

TRIGONOMETRY, Math 1613 TR Syllabus, Spring 2016			
Instructor:	Gerri Petty		
Office:	MSCS 512	Office phone:	744-1802
Cell Phone:	405-612-1122 (voice or text)		
Office hours:	9:00-10:20am Tuesday and Thursday 11:50-12:20 Tuesday and Thursday Other times are available by appointment. Please arrange appointment times by e-mail. Office hours at MLSC (5th floor of Library): 3:30-4:20 Thursday		
E-mail:	gerri.petty@okstate.edu Please identify your <i>course</i> and <i>section</i> in the subject line of your e-mail. For instance, "1613 student, MWF 10:30".		

Course Description: This course includes the study of trigonometric functions, solution of triangles and applications to physical sciences. The prerequisite test required is ALEKSGOAL with a minimum score of 60, or previous credit in MATH 1513 with a minimum grade of C. No credit will be earned for those with prior credit in MATH 1715 (Precalculus) or any course for which 1613 is a prerequisite.

Textbook/WebAssign Access

- ***Algebra and Trigonometry w/Access**, Third Edition, by Stewart, Redline, and Watson.
- OR *WEBASSIGN Access Code (without printed textbook)**

**Note: The textbook is looseleaf and cannot be sold back to the bookstore. You may choose to buy only the WebAssign access code.*

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 this section of Trigonometry. **Your class key is:**
okstate
- You will also need the **student access code** that comes with your textbook or purchased alone.

Other Required Material

- 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, calculators with wifi, built-in computer algebra systems, or ability to store PDF files (TI-89, TI- 92, TI-Nspire, 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.

- **Lecture notes:** These are available in the online classroom (D2L). Go to: <https://oc.okstate.edu/> and log in using your O-Key username and password. The notes will be located under the “Contents” tab.

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 Lab 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 at the MLSC: Students who are enrolled in an online mathematics course or who commute to Stillwater are eligible to participate in online tutoring at the MLSC. The sessions will take place on Tuesday and Thursday evenings from 5:00-8:00pm. Tutoring is free, but you need to email Dr. Mills memills@math.okstate.edu to sign up and receive the login information. Please write “Sign up for Online Tutoring” in the subject line of your email.

Exams: There will be three 100 point exams and a 200 point comprehensive final exam.

Exam 1: Tuesday, Feb. 16	Exam 2: Thursday, Mar. 24
Exam 3: Thursday, Apr. 21	Final Exam: Thursday, May 5, 12:00-1:50 p.m. in PS101

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 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 you need to take a make-up exam, first contact your instructor to explain the reason for missing the exam. Then, if your instructor believes a makeup exam is appropriate, contact the **course coordinator, Lee Ann Brown**, by e-mail at brownl@okstate.edu . You should contact her **well in advance (at least 3 days) of the missed exam** to ask for permission to take a makeup exam and to inform her of the reason for missing the exam. In circumstances where the exam cannot be taken *early*, **arrangements must be made immediately after the missed exam** and the makeup exam must be taken **within one week** of the scheduled exam. If a makeup exam is allowed, a **penalty of up to 15%** may be assessed.

Group Work and Quiz Grade (100 points): Group work assignments or quizzes will be worth 10 points each and will be given approximately once per week. **You must be present for the whole class period** to participate. You will be allowed to drop your TWO lowest scores from this grade category, then the total will be **scaled to 100 points** (your percentage × 100). There will be **no make-up** on group work assignments or quizzes.

Written Homework (50 points): *Hand-written* homework assignments will be worth 10 points each and will be turned in at the beginning of class on the day it is due. The lowest TWO grades from written homework will be dropped at the end of the semester, then the total 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. You get **three “free”** absences. For every absence *after* the first three absences, **three** points will be deducted from the 50 point total. Your **instructor may count you absent** if you are not in class for the *entire* time period, awake and attentive, without distracting behavior (coming/going from class, talking, wearing headphones, texting, etc.).

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* \times 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 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, which will be granted automatically. Each correct answer submitted *after* the due date will receive the 50% penalty.

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

Group Work/Quiz Grade (scaled)	100 points
Written Homework (scaled)	50 points
Attendance	50 points
WebAssign Homework (scaled)	100 points
Exams	<u>500 points</u>
TOTAL	800 points

A: 90% or higher 720-800 pts.	B: 80-89.5% 640-719 pts.	C: 70-79.5% 560-639 pts.	D: 60-69.5% 480-559 pts.	F: 59% or lower 0-479 pts.
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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 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, 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 (texting, surfing the internet, etc.)** 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	OSU Student Counseling Center	744-5472
Stillwater Police	372-4171	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.