

PRECALCULUS, Math 1715 Fall 2016			
Instructor:	Gerri Petty		
Office:	MSCS 513	Office Phone:	405-744-1802
Cell phone:	405-612-1122 (voice or text)		
Office Hours:	MWF 10:30-11:20 and 12:30-1:20 in my office W 2:30-3:20 at MLSC (5 th floor of library) Other times are available by appointment.		
E-mail:	gerri.petty@okstate.edu Please put 1715 STUDENT in the subject line of your e-mail. In addition, in the body of your e-mail, please identify the day and time of your discussion section. For instance, 1715 STUDENT, TR 9:30.		

Course Description: This is an integrated College Algebra and Trigonometry course. The prerequisite test required is ALEKSGOAL, with a minimum score of 55. This course includes the study of quadratic equations, functions and graphs, systems of equations, exponential and logarithmic functions, sequences and series, trigonometric functions and graphs, solution of triangles and applications to physical sciences.

Textbook/WebAssign Access

- **WEBASSIGN Access Code**
- NOTE: WebAssign contains an e-book: *Algebra and Trigonometry*, Fourth Edition, by Stewart, Redline, and Watson. You do NOT need to purchase the textbook separately.

You should sign up for WebAssign right away using the first/last names used on your official OSU enrollment. It is recommended that you use the same username as on your O-Key login. The institution is *okstate*. There is a 14-day grace period to enter the access code to continue doing homework. Go to <http://www.webassign.net> and self-enroll.

- You will need a **class key** that corresponds to your section of Precalculus. See the table on page two of this syllabus for the class key for your section.
- You will also need the **student access code** that you purchased.

Other Required Material

- **Lecture notes:** These are available in the online classroom (D2L). Go to: online.okstate.edu and log in using your O-Key username and password. Find this course, then go to the "Contents" tab.
- A **graphing calculator** is highly recommended for this course, but a (non-graphing) scientific calculator may be used. It must be able to calculate trigonometric functions (sine, cosine, tangent) in both degrees and radians, as well as inverse trigonometric functions. *These calculators are not allowed: cell phone calculators, laptops, handheld computers, and calculators with wifi and/or built-in computer algebra systems (for instance, TI-89, TI-92, TI-Nspire CAS, or similar calculators).* **Only one calculator** may be used on exams or other assignments. Please check with your instructor to determine whether your calculator is allowed. **Note:** The OSU Mathematics Department has a limited number of graphing calculators for students.

MLSC: There is free tutoring available in the Math Learning Success Center (MLSC), located on the *fifth floor of the OSU Library*. They are open during the following hours:

Tutoring and Computer Hours	
Monday-Thursday:	9:00 a.m. to 9:00 p.m.
Friday:	9:00 a.m. to 5:00 p.m.
Sunday:	1:00 p.m. to 9:00 p.m.
Online Tutoring:	Tuesday/Thursday, 6:00 p.m. to 9:00 p.m. (More information later.)

Class Format: The lecture section of this class is the time when new material is introduced. Smaller discussion sections meet on Tuesday and Thursday with a discussion instructor. During the discussion sessions, homework questions are answered and group activities or quizzes are given. When *written* homework is due, it will be turned in during the discussion section.

Type	Days/Times	Section	Instructor	Classroom	WebAssign Class Key
Lecture	MWF 1:30-2:20		Gerri Petty	AGH 101	
Discussion	TR 9:30-10:20	62950	Jianou Zhang	HSCI 331	okstate 4137 4844
Discussion	TR 10:30-1:20	62955	Jianou Zhang	HSCI 305	okstate 8416 1918
Discussion	TR 11:30-12:20	62961	Reyhan Yagizel	HSCI 305	okstate 1213 4795
Discussion	TR 12:30-1:20	62964	Reyhan Yagizel	AGH 009	okstate 1665 1670
Discussion	TR 1:30-2:20	62967	Uddhaba Pandey	HSCI 004	okstate 4504 5500
Discussion	TR 2:30-3:20	62968	Uddhaba Pandey	AGH 009	okstate 9215 5797

WebAssign Homework: Homework is due at 11:59 p.m., usually on a day your class meets. The due dates are given in WebAssign. You can submit each problem up to 5 times. At the end of the semester, the total of all WebAssign homework points will be *scaled* to **100 points** (your *percentage correct* × 100). The maximum number of points that can be earned for the semester is 100 points. If you have a question about a homework problem, you can use the “Ask Your Teacher” feature in WebAssign. You may also bring questions to discussion class to ask your instructor. Please **keep a copy of your written work**, which will help your instructor locate your errors if you ask for help. Any correct answer submitted *before* the due date will receive full points. **Late homework will be accepted with a 50% penalty**, up to 5 days after the due date. You must *request* an extension (by clicking the “request extension” button in WebAssign). The extension will be granted automatically. Each correct answer submitted *after* the due date will receive the 50% penalty.

Group Work and Quiz Grade: Group work assignments or quizzes will be worth 20 points each and will be given during the discussion sessions.

Group work policies:

- Group members **must be present for the entire class period**, and must **participate equally** in order to share the full credit on the assignment.
- Groups should consist of **two people** (three with permission of instructor); groups can change throughout the semester.
- Groups **may use their notes**.
- **Working with other groups is not allowed.**
- Group members are **not allowed to “split” the work**; each member must contribute to every problem.
- Groups **may ask the instructor for some guidance**, but should not expect a full explanation.
- Groups must **show work** on every problem.
- **One paper will be submitted** for the entire group.

- **Calculators are allowed**, but no other electronic devices (cell phones, tablets, laptops, etc.) should be used.
- Instances of **academic dishonesty** may be subject to sanctions according to university policy.

The TWO lowest scores from this grade category will be dropped at the end of the semester. After dropping the two lowest scores, the total will be scaled to 100 points (your percentage \times 100). There is no make-up on group work assignments or quizzes.

Written Homework: *Written* homework will also be turned in during discussion class on the days announced by your instructor. **Each assignment is worth 20 points.** At the end of the semester, the lowest *two* grades from written homework will be dropped and the total of all written homework points will be *scaled* to **50 points** (your percentage \times 50). **Late homework will not be accepted.**

Attendance: There will be 50 points available for class attendance during lectures.

- You get **three “free”** absences. For every absence after the first three, 3 points will be deducted from the 50 point total.
- There are **no “excused” absences.** You must be present for the **entire class period, awake, attentive, and not using an electronic device**, to be counted as present.
- *Having another student sign the sign-in sheet for you, or signing it for another student, is a violation of academic integrity. Violators may be subject to sanctions according to university policy.*

Exams: There will be four 100 point exams and a 200 point comprehensive final exam. The dates for the exams are as follows:

Exam 1: Wednesday, September 14	Exam 2: Wednesday, October 5
Exam 3: Wednesday, October 26	Exam 4: Wednesday, November 16
Final Exam: Monday, December 5, 2:00-3:50 p.m.	

Make-Up Exams: Make-up exams will be given only in extreme circumstances, if documentation for the absence can be provided and is verifiable. Valid reasons (documentation required) for make-up exams include:

- University activities (e.g. field trips, research presentations, athletic teams, etc.)
- Military obligation, jury duty or other mandatory court appearance
- Serious illness or injury in student or immediate family (parent, sibling, spouse, son, daughter)

If you believe a make-up exam may be applicable, please contact your instructor Gerri Petty by e-mail at gerri.petty@okstate.edu. You should contact her **prior to the missed exam** (if possible) to ask for permission to take a makeup exam and to inform her of the reason for missing the exam. Notification must be given in a timely manner (usually within 24 hours after the exam). If a makeup exam is allowed, a **penalty of up to 15%** may be assessed. Makeup exams may not be granted if notification is not timely or if the reason for the makeup exam is not sufficient.

Course Evaluation: Course grades will be determined according to the following distribution.

Grade Item	Points Available	Percent of Total Grade
Online Homework (scaled)	100 points	11%
Group Work/Quiz Grade (scaled)	100 points	11%
Written Homework (scaled)	50 points	5.5%
Attendance	50 points	5.5%
Exams	600 points	67%
Total	900 points	100 %

Letter grades will be assigned according to the following scale.

A: 90% or higher	B: 80-89.5%	C: 70-79.5%	D: 60-69.5%	F: 59% or lower
810-900 pts.	720-809 pts.	630-719 pts.	540-629 pts.	0-539 pts.

Attendance, Courtesy, and Electronics Usage: Regular class attendance is expected. Common courtesy is expected. Here are a few things to remember:

- Be **on time** and be **attentive, remain in the room** the entire time (unless you are ill), and show courtesy to those around you by **not talking** to classmates while the instructor is talking.
- **Only one calculator** may be used on quizzes, exams, or other assignments. Calculators must be approved (see page one of the syllabus). **No other electronic devices** (cell phones, laptops, tablets) are allowed. Use of more than one calculator, or use of another electronic device, will be considered an act of academic dishonesty/misconduct and may result in a grade of 0 on the exam/quiz, or a grade of F for the course.
- **Do not use a cell phone** or other electronic device during class time. If this behavior persists after you have been asked to stop, you may be counted as absent.

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. The conditions, including appropriate time limits, for the removal of the “I” are indicated on the official class roll by the instructor. A condition that the student 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

<http://academicintegrity.okstate.edu>

OSU is committed to maintaining the highest standards of integrity and ethical conduct. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and altering academic records) will result in an official academic sanction. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. You have the right to appeal the charge.

Office of Student Disability Services (SDS)

315 Student Union/405-744-7116 <http://sds.okstate.edu/>

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think 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 SDS. **Please advise the instructor of your disability as soon as possible**, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty has an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process to verify the existence of a qualified disability and identify reasonable accommodations.

Syllabus Attachment: You are individually responsible for meeting university deadlines and for following university procedures. The general university syllabus attachment, containing much information of this nature, can be found on the Academic Affairs' web site (<http://academicaffairs.okstate.edu> and choose Faculty and Staff Resources, then the Syllabus attachment for the appropriate semester).

Additional Resources:

OSU Police	744-6523
Stillwater Police	372-4171
OSU Student Counseling Center	744-5472
OSU Counseling Psychology Clinic	744-6980
OSU Psychological Services Center	744-5975

Final Note: Any changes in this syllabus will be communicated to you in class by the instructor.