Math 1483 – Mathematical Functions and Their Uses (Online)

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Office: 406 Mathematical Sciences
Office Hours: To be announced and posted on http://online.okstate.edu
(also: tutors in the MLSC are available more than 50 hours per week on a walk-in basis – it's completely free and there's no appointment needed! See the section in this syllabus entitled "MLSC" and also visit http://math.okstate.edu/mlsc)
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Office Phone: (405) 744-5773
Course website: http://online.okstate.edu

Course Objectives: at the conclusion of the course, students will be able to analyze various representations of functions from the viewpoint of coordinating the changes in relevant quantities. Special emphasis will be placed on applications to the natural sciences, agriculture, business, and the social sciences.

Required Textbook Package and Supplies:

▪ ***Textbook Package****. Functions & Change: A Modeling Approach to College Algebra, Custom OSU edition with WebAssign,* by Crauder, Evans, and Noell. Do *not* purchase an access code online or in the bookstore – everyone's access to the online textbook and assignments has been billed to their bursar account. (That is, unless you have actively opted out of the direct-billing option.) A hard copy of the textbook is not required, though you are welcome to purchase it if you'd like.
  o Be sure to register for this course using course code (which is available on our class's page on http://online.okstate.edu) as soon as you can! Once you have the course code, go to www.webassign.net.

▪ ***Graphing Calculator***. You are **required** to have a graphing calculator for this course. I will use a TI-83 Plus graphing calculator in all course videos (a TI-84 is very similar and therefore acceptable). Graphing calculators other than the TI-83 Plus or TI 84 are not compatible. You may check out a TI-83/TI-84 graphing calculator *for free* from the Mathematics Department (401 MS) for use during the semester while the supply lasts.

▪ ***Regular access to a scanner***. Because this is an online class, you will need regular access to a scanner to upload written assignments. Fortunately, there are smartphone and tablet apps that can be purchased for less than $10 that considerably simplify this task (I recommend an app called TinyScanner, available on iOS and Android devices – last time I checked, the cost was about $5 – visit https://goo.gl/fazctx for more information). There are also scanners in computer labs across campus. As noted later in this document, late assignments are not accepted – even for technical difficulties with scanners – so please ensure that this is taken care of before the first assignment is due.

Evaluation: Your progress in this course will be assessed as follows:

Point Distribution		Grading Scale (standard 10-percentage point scale)	
WebAssign Homework (completed at www.webassign.net)	50 points	450 - 500 points	A
Written Homework (submitted through scanning & uploading to online.okstate.edu)	100 points	400 – 449 points	B
Exam #1	100 points	350 – 399 points	C

Exam #2	100 points	300 – 349 points	D
Final Exam	150 points	0 - 299 points	F
Total Points Available	500 points		

Opportunity for bonus points: there is an opportunity for up to 35 bonus points (which, out of 500 points, is equivalent to 7% of your overall grade!) throughout the course on both written homework and WebAssign homework:

- ▪ *… with written homework*: each written homework assignment (of which there are a total of 35) is worth 3 points each, meaning that there are a total of 105 points possible (which essentially gives you 2 'free' missed assignments without penalty, or 5 bonus points if you complete all of them). As an added bonus, if you complete and submit all 35 written assignments, you will receive an additional 10 bonus points.
- ▪ *… with WebAssign homework:* One of the greatest advantages of having an online homework component to the course is the ability to get immediate feedback. Though I try to grade all written assignments in a timely fashion, nothing can compare to the speed of online homework modules, which allow you to instantly see whether or not a proposed answer is correct. Similar to written assignments, no late work will be accepted on WebAssign, but there is an added bonus (literally) for those who take advantage of the online resources available to you: though this grade category will be scaled to 50 possible points, by completing all of the online assignments you can earn up to a total of 70. That means there's a chance to earn an extra 20 points – two letter grades! – that could be added to an exam!

Due dates for all homework: Because of the importance of staying current with the development of course material, all assignments must be submitted by the specified due date. Late assignments will not be accepted. **Even though WebAssign has a "request extension" feature, please do not use it** (for the reasons mentioned above, extensions are not granted; additionally, email is much more convenient for communication). There are 5 points (roughly 2 assignments) built-in to the written homework score to account for extenuating circumstances. Additionally, as indicated above, there is a 20 point buffer built into the WebAssign grading scheme. If you believe that a situation warrants special accommodations beyond what I've mentioned here, then please come to see me as soon as possible after the situation has developed.

You are, however, allowed (and, especially if you have a conflict with one of the due dates, encouraged!) to work ahead – all assignments for the entire course have already been posted and made available on http://online.okstate.edu. Feel free to work as far ahead as you like, but do so at your own risk. Particularly, keep in mind that you are still responsible for taking the required exams on the same days as the rest of the class.

Exams: There will be two midterm exams and a comprehensive final exam. The date for each exam (Exam 1, Exam 2, and the Final Exam) will be posted on http://online.okstate.edu. **You must make an appointment to take each exam at an approved university testing center within the posted range of dates for that exam**. You can take exams at any university proctoring center; most students choose a testing center that is closest to them. For example: if you live in Stillwater, you can schedule with the testing center here on the OSU campus. If you live in OKC, you can take the exam at OSU-OKC. If you live in Tulsa, you can take the exam at OSU-Tulsa. If you live elsewhere, any university proctoring center is acceptable (it doesn't need to be an OSU affiliate).

All applications for exam proctoring must be (1) submitted to the OSU Arts and Sciences Outreach Office in a timely fashion (by the end of the third week of classes), and (2) approved by the OSU Arts and Sciences Outreach Office. **You must download the following approval form, have your proctoring center fill it**

out, and submit it to the Arts and Sciences Outreach Office (the address is listed on the form): http://asoutreach.okstate.edu/images/pdf/Proctor-Agreement-Form.pdf. If you do not do this, then you will not be able to take the exams. Note that acceptable proctors include only college or university testing centers.

Makeup exams will be permitted only if you request and obtain approval in advance, and only for serious and unavoidable conflicts. Makeup exams will be arranged between the student and instructor on a case-by-case basis. Exams will not be rescheduled for vacations, even if airline tickets are non-refundable and arranged by your family.

Attendance: Attendance is very important in any course, and this is still true for an online course. Here's what I mean: "attendance" in an online course generally means staying current with assignments and tasks: watching videos, reading excerpts from the course textbook, uploading assignments, etc. In fact, time management is even more important for an online course than for a typical course because you have to budget time to "attend" class (whereas in a conventional class you just show up at the required time). All in all, you should plan to spend *at least* 6 hours a week dedicated to this course. If this does not sound like something that you're prepared or willing to do, then it is unlikely that you will be successful in this course.

MLSC (Math Learning Success Center): The MLSC is located on the 5th floor of the library here on the OSU-Stillwater campus. This is a great resource -- tutors are available on a walk-in basis more than 50 hours per week during regular business hours (and even during select hours in the evenings and on weekends!). For more information (such as specific hours of operation), visit http://math.okstate.edu/mlsc. Other OSU campuses have math tutoring centers as well.

Additional University Information:

Syllabus Attachment: OSU has compiled useful information that applies to all classes called the "syllabus attachment," which includes add/drop/withdrawal dates, university holidays, accommodations for students with disabilities, academic resources, and much more. You are responsible for reading this information. It is available at the bottom of this webpage (follow the link): https://academicaffairs.okstate.edu/content/resources-faculty-staff.

Incomplete Grade: The grade of 'I' is given to students who satisfactorily completed the majority of the course work and whose work averages "D" or better, but who have been **unavoidably** prevented from completing the remaining work of the course. A condition that the students must repeat the course in order to remove the "I" is not permitted. The maximum time allowed for a student to remove an "I" is one calendar year.

Academic Integrity: The University has explicit rules governing academic integrity. Please consult the OSU Syllabus Attachment mentioned above. Working with another person or in study groups on problems can be helpful in learning the material. I encourage you to work together if you find it helpful. However, **all written and online work submitted must be your own**. Academic dishonesty (cheating) will be dealt with as harshly as the university allows. Don't do it!

Special Accommodations for Students: If you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of Student Disability Services.

The instructor reserves the right to make changes to this syllabus in order to accommodate the needs of the class. Any such changes will be announced via email.