TEXAS A&M UNIVERSITY
COMMERCE

Math 2312.01W: Precalculus
COURSE SYLLABUS: Fall 2021, 3 semester credit hours

INSTRUCTOR INFORMATION

Instructor: Donna Holt
Office Location: Binnion 304
Office Hours: Web-based T 8-10 AM, TH 5-7 PM or by appointment
Office Phone: 903-886-5972   Office Fax: 903-886-5945
University Email Address: donna.holt@tamuc.edu
Preferred Form of Communication: Email
Communication Response Time: Within 24 hours, unless over a weekend, holiday, or during school cancellation

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Textbook Required: *Precalculus*, 7th Edition, by Redlin, Stewart and Watson. ISBN 9781305071759. Parts or all of the following chapters will be covered: 1, 2, 5, 6, and 7. We may occasionally cover other activities or projects not in the text.

Technology Requirements: A scientific calculator is required for this course. A TI 83/TI 84 or equivalent is highly recommended. Note: Calculators that solve problems for students, including but not limited to TI-Nspire, TI 89 or higher, Casio Prizm, Casio Touch or higher are **NOT** allowed to be used for this class. Your calculator should include at least the basic trigonometric functions of sine, cosine, and tangent. Students are also required to clear the memory of graphing calculators before and after each exam.

Calculator Loan Program: The Mathematics Department has set up a calculator loan program to support students. Students can borrow a calculator for a semester with a small fee ($10 to $15 for TI-83/84). The loan program works on a first-come, first-served basis.

Course Description:
Trigonometric functions and their graphs; radian measurement; solution of triangles; identities; logarithmic and exponential functions; trigonometric equations; applications of trigonometry; conic sections and their graphs. Prerequisite: High school geometry and two years of high school algebra or Math 1314.

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Student Learning Outcomes:
A student who passes this course will demonstrate through solving problems the ability to apply trigonometry to physical situations and theoretical problems. The student will have demonstrated problem solving abilities that include, but are not limited to, functions, identities, and graphical information. The student will be eligible to enroll in Calculus I.

Core Objectives:
      Critical Thinking. Students will be able to analyze, evaluate, or solve problems when given a set of circumstances or data. This common core learning objective will be assessed on the final exam using key questions that will fulfill these objectives.
      Communication. In written, oral, and/or visual communication, Texas A&M University-Commerce students will communicate in a manner appropriate to audience and occasion, with an evident message and organizational structure. This common core objective will be assessed using class activities with class discussion of statistical identities, graphs, and application problems.
      Empirical and Quantitative Skills. Students will be able to understand and utilize mathematical functions and empirical principles and properties. This common core learning objective will be assessed using in-class discussion and projects, homework, and final exams.

COURSE REQUIREMENTS

Minimal Technical Skills Needed:

Students need to check their MyLeo e-mail regularly for weekly updates and class announcements. Access to a computer, a scanner or scanning app, and the internet will be needed for online homework assignments. You will need access to a working webcam and will need to have a stable internet connection during exams. Access to a printer is also strongly recommended. When written work is required, you will need the ability to scan a document and save it as a .pdf file and upload to the appropriate submission folder on D2L. There are a number of free scanner apps, like CamScanner, that can be used for this purpose.

Since this class is online, certain considerations need to be made. Please read this paragraph carefully. You will have to be self-motivated in order to be successful in this class. You will also be required to view the posted course material and learn on your own for much of the course unless you seek outside tutoring help. Furthermore, **all exams will be proctored either in person at the Academic Testing Center (Ferguson 308) or in person at a University-approved remote testing center. Students are responsible for any testing fees if they choose an outside testing center.** Please take this under consideration. If you feel such a setup would not be favorable to your success, please consider taking this class in a face-to-face format if possible. You may contact your instructor if you have any questions about this.

Instructional Methods:

Instructional Methods: Instruction will include video lectures, demonstrations and models, and individual work, based on the time available throughout the semester. In addition, students will be expected to work on activities that deal with Real World applications of the material learned.

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Student Responsibilities/ Tips for Success in the Course:

Attendance/Participation: Logging into D2L and completing assignments will also be used to determine attendance. Students need to actively participate in class online. **Participation is a must to be able to do well in this class**. It is expected that students follow the guidelines set forth by the Class Attendance Policy in the current Undergraduate Catalogue.

If you represent TAMU-C on an athletic team, departmental team, scholastic team, choir, band, or other group, please notify me in writing with the appropriate documentation within one week of any absence. Arrangements for any make-up work will be made at that time.
For more information about the attendance policy please visit the Attendance webpage and
Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/
academic/13.99.99.R0.01.pdf

Instruction: It is important that you understand that this is an online math course. You will utilize online videos posted by the instructor, homework scanned and submitted online, tutoring online or on campus, and virtual appointments with your instructor. **Please keep in mind that you will be responsible for your own learning.** You will have a specific schedule with important due dates that can be found in the weekly modules on D2L, and failure to meet these due dates can result in failing the course.

Amount of weekly study: The "rule of thumb" for a math class is that for every hour of class time, you should spend approximately 3 hours of study time outside of the classroom. This study time may include a variety of activities, including but not limited to: re-organizing notes; working on homework; participating in a study group, tutoring, workshops, or Supplemental Instruction session; attending review sessions; and studying for quizzes and exams.

GRADING

Types of Grades/Assessments:

Daily Grades: The daily grade is composed of several categories of assessments, including homework and quizzes.

Homework: Homework will be assigned for each module's lessons. **It is extremely important for you to work all homework in order to be prepared for the exams.** Homework will be completed on paper then scanned and submitted through D2L; feedback and graded assignments will be provided in a timely manner. Online due dates should be observed, and in general, late submissions will not be accepted.

Quizzes: Quizzes will be given in D2L over the material presented in the instructional videos for each module. Other quizzes might include content covered in the homework assignments. In general, no make-up quizzes will be given, but the lowest quiz grade will be dropped at the end of the semester. Each quiz will be over material to be emphasized on exams. Quizzes will be averaged into your Daily Work grade.

Class Activities/Projects: Problems in the course material that have interesting applications for the class and real life will be introduced periodically into the course instruction. These activities will vary in their scope and should be completed neatly and punctually.

Tests: Tests will be given after a complete chapter or subject area. These exams will be announced at least a week in advance. **CELL PHONES and other electronic devices must be turned off and stored out of the student's reach.** The only electronic device allowed during tests and quizzes is an approved stand-alone calculator, and only with the instructor's consent. Note: Calculators that solve problems for students, including but not limited to the TI-NSpire, TI-89, Casio Prizm, Casio Touch, or higher, are **NOT** allowed to be used for exams.

There are three scheduled regular exams and a comprehensive final. **Students must have their exams proctored, either in person at the Academic Testing Center (Ferguson 308) or in person at a University-approved remote testing center. Students are responsible for any testing fees if they choose an outside testing center. More details about these options will be provided later.** **Dates of exams are listed on the last page of this syllabus. These dates are tentative and are subject to change.**

A practice exam/review and answer key will be provided prior the exam. The three regular exams will consist of a variety of problems and short answer questions. However, students should expect the bulk of the questions on each test to be problem solving. Partial credit may be given on exams IF all work is neatly shown so that I can easily determine the student's mistakes.

Replacing a low test grade: I realize that at times throughout the semester, emergency situations may arise that affect a student's performance on an exam or even prevent a student from attempting a test. However, in general, **make-up exams will NOT be given unless confirmed ahead of time and accompanied by a documented, University excused absence**. Therefore, I am willing to replace the student's ONE lowest exam grade with the student's grade on the corresponding portion of the final exam, provided the grade on that section of the final exam is higher, or the grade on the entire final exam. This provision will only be applied to ONE exam, so students should make every effort to attempt and be well-prepared for all exams.

Final Exam: The final exam will be an OPTIONAL, comprehensive exam. **Students have the option to choose to *not* take final exam *IF* he/she fulfill these requirements:**
- **The student has a passing average grade after Exam 3 and is happy with the final average, *AND***
- **The student has completed the homework assignments *AND***
- **The student has informed the teacher clearly that he/she wants to opt out of the final exam before final exam week.**

In this case, the average of all the exams taken before final exam will be counted as 80% and together with the daily grades of 20% to make up for the 100% of the final grade. If students opt to or need to take the final exam, the grade on the corresponding material from that final or the grade on the entire final exam can replace the one lowest exam grade. Students will then follow the grading policy outlined below to calculate for the final grade for the course.

Final Exam Week is December 13 - 17, 2021 and a schedule for taking the optional final exam will be announced later.

Grading Policy:

Type of Assessment:	Portion of the Grade:
Daily Work (Homework, Quizzes, Activities, etc.)	20%
Tests (a total of 3 regular exams)	60%
Optional Comprehensive Final	20%

Grading Scale: **Grades will be assigned using the standard scale:**

A = 90-100+, B = 80-89, C = 70-79, D = 60-69, F = Below 60

Each student's average for the course will be posted in your MyLeo account. To access the course, you will go into MyLeo and the "Apps" and look for the app for "MyLeo Online (D2L Brightspace)". You should see directions to choose your course from the course grid that looks like:

Once you have chosen the correct course, you will be able to see your "grades" option.

TECHNOLOGY REQUIREMENTS

Instructor Specific Technology Requirements:

Students need to **check their MyLeo e-mail regularly** for class announcements.

Access to a computer, the internet, **MyLeo,** and **D2L** will be needed for instruction and online homework assignments.

A computer or tablet with stable internet access is essential for the success of students.

A scanner or a cell phone with a free scanner app (CamScanner or Adobe Scan is recommended) that allows you to scan completed work to a single .pdf file.

Access to a printer will be helpful if you would like to print out class handouts, guided notes, etc.

The **TI 83/TI 84** graphing calculator or equivalent will be highly recommended. Calculators other than Texas Instruments calculators may be used but classroom instruction on calculators will be given for TI equipment only. **Note: Calculators that solve problems for students, including but not limited to TI-Nspire, TI 89 or higher, Casio Prizm, Casio Touch or higher are **NOT** allowed to be used for this class. ** Students are also required to clear the memory of graphing calculators before and after each exam.

MyLeo Online Learning Management System (LMS):

D2L in MyLeo: All course sections offered by Texas A&M University-Commerce have a corresponding course shell in MyLeo. All class resources, such as video lectures, exam reviews, and guided notes, will be available on the D2L/Brightspace platform, so students should check the course D2L site frequently. Below are technical requirements:

LMS Requirements:
https://community.brightspace.com/s/article/Brightspace-Platform-Requirements

LMS Browser Support:
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:
https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements

ACCESS AND NAVIGATION in MyLeo/D2L:

MyLeo Support: You will need your campus-wide ID (CWID) and password to log into your course in D2L. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu**.**

*Note***:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact me through email or Remind.

Technical Support:

D2L/Brightspace: If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here: https://community.brightspace.com/support/s/contactsupport

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies:

Tutoring: Students can choose to attend in-person tutoring in the Math Skills Center, TRIO, Supplemental Instruction tutoring sessions, and other on-campus tutoring sessions that are approved by the Mathematics Department. Students may also take advantage on online tutoring through tutoring.com.
The Math Skills Center, located in Binnion 328, is open Monday through Thursday 10am – 5pm; Friday 10am – 2pm.

Mach III/TRIO Services, located in the Halladay Student Services building, Room 300, is available to students who meet certain criteria, such as being a first-generation college student, etc. Contact TRIO at 903-886-5833. The **Academic Success Center** offers tutoring in the library, as well as Supplemental Instruction. Their hours can be found on the university web site.

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Online Tutoring: Each students receive 3 free hours from www.tutor.com/tamuc. Use your MyLeo Log in and Password to access this. You can contact the instructor if you need additional free tutoring hours.

Syllabus Change Policy:
The syllabus is a guide. Circumstances and events, such as student progress or weird weather events, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures:

Grade Reporting for First Year Students: Grades for students in freshmen level classes will be reported to the Registrar's Office at the end of the fifth week of class during the fall and spring semesters. The Registrar's Office will report grades to students, Advising Services, Academic Departments (faculty advisors) and mentors. This procedure will allow students to be knowledgeable about their academic progress early in the semester. The university, through Advising Services, faculty advisors and mentors, will take steps to assist students who may be experiencing difficulty to focus on improvement and course completion. Early intervention for freshman students is designed to communicate to students the University's interest in their success and willingness to participate fully to help students accomplish their objectives.

Student Conduct:
All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook (See link below). All students are expected to exercise self-discipline and respect for the rights of others at all times. Behavioral disruptions that interfere with the business of the "classroom" or with an individual's ability to learn may be referred to the Dean of Students. Courtesy to others is important. That means respecting the opinions of others, and in general, doing your part to make this a positive learning environment for all students.

http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: https://www.britannica.com/topic/netiquette

TAMUC Attendance Policy:
For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

Academic Integrity:

In order to ensure fairness and high academic standards, any actions which violate the principles of academic integrity through dishonesty or cheating are given serious consideration. In order to understand what constitutes a violation of academic integrity and the consequences of such behavior, the university's policies may be reviewed at:

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http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf. In particular, awareness of the following definitions is essential in order to know what represents academic dishonesty (pages 6 – 7):

"**Cheating**: Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise. Unauthorized materials may include anything or anyone that gives a student assistance and has not been specifically approved in advance by the instructor."

"**Complicity**: Intentionally or knowingly helping, or an attempting to help, another to commit an act of academic dishonesty."

"**Plagiarism**: The appropriation of another person's ideas, processes, results, or words without giving appropriate credit."

Furthermore, cheating in this course is defined as the following:

- Giving or receiving answers during an exam or quiz.
- Viewing the exam or quiz answers of classmates.
- Having notes/practice work available during tests.
- Possession or access to test items before the test is given.
- Deception in getting an excused absence to obtain the undeserved opportunity to make-up work.
- Use of cell phones (other than if the camera is needed for proctoring) or text messaging technology during exams or quizzes **(such as iPods, Apple Watch, etc.). IF ONE OF THESE DEVICES IS AVAILABLE, <u>IN ANY WAY</u>, DURING AN EXAM, THE STUDENT WILL NOT BE ALLOWED TO PROCEED WITH THE EXAM OR QUIZ AND MAY BE SUBJECT TO PENALTIES ON THEIR GRADE.**
- Improper citations in written works or using another person's ideas and words as students own without giving proper credit.
- **Any** method, no matter how well rationalized or accepted, which improves a person's grade by any means other than study and skillful performances on exams and/or other assignments.

While majority of students are honest in doing their schoolwork, due to recent cheating events, action must be taken to protect the academic integrity of online classrooms**. There is a NO TOLERANCE policy for academic dishonesty, and if a student is caught cheating, the event is subject to reporting and placement on the student's academic record. No grade will be received for any assignments for which cheating occurs.**

In summary, students found guilty of an act of academic dishonesty in this course will be subject to the disciplinary actions listed in the university policies. This includes several possible penalties depending on the severity and number of the incidents, which will be taken into account when specifying disciplinary actions.

<u>Counseling Services</u>

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit <u>www.tamuc.edu/counsel.</u>

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Students with Disabilities -- ADA Statement:
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library, Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148

Email: StudentDisabilityServices@tamuc.edu
Website: Student Disability Resources & Services
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Non-Discrimination Notice:
Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information, or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Concealed Carry Statement:
Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the Carrying Concealed Handguns On Campus
document and/or consult your event organizer.

Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOf
EmployeesAndStudents/34.06.02.R1.pdf
Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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COURSE OUTLINE/CALENDAR

Sections Covered (tentative schedule):

Week	Week Begins	Topics/Sections
1	Aug. 30	Introduction, Syllabus, D2L, 1.9
2	Sept. 6	5.1, 5.2
3	Sept. 13	5.2, 6.1
4	Sept. 20	6.1, Review for Exam 1
5	Sept. 27	Exam 1, 6.2
6	Oct. 4	6.3, 6.4
7	Oct. 11	6.5, 6.6
8	Oct. 18	5.3
9	Oct. 25	5.4
10	Nov. 1	Review for Exam 2, Exam 2
11	Nov. 8	7.1, 7.2
12	Nov. 15	7.3, 7.4
13	Nov. 22	7.4, 7.5
14	Nov. 29	Review for Exam 3, Exam 3
15	Dec. 6	Review for Final Exam
16	Dec. 13	Final Exam

Remaining enrolled in this course constitutes acceptance of all policies contained in this syllabus.

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

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