

<b>PRECALCULUS, Math 1715 Spring 2016</b>	
<b>Instructor:</b>	Steven Edalgo
<b>Office:</b>	MSCS 412
<b>Office hours:</b>	Monday and Wednesday 10:30 – 11:30 a.m. other times are available by appointment. Please arrange appointment times by e-mail.  Office hours at the MLSC: Friday 10:30 – 11:30 a.m.
<b>E-mail:</b>	<a href="mailto:edalgo@okstate.edu">edalgo@okstate.edu</a> Please put 1715 STUDENT in the subject line of your e-mail.
<b>Office phone:</b>	744-2291

**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

- **\*Algebra and Trigonometry w/Access**, Third Edition, by Stewart, Redline, and Watson.

#### **OR \*WEBASSIGN Access Code**

*\*Note: The textbook is looseleaf and cannot be sold back to the bookstore. You may choose to buy only the WebAssign access code, either through the student bookstore or directly from WebAssign when you register.*

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 Pre-Calculus.  
**Your class key is:** [okstate 3863 7891](#)
- You will also need the **student access code** that comes with your textbook or purchased alone.

### Other Required Material and Optional 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. *Cell phone calculators, laptops, handheld computers, and calculators with built-in computer algebra systems (TI-89, TI-Nspire, etc.) are not allowed. 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 (optional):** 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:

<b>Tutoring and Computer Hours</b>	
<b>Monday-Thursday:</b>	9:00 a.m. to 9:00 p.m.
<b>Friday:</b>	9:00 a.m. to 5:00 p.m.
<b>Sunday:</b>	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](mailto: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.

**Group Work and Quiz Grade:** Group work and quizzes will be given during class. These are unannounced and **you must be present for the whole class period** to participate. The total for all these will be *scaled to 100 points* (your percentage  $\times$  100). There will be *no make-up* on group work assignments or quizzes. You will be allowed to drop your *two* lowest scores from this grade category.

**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.

**Written Homework:** Separate *written* homework will also be due and turned in during the semester. 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, 3 points will be deducted from the 50 point total. You must be present for the **entire class period, awake, attentive, and not using an electronic device**, to be counted as present.

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

<b>Exam 1:</b> Thursday, Feb. 11	<b>Exam 2:</b> Wednesday, Mar. 2
<b>Exam 3:</b> Friday, Apr. 1	<b>Exam 4:</b> Thursday, Apr. 21
<b>Final Exam:</b> Friday, May 6, 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 you need to take a make-up exam, first contact your instructor to explain the reason for missing the exam. You should contact him/her **well in advance (at least 3 days) of the missed exam** to ask for permission to take a makeup exam and to inform him/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.

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

Online Homework (scaled)	100 points
Group Work/Quiz Grade (scaled)	100 points
Written Homework (scaled)	50 points
Attendance	50 points
Exams	<u>600 points</u>
<b>TOTAL</b>	<b>900 points</b>

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. **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.
- Please **do not use a cell phone or other electronic device during class time**.

**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 Dishonesty/Misconduct:** Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. 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 fraudulently altering academic records) will result in your being sanctioned. 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. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627. Go to [academicintegrity.okstate.edu](http://academicintegrity.okstate.edu) for a short video on OSU’s academic integrity policy and additional information.

### **Office of Student Disability Services**

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 Spring 2016) or click on this link [Syllabus attachment](#).

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