

PRECALCULUS, Math 1715 MWF 1:30-2:20, Fall 2017			
Instructor:	Gerri Petty		
Office Hours:	MWF 11:30-1:15, W 2:30-3:20 in MLSC All office hours are in MSCS 512, unless otherwise indicated. Other times are available by appointment; please arrange by email.		
E-mail:	gerri.petty@okstate.edu		
Office phone:	405-744-1802	Cell Phone:	405-612-1122 (voice or text)

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. Combined credit for MATH 1513, MATH 1613 and MATH 1715 is limited to six hours.

Textbook/WebAssign Access

- **WEBASSIGN Access Code**
- NOTE 1: WebAssign contains an e-book *Algebra and Trigonometry*, Fourth Edition, by Stewart, Redline, and Watson. You do NOT need to purchase the textbook separately.
- NOTE 2: If you have previously taken this course here at OSU (and used exactly the same textbook), you can use your previous WebAssign account without purchasing a new access code.

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 **calculator** (either graphing or non-graphing) is required for this course. It must be able to calculate trigonometric functions (sine, cosine, tangent) in both degrees and radians, as well as inverse trigonometric functions. **Only one calculator may be used on exams or other assignments.** The OSU Mathematics Department has a limited number of graphing calculators for students to use during the semester on a first-come, first-served basis. **These calculators are not allowed:** cell phone calculators, laptops, handheld computers, calculators with wifi, or built-in computer algebra systems. Some of the prohibited calculators include: TI-89, TI- 92, TI-Nspire CAS,. We will follow the same calculator usage policy as the ACT test. See the list of prohibited calculators at: <http://www.act.org/content/act/en/products-and-services/the-act/taking-the-test/calculator-policy.html>. Please check with your instructor to determine whether your calculator is allowed.

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, where homework questions are answered and group assignments or quizzes are given. When *written* homework is due, it will be turned in during the discussion section.

WebAssign Homework

You should sign up for WebAssign right away using the same first/last names listed on your official OSU enrollment. For the username, it is recommended that you use your O-Key username. The institution is *okstate*. There is a 14-day grace period to enter the access code, *starting with the first day of the semester*. Go to <http://www.webassign.net> and self-enroll.

- To enroll, students need a **class key** that corresponds to this section. **The class key is listed below:**

Type	Days/Times	CRN	Instructor	Room	WebAssign Class Key
Lecture	MWF 1:30-2:20		Gerri Petty	AGH 101	
Discussion	TR 10:30-1:20	62525	Rohit Mishra	HSCI 305	okstate 5795 6430
Discussion	TR 11:30-12:20	62531	Rohit Mishra	HSCI 305	okstate 5875 5241
Discussion	TR 12:30-1:20	62534	Ajeeth Reddy Gunna	AGH 009	okstate 3819 4144
Discussion	TR 1:30-2:20	62537	Ajeeth Reddy Gunna	HSCI 004	okstate 4592 7257

- Students also need the **student access code** that must be purchased.

WebAssign homework is due at 11:59 p.m., usually on a day your class meets. Each problem may be submitted 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* \times 100). The maximum number of points that can be earned for the semester is 100 points. For questions about a homework problem, you can use the “Ask Your Teacher” feature in WebAssign, or you may bring questions to class to ask the instructor. Please **keep a copy of your written work**, since it is helpful in locating errors. 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. *Request an extension* by clicking the button in WebAssign. The extension will be granted automatically. Each correct answer submitted *after* the due date, but by the end of the 5th day, will receive the 50% penalty.

Tech Support and Self-Help Videos for WebAssign

If you need help getting started using WebAssign, there are videos available here: <https://www.cengage.com/services/product/ewa/general/student>

For *WebAssign Technical Support*, go to: <http://support.cengage.com/victoriaweb/primarypage> or call toll free, 800-955-8275.

Group Work and Quiz Grade

Group work assignments and quizzes will be worth 20 points each.

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 own notes**, but may not use notes from students outside the group.
- **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**; no other electronic devices allowed (cell phones, laptops, etc.).
- 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: *Hand-written* homework assignments will be worth 20 points each and will be turned in at the beginning of class on the date the assignment is due. These assignments will generally be announced a week in advance. You **must show work** on every problem. *It is a violation of academic integrity to turn in work that is exactly the same as, or very similar to, the work of another student, tutor, or website. Academic integrity violations may be subject to sanctions according to university policy.* The ONE lowest grade from written homework will be dropped at the end of the semester. After dropping the one lowest score, the total will be **scaled to 100 points** (your percentage \times 100). **Late homework will not be accepted.**

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, February 15	Exam 2: Wednesday, March 8
Exam 3: Friday, April 7	Exam 4: Tuesday, April 25
Final Exam: Monday, May 8, 8:00-9:50 a.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 by e-mail at brownl@okstate.edu . You should contact her **well in advance (at least 3 days) of the exam** to ask for permission to take a makeup exam and to inform her of the reason for needing to miss the exam. In circumstances where notification cannot be given prior to the exam, **arrangements must be made within 24 hours of the missed exam** and the makeup exam must be taken **within one week** of the scheduled exam. **Documentation for the absence must be provided.**

Exam Replacement Opportunity: You are allowed to replace ONE of the first four exam scores with your *percentage* score on the final exam, *after* a 20-point deduction. For instance, if your first four exam scores are 85, 78, 63, and 72, and your final exam score is 160 out of 200 (or 80%), then you can replace the third exam score (63) with a score of 70 (calculated as follows: $160 - 20 = 140$; $140/200 = 70\%$). If this calculation results in a score *lower* than your lowest score on the first four exams, then there will be no exam replacement. The final exam is mandatory and no other exam scores may be used to replace it.

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

Grade Item	Points Available	Percent of Total Grade
WebAssign Homework (scaled)	100 points	11%
Group Work/Quiz Grade (scaled)	100 points	11%
Written Homework (scaled)	100 points	11%
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.

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.

Attendance, Courtesy, and Electronics Usage

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 other students by allowing them to hear the instructor.
- **Only one calculator** may be used on quizzes, exams, or other assignments. Calculators must be approved (see graphing calculator requirements). **No other electronic devices** (cell phones, laptops, tablets) are allowed. Use of more than one calculator, or use of another electronic device, may 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.
- **Please do not use a cell phone** or other electronic device during class time.

Incomplete Grade:

Please refer to: <https://registrar.okstate.edu/FAQ-Incomplete-Grade-Students>

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

Equal Opportunity/Sexual Misconduct/Sexual Discrimination

408 Whitehurst/405-744-9153, <https://1is2many.okstate.edu/>

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