronous class you will work in groups with opportunities to ask questions of your instructor and get feedback about your work. For tests, grades and comments are returned within approximately one week.



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## NETIQUETTE & ETIQUETTE

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Netiquette is the term used to describe the special set of rules for online communication.

Students should be aware that their behavior impacts other people, even online. I hope that we will all strive to develop a positive and supportive environment and will be courteous to fellow students and your instructor. Due to the nature of the online environment, there are some things to remember.

### Tips for Success:

- > **Do:** Follow the same standards of behavior that you subscribe to offline. Keep in mind that all online communication is documented and therefore permanent.
- > **Don't:** Flame others in discussion forums. Flaming is the act of responding in a highly critical, sarcastic, or ridiculing manner – especially if done on a personal level. Remember that these discussions are meant for constructive exchanges and learning!
  
- > **Do:** Ensure you are responding to forums by the due date, in order to leave time for peers to comment on your response.
- > **Don't:** Go for long periods of time without communicating to your instructors or classmates. It is important to stay a part of the online community!
  
- > **Do:** Remember to read over your posts before selecting "Submit."
- > **Don't:** Use slang, poor grammar, and other informal language in discussion forums or email messages to instructors or classmates.

### Additional resources

- > [DELTA's Netiquette or Best Practices for Teaching Online](#)
- > [Netiquette – Ethics in Computing](#)

Etiquette during synchronous class is also important. During class you will be working in groups of 3 or 4 on applying the knowledge gained in the online lesson. While collaborating with your peers, professional and respectful communication is expected.

## COURSE AND INSTITUTIONAL POLICIES

### Grading Policy

Grade Component	Weight	Details
Before Class Homework	15%	Before class homework is done through WebAssign. An assignment corresponding to the online lesson is due before class each week, <b>Thursdays at midnight</b> . Your average will be calculated as a percentage of points you earn on the Before Class assignments out of the total possible 397 points.
After Class Homework	15%	During class students will actively work with their peers to apply the concepts learned in the online lessons to more detailed problems. Many assignments will be done through WebAssign and some may be turned in on paper. Assignments are due after class each week, <b>Mondays at midnight</b> . Your average will be calculated as a percentage of points you earn on the After Class assignments out of the total possible 182 points.
Midterm Tests	45%	Two 90-minute tests will be held on <b>September 16 and October 28</b>
Final Exam	25%	Comprehensive, 180-minute exam, <b>November 17-18</b> .

### Grading Scale

This course uses this grading scale:

Low	Letter	High
97 ≤	A+	≤ 100
93 ≤	A	< 97
90 ≤	A-	< 93
87 ≤	B+	< 90
83 ≤	B	< 87
80 ≤	B-	< 83
77 ≤	C+	< 80
73 ≤	C	< 77

70 ≤	C-	< 73
67 ≤	D+	< 70
63 ≤	D	< 67
60 ≤	D-	< 63
0 ≤	F	< 60

### Homework Policies

Homework is done through WebAssign ([webassign.ncsu.edu](http://webassign.ncsu.edu)). To use WebAssign you will need to purchase an access code online via credit card. The access code costs around \$30. When you sign into WebAssign after the first day of classes, you will automatically see the course. The WebAssign roster syncs with the class roster, so if you add the class after the semester starts, you will have access to the course WebAssign after 24-48 hours. You can use WebAssign for free for approximately the first two weeks of the semester. After that you will need to purchase access.

### Late Assignments

Extensions are requested and granted automatically through WebAssign, so long as you have not viewed the answer key for an assignment. You may request one extension per assignment at any time within a 5-day window of the original due date at a penalty of 40% on unearned points. After the extension is granted, you have 24 hours to complete the assignment within that 5-day window.

### Tests and Exams

Two midterm tests will be given on September 16 and October 28 in an online format. There will be a window in which you can start the test. Once you have started, you will have 90 minutes to complete the test and submit all work. The final exam window will be spread over two days, November 17-18. The time limit once you have started will be 3 hours.

### Attendance and Participation

Participation in weekly Friday synchronous classes is an integral part of the course, so attendance is highly encouraged. However, any relevant whole class discussions from Friday's meeting and any material provided will be posted on the moodle page for students who choose not to attend the synchronous sessions. Attendance will not be a factor in your course grade. For more information, see [NC State's Attendance Policy](#). Should you need to withdraw from the course, please read about [NC State's Withdrawal Process](#).

### Electronically Hosted Components

Please be advised this course is being recorded for current and potential future educational purposes. By your continued participation in this recorded course, you are providing your permission to be recorded.

### **Incomplete Grades**

At the discretion of the instructor, students may be given an IN grade for work not completed because of a serious interruption in their work not caused by the student's negligence. An IN must not be used, however, as a substitute for an F when the student's performance in the course is deserving of an F. An IN is only appropriate when the student's record in the course is such that the successful completion of particular assignments, projects, or tests missed as a result of a documented serious event would enable that student to pass the course. Work undertaken to make up the IN grade will be limited to the missed work.

An IN grade must be made up by the end of the next regular semester (not including summer sessions) in which the student is enrolled, provided that this period is not longer than twelve months from the end of the semester or summer session in which the work was due. In the event that the instructor or department offering the course is not able to provide a student with the opportunity to make up the incomplete work by the end of the next regular semester in which the student is enrolled or within twelve months, whichever is shorter, the instructor or department offering the course must notify the Department of Registration and Records of the date of the extended deadline for removing the IN grade.

Any IN grade not removed by the end of the next regular semester in which the student is enrolled or by the end of twelve months, whichever is shorter, or by the extended deadline authorized by the instructor or the department offering the course and recorded by the Department of Registration and Records will automatically become a Failing (F) grade and will count as a course attempted.

### **Academic Integrity and Honesty**

Students are required to comply with the university policy on academic integrity found in the [Code of Student Conduct](#). Therefore, students are required to uphold the university pledge of honor and exercise honesty in completing any assignment.

Please refer to the [Academic Integrity](#) web page for a detailed explanation of the University's policies on academic integrity and some of the common understandings related to those policies.

### **Academic Continuity**

In case of unforeseen changes to campus operations, the instructional team will be in contact with students via moodle announcements about any impact on due dates or course policies. We will do our best to ensure the smooth and seamless continuation of the course. If you find that

you are struggling with health or technology access issues, please be in touch with your instructors about any support you might need.

### **Trans-Inclusive Statement**

In an effort to affirm and respect the identities of transgender students in the classroom and beyond, please contact me if you wish to be referred to using a name and/or pronouns other than what is listed in the student directory.

### **Supporting Fellow Students in Distress**

As members of the NC State Wolfpack community, we each share a personal responsibility to express concern for one another and to ensure that this classroom (as well as the campus as a whole) remains a healthy and safe environment for learning. Occasionally, you may come across a classmate whose personal behavior concerns or worries you, either for your classmate's well-being, for your well-being or for the well-being of others. When this is the case, I would encourage you to report the behavior on the link located on NC State's Students of Concern website <https://go.ncsu.edu/NCSUcares>

### **Basic Needs Security**

Any student who faces challenges securing their food or housing or has other severe adverse experiences and believes this may affect their performance in the course is encouraged to notify the professor if you are comfortable in doing so. Alternatively, you can contact the Division of Academic and Student Affairs to learn more about the Pack Essentials program <https://dasa.ncsu.edu/pack-essentials/>

### **Coronavirus Related Course Policies**

Due to the Coronavirus pandemic, public health measures have been implemented across campus. Students should stay current with these practices and expectations through the **Protect the Pack** website (<https://www.ncsu.edu/coronavirus/>). The sections below provide expectations and conduct related to COVID-19 issues.

### **Health and Participation in Class**

We are most concerned about your health and the health of your classmates and instructors/TAs.

- If you test positive for COVID-19, or are told by a healthcare provider that you are presumed positive for the virus, please work with your instructor on health accommodations and follow other university guidelines, including self-reporting (**Coronavirus Self Reporting**): Self-reporting is not only to help provide support to you, but also to assist in contact tracing for containing the spread of the virus.
- If you are in quarantine, have been notified that you may have been exposed to COVID-19, or have a personal or family situation related to COVID-19 that prevents you from attending this course in person (or synchronously), please connect with your instructor to discuss the situation and make alternative plans, as necessary.
- If you need to make a request for an academic consideration related to COVID-19, such as a discussion about possible options for remote learning, please talk with your

instructor for the appropriate process to make a COVID-19 request (a university-level form can be found [here](#)).

### **Health and Well-Being Resources**

These are difficult times, and academic and personal stress are natural results. Everyone is encouraged to [take care of themselves](#) and their peers. If you need additional support, there are many resources on campus to help you:

- Counseling Center ([NCSU Counseling Center](#))
- Health Center ([Health Services | Student](#))
- If the personal behavior of a classmate concerns or worries you, either for the classmate's well-being or yours, we encourage you to report this behavior to the NC State CARES team: ([Share a Concern](#)).
- If you or someone you know are experiencing food, housing or financial insecurity, please see the Pack Essentials Program ([Pack Essentials](#)).

### **Community Standards related to COVID-19**

We are all responsible for protecting ourselves and our community. Please see the [community standards](#) (released on 7/28/2020) and Rule 04.21.01 regarding Personal Safety Requirements Related to COVID-19 [RUL 04.21.01 – Personal Safety Requirements Related to COVID-19 – Policies, Regulations & Rules](#).

### **Course Expectations Related to COVID-19**

- Face Coverings: All members of the NC State academic community are required to follow all university guidelines for personal safety with face coverings, physical distancing, and sanitation. Face coverings are required in class and in all NC State buildings. Face coverings should be worn to cover the nose and mouth and be close fitting to the face with minimal gaps on the sides. In addition, students are responsible for keeping their course/work area clean. Please follow the cleaning guidelines described by the university.
- Course Attendance: NC State attendance policies can be found at: [REG 02.20.03 – Attendance Regulations – Policies, Regulations & Rules](#). Please refer to the course's attendance, absence, and deadline policies for additional details. If you are quarantined or otherwise need to miss class because you have been advised that you may have been exposed to COVID-19, you should not be penalized regarding attendance or class participation. However, you will be expected to develop a plan to keep up with your coursework during any such absences. If you become ill with COVID-19, you should follow the steps outlined in the health and participation section above. COVID 19-related absences will be considered excused; documentation need only involve communication with your instructor.
- Course Meeting Schedule: Your course might not have a traditional meeting schedule in Fall 2020. Be sure to pay attention to any updates to the course schedule as the information in this syllabus may have changed. Please discuss any questions you have with the instructor.
- Technology Requirements: This course may require particular technologies to complete coursework. Be sure to review the syllabus for these expectations. If you need access to

additional technological support, please contact the Libraries' Technology Lending Service: ([Technology Lending](#)).

### **Grading/Scheduling Changing Options Related to COVID-19**

If the delivery mode has a negative impact on your academic performance in this course, the university has provided tools to potentially reduce the impact:

- Enhanced S/U Grading Option: [Enhanced Satisfactory/ Unsatisfactory Grading Option](#)
- Late Drop: [Enhanced Late Drop Option](#)

In some cases, another option may be to request an incomplete in the course. Before using any of these tools, discuss the options with your instructor and your academic advisor. Be aware that if you use the enhanced S/U, you will still need to complete the course and receive at least a C- to pass the course.

Other Important Resources

- Keep Learning: [Keep Learning](#)
- Protect the Pack FAQs: [Frequently Asked Questions | Protect the Pack](#)
- NC State Protect the Pack Resources for Students: [Resources for Students | Protect the Pack](#)
- NC State Keep Learning, tips for students opting to take courses remotely: [Keep Learning Tips for Remote Learning](#)
- Introduction to Zoom for students: <https://youtu.be/5LbPzzPbYEw>
- Learning with Moodle, a student's guide to using Moodle: <https://moodle-projects.wolfware.ncsu.edu/course/view.php?id=226>
- NC State Libraries [Technology Lending Program](#)

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## **STUDENT SERVICES**

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### **> Academic Support**

- **NCSU Libraries:** <https://www.lib.ncsu.edu/>
  - [Research Assistance](#)
  - [List of Subject Specialists](#)
  - [Ask a Librarian](#) - Live services from NCSU Libraries
  - [RefWorks](#) (Web-based tool to organize research) This is free for NCSU students
  - [Citation Builder](#) - help with APA
- **NC State Tutorial Center:** <https://tutorial.dasa.ncsu.edu/>

### **> Academic Advising**

### **> Registering for Classes**

- > [Financial Aid](#)
- > [Accessibility Support](#)
- > [Online and Distance Education website](#)

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## **TECHNICAL SUPPORT**

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NC State University HELP Desk:

- > Website: <https://help.oit.ncsu.edu/>
- > Email: [help@ncsu.edu](mailto:help@ncsu.edu)
- > Phone: 919.515.HELP

Students can receive computer support in these areas:

- > **Operating system**  
Including virus and spyware removal
- > **Software**  
Most software packages are easy to install, but if you encounter difficulty, Walk-in Center staff are happy to help.
- > **Network connectivity**  
ResNet and the campus wireless network
- > **Warranty and hardware repair**  
For computers and warranties purchased through the NC State Bookstore
- > **Unity account**  
Including password resets, disabled accounts
- > **2SV support**  
Duo and Google two-step verification support



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## **ELECTRONIC COURSE COMPONENTS**

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This course uses the Moodle Learning Management System, WebAssign, Piazza, and Gradescope. Information about accessibility and privacy policies can be found above in the Technology Requirements section of the syllabus.

Students may be required to disclose personally identifiable information to other students in the course, via electronic tools like email or web-postings, where relevant to the course. Examples include online discussions of class topics, and posting of student coursework. All students are expected to respect the privacy of each other by not sharing or using such information outside the course.

Students are responsible for reviewing the NC State University PRR's which pertains to their course rights and responsibilities:

- > [Equal Opportunity and Non-Discrimination Policy Statement](#) and [additional references](#)
- > [Code of Student Conduct](#)
- > [Grades and Grade Point Average](#)
- > [Credit-Only Courses](#)
- > [Audits](#)

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## **STUDENTS WITH DISABILITIES**

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Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, students must register with the [Disability Resource Office](#) at Holmes Hall, Suite 304, Campus Box 7509, 919-515-7653 . For more information on NC State's policy on working with students with disabilities, please see the [Academic Accommodations for Students with Disabilities Regulation \(REG02.20.01\)](#)

Students with disabilities should additionally contact their instructor about accommodations.

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## **COURSE EVALUATIONS**

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ClassEval is the end-of-semester survey for students to evaluate instruction of all university classes. The current survey is administered online and includes 12 closed-ended questions and 3 open-ended questions. Deans, department heads, and instructors may add a limited number of their own questions to these 15 common-core questions.

Each semester students' responses are compiled into a ClassEval report for every instructor and class. Instructors use the evaluations to improve instruction and include them in their promotion and tenure dossiers, while department heads use them in annual reviews. The reports are included in instructors' personnel files and are considered confidential.

Online class evaluations will be available for students to complete during the last two weeks of the semester for full semester courses and the last week of shorter sessions. Students will receive an email directing them to a website to complete class evaluations. These become unavailable at 8am on the first day of finals.

- > Contact ClassEval Help Desk: [classeval@ncsu.edu](mailto:classeval@ncsu.edu)
- > [ClassEval website](#)
- > [More information about ClassEval](#)

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## **SYLLABUS MODIFICATION STATEMENT**

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Our syllabus represents a flexible agreement. It outlines the topics we will cover and the order we will cover them in. Dates for assignments represent the earliest possible time they would be due. The pace of the class depends on student mastery and interests. Thus minor changes in the syllabus can occur if we need to slow down or speed up the pace of instruction.