

## Brief Calculus



MAT 210

SESSION A/B

<b>Instructor:</b>	<b>Email:</b>
<b>Homework site:</b> <a href="http://www.mymathlab.com">www.mymathlab.com</a>	<b>Course website:</b> <a href="https://webapp4.asu.edu/myasu">https://webapp4.asu.edu/myasu</a>
<b>Office:</b>	<b>Office Hours:</b>

The instructor reserves the right to make changes to this syllabus as necessary.

Welcome to MAT 210 Brief Calculus online(icourse). The course is not a self-paced, open-entry open-exit course, but an alternative to attending classes on campus. This is a university level course with a substantial workload so expect to spend 15+ hours per week learning the material and completing course work. **A typical in person student spends 6 hours and 20 minutes a week in the classroom and is expected to spend at least 2 hours a week for each hour spent in class.** Online students are expected to spend an equivalent amount of time watching videos, reading the text and completing the course work.

**Prerequisites:** Students of MAT 210 are expected to complete MAT 117 (College Algebra) with a grade of A, B or C or have a satisfactory placement test score.

**Course description:** Differential and integral calculus of elementary functions with applications.

### Required Materials:

- Graphing Calculator : Examples of highly recommended models are the TI-83/84 or Casio fx-9750/9850. Calculators that perform symbolic algebra are not permitted. (TI-89, TI-92 Casio FX-2, Casio 9970Gs, for example)
- Pearson MML: In order to register for mml you must have an **ACCESS CODE** and **course ID**. **The Course ID:-----** . You need to buy the access code to register to this course material; online videos and online text (\$79 version).
- Computer: You must have an access to a computer
- ASU email account on file
- Good internet connection
- Microphone and webcam

### Optional Materials:

Text: Online book available MAT 210/211 Calculus and its Applications (Expanded Version) by Bittinger, Ellenbogen, Surgent – Pearson Publishing.

### Class Participation

- Students who do not begin the assignments(using the access code that you bought) by the **end of the second week will be dropped.**
- **Please be sure to regularly check your ASU email, Blackboard and course site for updates and information.**
- There are no scheduled in-person meetings for this course.
- **This is not a self-paced course.** Each assignment and test has a specific due date. Tests may not be taken early. Homework and quizzes can be done early.
- Please email questions or come to office hours if you'd like further explanations or examples

### Required Videos:

Students are responsible for watching the video presentation(s) for the section(s). These video assignments are found in the Blackboard

### Optional short videos:

There are short videos which are optional available to the student. These focus on specific problems. Other resources: From your course home in mml you may access the multimedia library which has excellent resources to help you with each section of the material we cover. Click on “Multimedia Library” then choose a chapter and section you need help with, click on the “Select All” box and then the “Find now” tab. You will then see the resources available for that section.

### Studyplan:

- Online studyplan/ homework will be submitted online via the internet using the online homework system **Pearson mml**. Use the course ID listed above to register into your section
- Students are responsible for checking each day to see what homework/studyplan is due. Studyplan is open throughout the semester to work on.

### Chapter Quizzes:

- There are 5 chapter quizzes (unlimited attempts) assigned in the course with a due date.
- Finish your assignment at least **24 hours prior to the printed due date** on Mymathlab to avoid any last minute emergencies including the server problem
- **No extensions of due dates will be given.** Avoid any **TECHNICAL PROBLEMS THAT ARISE RIGHT BEFORE THE ASSIGNMENT IS DUE** (again, consider the due date as 24 hours before the printed due

**Practice Exam Quizzes:**

- There are 2 Practice Exam quizzes (unlimited attempts) assigned with a due date.
- Finish your assignment at least **24 hours prior to the printed due date** on Mymathlab to avoid any last minute emergencies including the server problem
- **No extensions of due dates will be given.** Avoid any **TECHNICAL PROBLEMS THAT ARISE RIGHT BEFORE THE ASSIGNMENT IS DUE** (again, consider the due date as 24 hours before the printed due

**Exam Procedures:**

Students will take two proctored exams using Mymathlab through Proctor U. **Follow procedures detailed in separate document regarding exams (one midterm and the final) on Proctor U. There is a cost (\$22 for a 2 hr exam) associated with exams taken through Proctor U.**

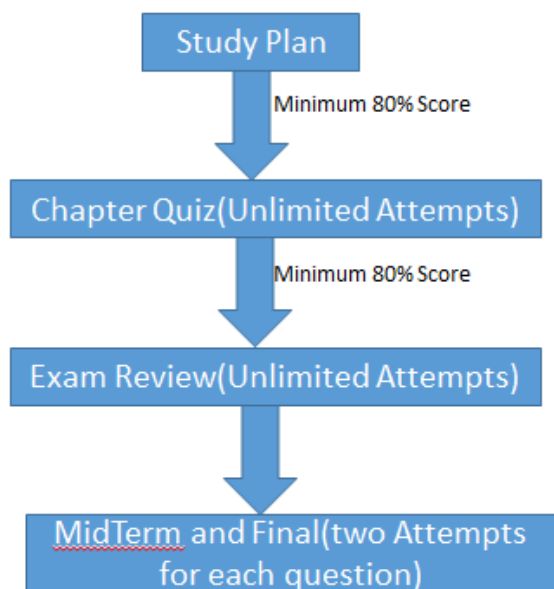
- Each will involve a mix of mechanical skills and conceptual reasoning. The best possible preparation for them is working on the course regular and completion of the materials in the study plan. **The tests will be open for the test time only and not available for viewing or review outside of that time window.** ProctorU requires a 3 day notice for scheduling exams otherwise they charge an additional fee if you schedule your exam within the 3 day window. You must verify that you have access to a computer system that meets the requirement for ProctorU. **GOOD INTERNET CONNECTION, WEBCAM AND MICROPHONE ARE REQUIRED TO TAKE THE EXAM.**
- Students must have ASU photo ID to verify identity at exam. If the proctor cannot verify your identity then you will not be permitted to take the exam. No exceptions.
- For each exam you are allowed:
  - Calculator from the approved list on the syllabus.
  - Scratch paper for calculations.
  - There will be NO browsing the web.
  - Maximum time allowed is 2 hours
  - No notes or make-ups are permitted

Recording yourself taking the test, using your cell phone during the test is strictly prohibited. **Anyone using a camera device for any reason during an online exam will receive a score of 0 for that exam, and possible further disciplinary measures**

**Midterm Exam :** ----- using Mymathlab on ProctorU.

**Final Exam:** ----- using Mymathlab on ProctorU

**Flowchart of assignments:**



**Grading Criteria:**

Point Allocation	
Midterm Exam	25%
Final Exam	30%
Chapter Quizzes( 5 chapter quizzes- 3% each)	15%
Practice Exam Quizzes( Midterm Practice and Final Practice-15% each)	30%

**Grading Scale:** This course utilizes +/- grading.

A+ = [97,100]; A = [93,97); A- = [90,93); B+ = [87,90); B = [83,87); B- = [80,83);

C+ = [77,80); C = [70,77); D = [60,70); E = [0,60)

I reserve the right to alter this information at any time.  
 These changes will be announced in Blackboard.

**Topic Calendar**

<b>Week</b>	<b>Dates</b>	<b>Sections</b>	<b>Comments</b>
1	Week 1 (½ week)	1.1: Limits: Numerical and Graphical Approaches 1.2: Limits and Continuity: Algebraic Approach 1.3: Average Rate of Change	
2	Week 2	1.4: Differentiation Using Limits of Difference Quotients 1.5: Power and Sum-Difference Rules 1.6: Product and Quotient Rules 1.7: Chain Rule 1.8: Higher Order Derivatives	
3	Week 3	<b>Complete Studyplan for Chapter 1</b> <b>Chapter 1 quiz</b> 2.1: Using First Derivatives to Find Max/Min and Sketch Graphs 2.2 : Using Second Derivatives to Find Max/Min and Sketch Graphs 2.3: Graph Sketching 2.5: Max/Min problems-Applications	<i>Chapter 1 quiz</i>
4	Week 4	2.7: Implicit Differentiation 2.7: Related rates <b>Complete Studyplan for Chapter 2</b> <b>Chapter 2 quiz</b> <b>Midterm 1 Review</b>	<b>9/--: Labor Day Observed</b> <i>Chapter 2 quiz</i>
5	Week 5	<b>Midterm 1 Exam—(closing dates)</b> 3.1: Exponential Functions 3.2: Logarithmic Functions 3.5: Derivatives of $a^x$ and $\log_a x$	<b>Midterm 1</b>
6	Week 6	3.6: Economic Applications-Elasticity <b>Complete study plan for Chapter 3</b> <b>Chapter 3 quiz</b> 4.1 Antidifferentiation 4.2 The definite Integral 4.3 Area and Definite Integral-Part 1 4.3 Area and Definite Integral-Part 2	<b>Chapter 3 quiz</b>
7	Week 7	4.4 Properties of Definite Integrals 4.5 Substitution 4.6 Integration by Parts <b>Complete study plan for chapter 4</b> <b>Chapter 4 quiz</b>	<b>Chapter 4 quiz</b>
8	Week 8 (1/2week)	5.1 Consumer and Producer Surplus 5.3 Improper Integrals <b>Complete study plan for chapter 5</b> <b>Chapter 5 quiz</b> <b>Final Review</b> <b>Final Exam-( closing dates)</b>	<b>Chapter 5 quiz</b>  <b>Final Exam.</b>

## **Students Resources:**

**Tutor Center:** The [Math Tutor Center](#) (free of charge) in PSA 116 will be open M-F 8:00 a.m. - 8:00 p.m. Come in for help **before** it is too late, and several days **before** an exam day to strengthen your preparation. In order to be admitted to the Tutor Center each student present their valid ASU "Sun Card".

**ASU Learning Resource Center (LRC):** The [LRC](#) provides counseling, tutoring in math (and many other subjects), supplemental instruction, and other types of support to students. It is located in PV West (in the "turtle building") and in the Memorial Union, Room 14, and is open from 8:00 a.m. to 5:00 p.m.

Please email me if you have any questions, concerns, or if you have a disability that will require accommodations in this class. Note: To qualify for disability accommodations at ASU, students must qualify for services through the Disability Resource Center (DRC), which is located on the 1st floor of the Matthews Center Building, 480.965-1234 (V), 480.965.9000 (TTY).

**Technical Support Contact Information:** For technical assistance 24 hours a day, 7 days a week, please contact the University Technology Office Help Desk:

Phone: 480-965-6500

Email: [helpdesk@asu.edu](mailto:helpdesk@asu.edu)

Web: <http://help.asu.edu/>

For information on systems outages see the ASU systems status calendar, please visit <http://syshealth.asu.edu/> and <http://systemstatus.asu.edu/status/calendar.asp>

**The instructor reserves the right to make changes to the syllabus. Any changes made to the syllabus will be communicated to the students via email. These changes will be considered official.**

## **Communicating With the Instructor:**

This term we will be using Piazza for class discussion. The system is highly catered to getting you help fast and efficiently from classmates and myself. Prior to posting a question, please check the syllabus, announcements, and existing posts. If you do not find an answer, post your question on Piazza. You are encouraged to respond to the questions of your classmates. If you have any problems or feedback for the developers, email [team@piazza.com](mailto:team@piazza.com).

Find our class page at: -----

Email questions of a personal nature to your instructor. You can expect a response within 48 hours.

### **Online Course:**

This is an online course. There are no face-to-face meetings.

### **Email and Internet:**

ASU email is an [official means of communication](#) among students, faculty, and staff. Students are expected to read and act upon email in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned email regularly.

*All instructor correspondence will be sent to your ASU email account.*

### **Drop and Add Dates/Withdrawals:**

This course adheres to a compressed schedule and may be part of a sequenced program, therefore, there is a limited timeline to [drop or add the course](#). Consult with your advisor and notify your instructor to add or drop this course. If you are considering a withdrawal, review the following ASU policies: [Withdrawal from Classes](#), [Medical/Compassionate Withdrawal](#), and a [Grade of Incomplete](#).

### **Grade Appeals:**

Grade disputes must first be addressed by discussing the situation with the instructor. If the dispute is not resolved with the instructor, the student may appeal to the department chair per the [University Policy for Student Appeal Procedures on Grades](#).

### **Student Conduct and Academic Integrity:**

Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see <http://provost.asu.edu/academicintegrity>. Additionally, required behavior standards are listed in the [Student Code of Conduct and Student Disciplinary Procedures, Computer, Internet, and Electronic Communications policy](#), and outlined by the [Office of Student Rights & Responsibilities](#). Anyone in violation of these policies is subject to sanctions.

[Students are entitled to receive instruction free from interference](#) by other members of the class. An instructor may withdraw a student from the course when the student's behavior disrupts the educational process per [Instructor Withdrawal of a Student for Disruptive Classroom Behavior](#).

Appropriate online behavior (also known as *netiquette*) is defined by the instructor and includes keeping course discussion posts focused on the assigned topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. Inappropriate discussion board posts may be deleted by the instructor.

The Office of Student Rights and Responsibilities accepts [incident reports](#) from students, faculty, staff, or other persons who believe that a student or a student organization may have violated the Student Code of Conduct.

**Prohibition of Commercial Note Taking Services:**

In accordance with [ACD 304-06 Commercial Note Taking Services](#), written permission must be secured from the official instructor of the class in order to sell the instructor's oral communication in the form of notes. Notes must have the notetaker's name as well as the instructor's name, the course number, and the date.

**Syllabus Disclaimer:**

The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. Please remember to check your ASU email and the course site often.

**Accessibility Statement:**

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act as amended (ADAAA) of 2008, professional disability specialists and support staff at the Disability Resource Center (DRC) facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities.

[Qualified students with disabilities may be eligible to receive academic support services and accommodations.](#) Eligibility is based on qualifying disability documentation and assessment of individual need. Students who believe they have a current and essential need for disability accommodations are [responsible for requesting accommodations and providing qualifying documentation](#) to the DRC. Every effort is made to provide reasonable accommodations for qualified students with disabilities.

Qualified students who wish to request an accommodation for a disability should contact the DRC by going to <https://eoss.asu.edu/drc>, calling (480) 965-1234 or emailing DRC@asu.edu. To speak with a specific office, please use the following information:

**Tempe Campus**

480-965-1234 (Voice)

**West Campus**

University Center Building (UCB),

Room 130

602-543-8145 (Voice)

**Polytechnic Campus**

480-727-1165 (Voice)

**Downtown Phoenix Campus and**

ASU Online

University Center Building, Suite 160

602-496-4321 (Voice)



## Departmental and University Policies and Procedures

**Departmental Drop Back:** Based on results of the pretest and advising from the course instructor, a student may elect to drop back to a lower level math course before the drop back deadline. Students should go to the Undergraduate Mathematics Office in PSA 211 to initiate a drop back request.

**Course Withdrawal:** A student may withdraw from a course with a grade of W during the withdrawal period. The instructor's signature is not required. It is a student's responsibility to verify that they have in fact withdrawn from a class.

**Instructor-Initiated Drop:** At the instructor's discretion, any student who has not attended class during the first week of classes may be administratively dropped from the course. However, students should be aware that non-attendance will NOT automatically result in their being dropped from the course. **Thus, a student should not assume they are no longer registered for a course simply because they did not attend class during the first week. It is the student's responsibility to be aware of their registration status.**

**The grade of Incomplete:** A grade of incomplete will be awarded only in the event that a documented emergency or illness prevents the student who is doing **acceptable work** from completing a **small** percentage of the course requirements. The student must provide written documentation and be passing the class at the time to receive an Incomplete. Make-up final exams will NOT be given for reasons of a non-refundable airline tickets, vacation plans, work schedules, weddings, family reunions, and other such activities. Students should consult the final exam schedule before making end-of-semester travel plans. The guidelines in the current general ASU catalog regarding a grade of incomplete will be strictly followed. *The Dean of the student's college must approve any exceptions to these rules.*

**Honor Policy:** The highest standards of academic integrity are expected of all students. The failure of any student to meet these standards may result in suspension or expulsion from the University or other sanctions as specified in the University Student Academic Integrity Policy. Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering, plagiarism, or facilitating such activities.

**ACADEMIC INTEGRITY!** Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see <http://provost.asu.edu/academicintegrity>.

Academic dishonesty, including inappropriate collaboration, will not be tolerated. There are severe sanctions for cheating, plagiarizing and any other form of dishonesty.

**The grade of XE:** A grade of **XE** is reserved for "failure for academic dishonesty." The XE grade may be petitioned after 1 year.

**Absences:** Students are expected to login and work on course materials daily during the week (weekends are optional, attendance is not taken during the weekend). The maximum number of absences allowed during the session is 6. Students who have not logged in and worked on the course for 6 weekdays during the session will receive a grade of EN.

**First Year Mathematics Courses  
Departmental and University Policies and Procedures**

For semester deadlines related to enrollment, withdrawal or payments, see the academic calendar available at <http://students.asu.edu/academic-calendar>

**Departmental and University Policies and Procedures**

Drop/Add (In person & Online)	-----
Course withdrawal (in person/online)	-----
Complete withdrawal (In person)	-----

**Withdrawal:** A student may withdraw from a course with a grade of **W** during the withdrawal period. The instructor's signature is not required.

**The grade of Incomplete:** A grade of incomplete will be awarded only in the event that a documented emergency or illness prevents the student who is doing acceptable work from completing a **small** percentage of the course requirements. The guidelines in the current general ASU catalog regarding a grade of incomplete will be strictly followed.

**Instructor-Initiated Drop:** At the instructor's discretion, any student who has not attended class during the first week of classes may be administratively dropped from the course. However, students should be aware that non-attendance will NOT automatically result in their being dropped from the course. Thus, a student should not assume they are no longer registered for a course simply because they did not attend class during the first week. It is the student's responsibility to be aware of their registration status.

**Final Exam Make-up Policy:** The final exam schedule listed in the Schedule of Classes (<http://students.asu.edu/final-exam-schedule#spring>) will be strictly followed. Except to resolve those situations described below, no changes may be made in this schedule without prior approval of the Dean of the college in which the course is offered. Under this schedule, if a conflict occurs, or a student has more than three exams on one day, the instructors may be consulted about an individual schedule adjustment necessary, the matter may be pursued further with the appropriate dean(s). This procedure applies to conflicts among any combination of Downtown Phoenix campus, Tempe campus, Polytechnic campus, West campus, and/or off campus class.

Make-up final exams will NOT be given for reasons of a non-refundable airline tickets, vacation plans, work schedules, weddings, family reunions, and other such activities. Students should consult the final exam schedule before making end-of-semester travel plans.

**Honor Policy:** The highest standards of academic integrity are expected of all students. The failure of any student to meet these standards may result in suspension or expulsion from the University or other sanctions as specified in the University Student Academic Integrity Policy. Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering, plagiarism, or facilitating such activities.

**The grade of XE:** A grade of XE is reserved for "failure for academic dishonesty." The XE grade may be petitioned after 1 year.

**Ethics:** It's highly unethical to bring to your instructor's attention the possible impact of your mathematics grade on your future plans, including graduation, scholarships, jobs, etc. For the university's complete policy regarding ethics, including cheating, plagiarism and other forms of academic dishonesty, see the Student Academic Integrity Policy at the following web address:

<http://provost.asu.edu/academicintegrity>

**Disability Accommodations:** Please schedule an appointment to see your instructor or come by during office hours if you have a disability that will require accommodations in this class. *Note:* To qualify for disability accommodations at ASU, students must qualify for services through the Disability Resource Center (DRC), which is located on the first floor of the Matthews Center Building at 480-965-1234 (voice) or 480-965-9000 (TTY). Please complete this process as soon as possible.

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Please schedule an appointment to see me during office hours if you have any questions, concerns, or if you have a disability that will require accommodations in this class.

*Note:* To qualify for disability accommodations at ASU, students must apply for services through the Disability Resource Center (DRC), which is located on the 1st floor of the Matthews Center Building, 480.965-1234 (V), 480.965.9000 (TTY).

### Expectations of Students an Online Course

- Students will abide by the rules and the timelines that are explained in the course syllabus.

- Students will not engage in dishonest practices such as hiring outsiders to do work or sit in for exams, with penalties up to and including expulsion from the university.
- Students need to understand that “online” does not mean “unproctored”, and that fully half of the grade comes from proctored assessments, that may be taken at ASU in Tempe, or online through ProctorU, or through an approved third-party testing center. Students also understand there will be fees associated with these proctoring services that they are responsible for.
- When working on unproctored components of the course, they are bound by the same ethical rules of behavior regarding the use of unauthorized assistance.
- Students understand that they must purchase all required items as described in the syllabus. Students may not use the 15-day courtesy period for online homework systems except in extreme circumstances, and under the requirement that they will eventually purchase this access.
- Students understanding that the course’s timeline has certain assessments set for certain dates so as to maintain integrity for the course. Therefore, they cannot take exams or other proctored assessments early if the course does not allow for that.
- Students understand that the content on the Course Shell or in WebAssign (long and short videos, e-book, other links) is meant to help them develop conceptual understanding, and not necessarily meant to walk them step-by-step through every conceivable example. Related to this, students understand there will be homework problems that may not “look like” what was shown in the videos. It is expected that they will use this conceptual knowledge to determine a solution to such problems.

#### Regarding Online Homework Systems:

- Students understand that they must pursue the homework in an online course as they would in a face-to-face course, meaning that they must engage with the material by watching the videos, taking notes, and working out problems on sheets of paper.
- Students agree not to “randomly guess” answers online and email their instructor over and over again when they don’t get the right answer. Guessing should not be an integral part of this course.
- Ultimately, students understand that an online course demands the exact same dedication as would be expended for a face-to-face course. Students will set aside regular time to attend to their studies in an online course, and play by the exact same rules and expectations. Online is not “easier” and that students should not abuse the online environment simply because there is no one watching them.

**Students who receive financial aid and need to maintain minimum GPAs and/or completion rates should be aware that since there is no physical class attendance in an online class, online instructors will certify last days attended/participated based on verifiable participation only, such as submitted assignments, exams taken, participation in online discussion such as piazza, or communicating with the instructor by email. Instructors cannot certify attendance based on your assurances that you watched videos, read powerpoints, etc.**

## **10 Time Management Mistakes Online Students Make**

Sticking to a schedule is the first step to staying out of trouble, experts say.

By Devon Haynie      US News & World Report      July 15, 2014 | 10:00 a.m. EDT

### **Avoid Time Management Mistakes as an Online Student**

Online learning may be convenient, but that doesn't mean it's easy. Time management can be a big challenge for many online students. Online students can set themselves up for success by dodging the following common time management pitfalls.

#### **Mistake 1: Keeping Family Out of the Loop**

Before starting an online program, students should sit down with their family and explain that they will need time and space to do their school work – and maybe even a little help with chores, Jennifer Fraone, associate director of marketing and communications at the Boston College Center for Work & Family, told U.S. News.

#### **Mistake 2: Not Sticking to a Schedule**

Online students who don't designate specific times to do their school work – be it at night, during the morning or over the weekend – are setting themselves up for failure, experts say. Online students need structure, and a study calendar is a great way to create it, Christina Robinson Grochett, who at the time served as University of Phoenix's territory vice president for the Gulf Coast, told U.S. News for a 2012 article.

#### **Mistake 3: Waiting Until the Last Minute**

Waiting until the last moment to start a project or assignment is one of the biggest time management no-no's, experts say. The same goes for reaching out to instructors. "Don't wait until after 10 p.m. at night to send your teacher an email," said Twitter user Dr. T (Ph.D.)

#### **Mistake 4: Wasting Time Online**

One way to maximize your time is to only keep necessary tabs open while you're on the computer, @PenroseTutoring told U.S. News via Twitter. In other words, the more time students spend on Facebook or shopping online, the less time they spend getting work done.

#### **Mistake 5: Not Logging into Class Often**

Although it can be tempting to go days without logging in to class, doing so can help keep you on track. Checking into class daily makes school feel less overwhelming, and it prevents students from missing syllabus changes, Tamara Popovich told U.S. News for a 2012 article, when she was associate director of student services for ASU Online.

#### **Mistake 6: Keeping Quiet When Behind**

At some point in your online education, the odds are something will happen in your personal or work life that will put you behind in school. When this happens, students should tell their online instructors,  
School of Mathematical and Statistical Science, Arizona State University

who are often willing to work with students with scheduling problems, Sonya Raikar told U.S. News while pursuing an online Master of Public Health at George Washington University.

#### **Mistake 7: Failing to Maximize Extra Time**

Online students balancing work, family and school commitments should seize every moment to get ahead with their studies, experts say. It's a mistake not to see time spent waiting for the doctor or waiting in the car for kids as study opportunities.

#### **Mistake 8: Working in a Distracting Environment**

Online students should try to limit distractions so they can spend more time on their studies, experts say. That means finding a quiet, isolated place to do work.

#### **Mistake 9: Not Writing Down Due Dates**

One of the keys to being a successful online student is to keep a calendar with all deadlines, experts say. Patsy Deyo, who received her online Master of Science in nursing at George Washington University, told U.S. News being organized will help you stay on task.

#### **Mistake 10: Not Prioritizing Your School Work**

Although it's tempting to work out or spend time with friends, online courses should be a priority when students have free time, experts say. Mande Parker, who took an online statistics course at Graduate School USA, told U.S. News she would place her books in key places around the house to make sure her school work was a No. 1 concern.