

PRECALCULUS
1284C
Summer, 2014

NECESSARY PURCHASES

You must purchase an MLP access kit.

TEXT: *Precalculus*, Fourth Edition, Robert Blitzer, 2010, Prentice Hall, Pearson
 Purchasing a paper copy of the textbook is optional. You ***must*** purchase an access kit for MyLabsPlus.

SOFTWARE

Some homework, quizzes, and tests/exams are accessed with Pearson Math Software MYLABSPLUS (MLP). An electronic version of the textbook is available within MLP. You may purchase the University of Arkansas MLP access kit from a local bookstore or online when you access the MLP portion of your class.

Accessing your MRTC MATH Course with Single Sign On:

- Generally, you will access your course through Blackboard (BB) by going to learn.uark.edu. Log in using your university email login and password. There will be an option (a button or link) that will directly sign you in to MLP and allow you to work on your homework, quizzes, or tests/exams.
- If there is ever a time when Blackboard is NOT working and you need "the back door access to MLP," go to uark.bb.mylabsplus.com. Your login is your university email without the @uark.edu part. The first time you do this, you will click on "forgot password" and the directions for resetting your MLP password will be sent to your uark email.

The MLP software is installed in the General Access Computer Labs (GACL) and on the computers on the second floor of the Science and Engineering Building (SCEN). Using other computers will require you to install the necessary MLP programs by clicking on the SUPPORT tab on the opening page of the online course then clicking on MYMATHLAB BROWSER CHECK.

Problems with Software: If you cannot access your MLP course:

- Check your browser- click on SUPPORT then MYMATHLAB BROWSER CHECK near the top of the page
- Delete your cookies
- Try a different browser - MLP does not like Safari at all. Mozilla Firefox is recommended
- Try a different computer
- Contact Pearson Tech Support by clicking on TECH SUPPORT link at the top of the page and select one of the means listed
- Call Pearson Helpline at 888-883-1299

COMMUNICATION:

Check the MLP Announcement Page and your university email account twice a day for important class information. Outages and other problems will also be reported via Twitter at @UarkMRTC I do not manage this Twitter account, so do not expect to be able to communicate with me via Twitter.

ATTENDANCE: It is imperative that you attend class. Students who attend class consistently get better grades. Attendance will be taken in lecture class using UASuccess. Any student who is regularly tardy or absent will be flagged in the system and receive a reduction in their Quizzes/Participation score (the reduction will begin after your fifth absence or tardy).

GOALS

1. To review basic algebra skills
2. To recognize various kinds of functions and apply them to the solution of equations
3. To learn basic trigonometry
4. To recognize and solve systems of equations
5. To recognize the conic sections and their geometric properties
6. To prepare to be successful in Calculus 1
7. To learn to be self-disciplined and dependable through daily consistent work

GRADING SCHEME

Three Proctored Exams	15% each
Completed Notes/Homework	10%
MLP Quizzes	10%
Attendance	5%
In Class Participation	5%
Final (comprehensive)	25%

Proctored Exams –These exams will consist of both multiple choice/fill in the blank MLP questions and open response questions that will require you to show your work for full credit. You must always show work for every step on every open response question. The more you explain yourself, the easier it is for me to determine if you truly understand. I will never assume you just know something. Even if you get an answer by simply adding two numbers like $2+2=4$, you need to write the $2+2$ part and not just the four.

Exams will be given in the MRTC Testing center (SCEN 203). For each exam you should go to the testing center on your own time on the day the exam is to be taken. Go to mrtc.uark.edu to find testing center hours of operation. You will be expected to abide by the testing center guidelines found at http://mrtc.uark.edu/TESTING_CENTER_GUIDELINES.pdf. MLP will automatically grade part of your exam. You may immediately contest the grading by filling out and submitting a “pink sheet.” Put your red cup on top of your tower to ask a proctor for one of these pink sheets. Turn your pink sheet and ALL of your scratch paper into the testing center proctor.

Exam Dates and Contents:

June 5th – Sections 1.2, 1.3, 1.5, 1.6, 1.7, 1.8, 1.9, 2.2, 11.1

June 19th – Sections 11.2, 11.3, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 3.4

July 3rd – Sections 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 5.1, 5.2, 5.3

July 17th – Everything above in addition to Sections 5.5, 6.1, 6.2, 7.1, 7.4, 9.1, 9.2, 9.3

If you would like to appeal the grading or the score on an exam, you must make this appeal within one week of the posting of grades in MLP.

Completed Notes/Homework – You **MUST** fill out your notes and do the homework (read the text and watch the video) **each** day to succeed and to build the confidence you will need to pass the exams and the Final. (A minimum of two hours per night is to be expected.) Each section of homework has a due date in MLP. This due date also applies to the completed notes. The completed notes will be taken up on the due date at the beginning of class time. If they are turned in late, there will be a hefty deduction in the score earned. Homework and completed notes combined will count for 10% of your overall average.

In blackboard, on the left you will find “Notes” for each section we will cover. They are in a basic fill in the blank format. For each section, you should print the notes from blackboard and fill them out. You should use MLP as an aid to fill out the notes. When you are logged into MLP, click on “Homework” on the left. Select the appropriate section of homework you wish to work on. There you will find a link to the text book and the video for that section (sometimes there will be more). Once you click on the link, a new window containing the media will open and you will be given credit for viewing it. Your printed and completely filled out notes will be submitted in class for a grade the day of the homework due date.

At least your two lowest completed notes/homework grades will be dropped at the end of the semester.

MLP Quizzes – Quizzes will be posted on MLP. Your scores on the quizzes will be averaged and count for 10% of your course grade. Each quiz has a prerequisite of the Homework assignment for the same section completed at 100%. For example, the 1.2 Quiz has a prerequisite of a score of 100% on the 1.2 Homework. You will have unlimited (untimed) attempts for each quiz, until the due date, of course. Each quiz will be due the day before the exam that covers the material. For example, we will begin with section 1.2. The 1.2 Quiz is due on Wednesday, June 4 at 11:59 PM, which is the day before our first exam (the first exam is on Thursday, June 5).

If you get stuck on a problem, there is online tutorial help available. Make note of the problem number that is giving you trouble. This is usually a string of digits and decimals of the form `chapternumber.sectionnumber.problemnumber`. For example, section 1.2 number 83 would be 1.2.83. In MLP, click on “Chapter Contents”, then the chapter you need and the section you need. Then choose “tracked tutorial exercises”. There you will find each question offered by the program. Select your question. Once the question is opened, on the right hand side you will see several helpful options to choose.

At least your two lowest quizzes will be dropped at the end of the session.

BONUS OPPORTUNITY

Office Visit – You may earn a bonus quiz by turning in your Syllabus Quiz to me in my office. You must put this quiz in my hand in my office to earn the bonus. You may turn in the quiz any time you can find me in my office before the deadline.

Attendance – Attendance will be taken daily and is worth 5% of your grade. If you are in class when I take roll you will receive a 100% grade for the day. If you are tardy, your grade will be a percentage based on the amount of time you spent in class that day. You will receive a zero for any day that you are absent.

Five of your lowest attendance grades will be dropped at the end of the semester.

In Class Participation – Each day in class will consist of various activities. Sometimes this will be group work, sometimes quizzes, sometimes games, and sometimes artistic projects. Each of these will be graded and counts 5% of your overall grade.

At least two of your lowest participation grades will be dropped at the end of the semester.

MLP GRADEBOOK

The MLP Gradebook can take up to 12 hours to update your scores. **Grades in the MLP Gradebook are approximations of your actual grade.** Grades will be kept in the MLP Gradebook, NOT the Blackboard (BB) Gradebook.

The MLP gradebook works in set category weights, which makes the individual assignment weights continually change. For example, your homework for the entire semester is worth 10% of your average. Once the first homework is submitted, all of that 10% is made up of that one submitted assignment. Once the second homework is submitted, the two submitted homeworks equally make up that 10%, i.e. each one is worth 5%. Once three assignments are submitted, each one will be approximately 3.333% of your grade, and so on. Therefore, each individual assignment will continually be worth less and less, until the end of the semester when all assignments have been graded.

ACCOMMODATIONS

Under University policy and federal and state law, students with documented disabilities are entitled to reasonable accommodations to ensure the student has an equal opportunity to perform in class. If you have such a disability and need special academic accommodations, please report to Center for Educational Access (CEA). Reasonable accommodations may be arranged after CEA has verified your disability. You must discuss your accommodations with your instructor as soon as possible. To receive accommodation this must be done at least a week before you take an exam. Do not hesitate to contact your instructor or a member of the MRTC Staff if any assistance is needed in this process.

EXTENSION POLICY

There will be **no** extensions for any quiz or any homework. If you must miss class because of a university-sponsored event, you will be excused for the participation and attendance when you present documentation to your lecture instructor. Aegrotats will not be accepted.

I loathe make-ups for exams. If you miss an exam, see me as soon as possible. Most make-up exams will be given at the end of the session. These will be computer-generated exams with little/no partial credit given. These make-ups will be taken in the Testing Lab, SCEN 203. I really don't think you want to do this. However, you may choose to take the make-up at your discretion. There are no conditions placed on taking a make-up exam. Obviously, this policy does NOT apply for the Final Exam.

GRADING SCALE

The final letter grade is based on the following percentage scale:

A = 90.0%-100%; B = 80.0%-89.9%; C = 70.0%-79.9%; D = 60.0%-69.9%; F = 0-59.9%

These are general guidelines and are subject to modification. There will be a curve on the final grade, how much will not be known until all points are in.

ACADEMIC INTEGRITY: “As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail.” Each University of Arkansas student is required to be familiar with and abide by the University's Academic Integrity Policy which may be found at <http://provost.uark.edu/>. Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor.

TESTING LAB ACADEMIC POLICY

The use of cell phones, including text messaging, and any personal media devices (including iPads, iPods, PDAs, personal calculators, etc.) in any of the testing labs is strictly prohibited. Turn off all these devices BEFORE entering the Testing Lab and store them with your other belongings. Do not take out or turn on these devices until you have left the Testing Lab. No belongings, including purses or backpacks, may be brought to the testing machines. There is space allotted for your belongings on the shelves in the Testing Lab or in the lockers outside of SCEN 203. A violation of this policy could result in a non-replaceable zero on the exam being taken. In addition, you might be required to report to the Office of Community Standards and Student Ethics (OCSSE). Go to the Math Department website, math@uark.edu, to see complete Testing Lab Guidelines.

The only items allowed at a testing machine are a pen/pencil, your id, the official testing lab calculator, the official testing lab scratch paper. Calculators and scratch paper are provided by the Testing Lab operator.

CALCULATORS

No programmable graphing calculators of any kind will be allowed on any quiz/exam. In addition, neither an HP300s nor a Casio fx115m is allowed. Any calculator with a differentiation/integration button is **NOT** allowed on any quiz/exam. A scientific calculator can prove helpful, but it is not required. A TI-30X IIS is recommended since this is the type of calculator you will be given to use in the Testing Lab.

OTHER TECHNOLOGY

Please do not have your cell phone on during class. Cell phones, palm pilots, Blackberries, iPods, etc. will not be allowed to be visible or used in any way during class. Do not plan to use these devices to keep track of the time on the exam. Any device using earplugs/headsets is not allowed to be used in class. If you have any of these devices in your back-pack or pocket during class, be sure that they are turned off and left in your back-pack or pocket.

TUTORING

There are free student tutors in the Enhanced Learning Center (Gregson Hall) and MRTC – SCEN 209, 211, and 212. Visit their websites for the latest hours. elc.uark.edu and mrtc.uark.edu

INCLEMENT WEATHER POLICY

Instructors make every effort to hold class. If you feel that travel is too hazardous due to weather conditions, inform your instructor by email. If the university is officially closed, class is canceled. Your instructor will notify you of schedule changes for assignments and exams and for the study and testing labs in SCEN by email and announcements in MLP/BB,

EMERGENCY PROCEDURES

Many types of emergencies can occur on campus. Instructions for specific emergencies such as severe weather, active shooter, or fire can be found at emergency.uark.edu.

Severe Weather (Tornado Warning):

- Follow the directions of the instructor or emergency personnel
- Seek shelter in the basement or interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside
- If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building
- Stay in the center of the room, away from exterior walls, windows, and doors

Violence / Active Shooter (CADD):

- CALL- 9-1-1
- AVOID- If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
- DENY- Barricade the door with desk, chairs, bookcases or any items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it's safe.
- DEFEND- Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

OFFICE HOURS

My office hours are posted on the blackboard site. These are my “official” office hours. However, I maintain an “open door” policy in my office: if my door is open, I am usually available. Appointments are available upon request.

See me if you are having trouble. See me early; see me often. **Don't get behind.** I check my e-mail when I can and try to respond quickly. Anytime and anywhere you can find me, I probably am available to help you.

TIPS FOR SUCCESS

1. Don't get behind. Do each day's assignment before the next session.
2. Talk to me when you do not understand.
3. Use a pencil **and** an eraser. Neat work facilitates learning.
4. Model my procedures and problem organization in your work. Many times the formats and step-by-step processes demonstrated in class enable students to solve and understand problems.
5. Take notes. If it important enough for me to write it down, it is important enough for you to write it down.
6. Stay awake and alert in class. You cannot learn calculus while working on other class work, reading the newspaper, working puzzles, playing games on your calculator/computer/phone, sending/receiving text messages, or sleeping. I will help you by not allowing such behavior. Lecture class and drill are **NOT** the time to work on your homework.
7. Ask questions. The only dumb question is the one you don't ask.

CLASSROOM ETIQUETTE

Each student is expected to help foster **a positive learning environment** in the class.

One very important element in fostering a positive learning environment is "**DO NOT DISTURB!**".

1. If you come in late, take the **FIRST** available seat.
2. If you must leave class early, sit near the door. Leave quietly and unobtrusively.
3. Do not talk to your neighbor when I am talking or while a student is talking to me once class has begun. After class has begun chit-chat, flirting, and discussions concerning other classes should take place outside of this class. If you have questions concerning the material being taught, it is recommended that you ask me and not a fellow student. However, I will allow student discussion of the material if you find it helpful.
4. Wait until class is over to pack up. It is extremely frustrating to try to finish class while students are packing up.

A second equally important element in fostering a positive learning environment is to support your fellow classmates when they have questions. No grimacing, rolling your eyes, sighing, or snickering will be tolerated.

NETIQUETTE POLICY

Netiquette is online etiquette.

Use appropriate language for an educational environment:

- ❖ Use complete sentences
- ❖ Use proper spelling and grammar
- ❖ Avoid slang and uncommon abbreviations
- ❖ Do not use obscene or threatening language.

Remember that the University values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see The Core Rules for Netiquette (<http://www.albion.com/netiquette/corerules.html>) by Virginia Shea.

When sending an email to your instructor, you MUST put the lecture class and class time you are registered for in the subject line. Be sure you sign the email with your full name.

THIS SYLLABUS IS SUBJECT TO CHANGE. You will be notified in email, on MyLabsPlus, and/or in class of changes. Failure to check your email and/or failure to read the announcements in MLP and/or failure to attend class will not constitute a reason to be allowed to make up any assignments, tests, or changes to the course. Ignorance is no excuse.