



Course Syllabus: Math 2312.01E – Pre-Calculus Fall 2024 M/W/F

Instructor: Rebecca Steward

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Office Location: Binnion 314

Office Hours: Mon 1:45-3:30, Tues 12:15-1:45, Wed 1:45-3:30, or by appointment

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Preferred Form of Communication: Email

Communication Response Time: Within 48 hours, unless over a weekend, holiday, or during school cancellation, such as bad weather days.

COURSE INFORMATION

Textbook: *Precalculus*, 8th Edition, by Redlin, Stewart and Watson. ISBN 9780357758823 Parts or all of the following chapters will be covered: 1, 2, 5, 6, 7, 8, and 11. We may occasionally cover other activities or projects not in the text.

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.

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 ability that includes, but is not limited to, functions, identities, and graphical information. The student will be eligible to enroll in Calculus I

Core Objectives: Critical Thinking, Communication, and Empirical and Quantitative Skills:

1. Students will be able to analyze, evaluate, or solve problems when given a set of circumstances, data, texts or art.
2. In written, oral, and/or visual communication, A&M - Commerce students will communicate in a manner appropriate to audience and occasion, with an evident message and organizational structure.
3. Students will be able to interpret, test, and demonstrate principles revealed in empirical data and/or observable facts.

COURSE REQUIREMENTS

Instruction: Instruction will include lectures, demonstrations and models, and some group work based if time available.

Attendance: Attendance will be taken at the beginning of each class. Students need to actively participate in class to receive credits. **Attendance is a must to be able to do well in this class.** Attendance will be given for doing online quizzes by due dates and turning in homework assignments on time. It is expected that students follow the guidelines set forth by the Class Attendance Policy in the current Undergraduate Catalog. Attendance can be attained:

If students represent an athletic team for this university, departmental team, scholastic team, choir, or other group and must miss class, notify me in writing with the appropriate documentation within one week of the absence in order not to be counted absent. Arrangements for make-up work will be made at that time.

As stated above, students should NOT attend class when ill or after exposure to anyone with a communicable illness. Please make contact in such circumstances to let your instructor know and learn about any missing content for that day.

Homework: Homework will be assigned after each chapter section of lecture. The homework is a must for success in this class. **Homework assignments will be due every week on Sunday and submitted into the matching D2L folder.** To submit homework; scan the homework using a scanner or a scanner app like CamScanner app or Adobe app. Each homework section should be submitted in one pdf file to its matching D2L folder.

Tutoring: The following services are available for students seeking tutoring help:

- **Instructor's office hours:** listed at the top of the syllabus

- The **Math Skills Center**, located in Binnion 328, open **Monday & Wednesday 10am – 8pm; Tuesday & Thursday from 10am – 6pm, and Friday from 10am – 2pm**, offers free tutoring help.
- The **Academic Success Center** also offers supplemental instruction/tutoring for students and their hours can be found on the university web site.
- The **Mach III/TRIO Program** is available for students who qualify for additional resources, such as private tutoring. In order to qualify, students must meet certain conditions, such as being a first-generation college student. For more information, contact TRIO at 903-886-5833 or in the Halladay Student Services building, Room 300.
- The **Academic Success Center** offers tutoring in the library, as well as Supplemental Instruction. Their hours can be found on the university web site. In addition, each student has available tutoring hours through the online tutoring service, tutor.com. Additional details can be found here:
<https://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/tutorInfo/default.aspx>
- **Online** tutoring: www.tutor.com/tamuc

Students can choose to use these services or any other on campus tutoring services.

Comments: I will do my best to make a quality presentation each day and, in return, I expect that you will do your best to learn the material presented in class and in the text. This course will be taught as hands-on as possible, and student participation is necessary daily. It is important that you be actively engaged in any group activities. Questions are welcome in the classroom, and I will gladly schedule outside help sessions if necessary. I know that together, these efforts can contribute significantly to your education in this class.

Quizzes: Quizzes will be given in class or D2L periodically. In General, **make-up quizzes will not be given**, but the lowest quiz grade will be dropped.

Class Activities/Projects: Application problems with class discussion over related to course materials will be assigned during the semester. Be sure to attend all classes in order to participate in the class activities with class discussion.

Exams: There are three scheduled exams. An in-class review and a set of review questions will be provided prior to each exam. Partial credit may be given on exams **IF all work is neatly shown**. **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 a stand-alone calculator (such as a TI-34, TI-83, TI-84, etc.), and only with the instructor's permission. 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.

The expectation is that this is a face to face course and students will take exams in class with their instructor. However, under special circumstances, students may be able to use the face to face testing center on campus Details will be provided when necessary.

Replacing a Low Exam 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. This provision will only be applied to ONE exam, so students should make every effort to attempt and be well-prepared for all exams.

If a student does not require this option, and they are content with their grade in the course after exam 3, they may choose to opt out of taking the final exam. The instructor will record the student's grade out of 75 percentage points, instead of the 100 percentage points that come with using the final exam as 25% of the student's grade. *see details below*

A webcam OR a built-in camera on a laptop/tablet/phone is REQUIRED. Should our course be forced online due to the current public health setting, or should a student contract a communicable illness, testing will be done in an online, proctored manner, and students will need to be able to identify themselves to the proctor, as well as demonstrate the academic integrity of their surroundings while testing. In addition, it may be necessary to communicate with your instructor through an online video chat service, such as Zoom or Skype; at that time, students will need to be able to capture their own image and share with the teacher.

We 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 attending on an exam day. **I can replace the lowest exam grade with the student's grade on the final exam, provided the final exam score is higher.** This provision will only be applied to **ONE** exam, so students should make every effort to be present and well prepared for all exams.

* University Authorized Excuses: 1) Participation in a required/authorized university activity; 2) Verified illness; 3) Death in a student's immediate family; 4) Obligation of a student at legal proceedings in fulfilling responsibility as a citizen; and others determined by individual faculty to be excusable (e.g., elective University activities, etc.)

Test dates are tentative and are subject to change: See agenda on last page for test dates

Final Exam: The final exam will be a comprehensive exam. **See agenda on last page for final exam test date. Do not expect a makeup final exam.**

GRADING

Daily Grade (Attendance, Homework, Quizzes, and Projects)	25 %
Exams	50 %
Final Exam	25 %

Grade Scale: A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = 59 or below

TECHNOLOGY REQUIREMENTS

Calculator: The graphing calculator of TI 83/TI 84 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 need to check their student e-mail, class D2L page, and Remind regularly for class announcements.

Access to a computer, the internet, **MyLeo**, and **D2L** will be needed to watch videos and submit homework.

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

Scanner: A scanner or scan app **MUST** be used for uploading homework; **NOT just** the camera on your phone or tablet. Homework and other documents must be loaded as .pdf files, **NOT** as .jpg files. This allows for an easy upload and download and clean documents (no black outlines/edges, etc.) I have personal experience with the free app Cam Scanner (a video will be available in the "content" page in D2L), but there are several apps available. Many are free, including the "basic" version of Cam Scanner, even if they ask for money... you should still be able to use the free version for this course. As long as it will load to MyLeo as a .pdf and there aren't a lot of dark edges, extra items in the background, or shadows on the pages, you should be okay.

A webcam OR a built-in camera on a laptop/tablet/phone is REQUIRED: Should our course be forced online due to the current public health setting, or should a student contract a communicable illness, it may be necessary for students to do work online, through d2L, and possibly using video chat software to communicate with the teacher, etc. In addition, it may be necessary to communicate with your instructor through an online video chat service, such as Zoom or Skype; at that time, students will need to be able to capture their own image and share with the teacher. Therefore, students should have this equipment available throughout the semester, in case it is needed.

Printer: Access to a printer will be helpful.

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 fee (\$10 to \$15 for TI-83/84). It is first come, first served basis.

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 the D2L course management system. 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

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 your instructor:

Interaction with Instructor Statement: It is important that students are actively engaged in class activities. Questions are welcome in the classroom. Students are welcome to schedule with the instructor for extra help outside classroom during office hours or by appointment. **The main form of communication will be through remind messaging.**

Student Health Services are located at Henderson Hall (Corner of Lee St. and Monroe St.). It offers health care to the student body of Texas A&M University – Commerce. It provides primary health care services including treatment of illness, injury, and women's health. **Tel:** (903) 886-5853.

The University Police Department is located at Henderson Hall. For emergencies, please call: 911. For non-emergencies, please call: 903.886.5868.

COURSE AND UNIVERSITY PROCEDURES

Student Illness: Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments.

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 <https://www.tamuc.edu/student-code-of-conduct/> 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. NOTE: This includes images and/or messages on face masks and/or facial coverings.

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>

Appropriate classroom behavior is required to attend this class. *All cell phones and other such devices must be put on silent or turned off during class.* Phones are a distraction for me and the other students in the class. NOTE: THIS INCLUDES BLUETOOTH AND OTHER DEVICES THAT ARE PLACED IN THE EAR. All people will be treated with respect and I will not allow talking that will disrupt my lectures. If disruptions occur during class lectures, you will be asked to leave class and will earn a zero on any applicable grades for that class period. Serial disrupters will be asked dealt with individually, including referral to the Dean of Students. If you are withdrawn from this course as a result of disruptions, you will be withdrawn from school, entirely.

TAMUC Attendance Policy: For more information about the attendance policy please visit the attendance webpage and <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: Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R.0.03UndergraduateAcademicDishonesty.pdf>

As stated in the Student Handbook, academic dishonesty in the class will not be tolerated. If any materials or equipment are found to be available to the student at any time which is considered inappropriate by the instructor, the very fact that the materials are inappropriately available to the student is grounds for an accusation of academic dishonesty. The instructor reserves the right to fail the student for the assignment or the course, as well as report the student to the Academic Dean and/or the Dean of Students. They also have the ability to terminate the student's enrollment in the University. The instructor considers this an extremely serious matter. Please make sure you are not in a situation that could be viewed negatively.

I find that a majority of students are honest in doing their school work. However, we must take measures to protect the academic integrity of the classroom. **I have a NO TOLERANCE policy for cheating and if you are caught cheating, you will probably fail that portion of the course, as well as possibly the entire course.** Cheating in this course is defined as (but not limited to) the following:

- Giving or receiving answers during an exam or quiz.
- Viewing the exam or quiz answers of nearby classmates.
- Having notes/practice work/etc. available during quizzes or 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 or text messaging technology/other devices during exams or quizzes. **You may not use the calculator on your cell phones or any other similar electronic devices (such as I-Pods, I-Touch, etc.). IF ONE OF THESE DEVICES IS AVAILABLE, IN ANY WAY, DURING AN EXAM OR QUIZ, THE STUDENT WILL BE GIVEN AN AUTOMATIC "0" ON THE ASSIGNMENT.**
- Improper citations in written works, or using another person's ideas and words as your own without giving proper credit.
- **Any** method, no matter how well rationalized or accepted, which gives an unfair advantage and/or improves a person's grade by any means other than study and skillful performances on exams and/or other assignments.

Students found guilty of an act of academic dishonesty in this course will be subject to receiving an "F" in this course, as well as the below-mentioned disciplinary actions, as deemed appropriate.

Specific additional disciplinary action for these offenses may include any combination of the following:

- Point deduction of an assignment
- Failure of an assignment
- A grade of zero for an assignment
- Failure of this course
- Referral to the Academic Integrity Committee or department head for further action
- Referral to the Dean of the College of Science and Engineering, and other Deans as appropriate
- Referral to the University Discipline Committee

Early Intervention and Grade Reporting for First Year Students: Early intervention for freshmen is designed to communicate the University's interest in their success and a willingness to participate fully to help students accomplish their academic objectives. 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. Grade reports should be posted by the end of the sixth week of the semester.

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: <https://www.tamuc.edu/student-disability-services/>

A&M-Commerce Supports Students' Mental Health - Counseling Center: 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 www.tamuc.edu/counsel.

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](http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf) document and/or consult your event organizer. Web url: <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/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.

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.

By remaining enrolled in this course, all students agree to abide by the policies of this class, as stated in the syllabus.

Any changes to this syllabus and/or schedule will be communicated directly to you in class by the instructor. You are responsible for being aware of any such changes.

COURSE OUTLINE/TENTATIVE SCHEDULE

	Date	Events	STUDY:
WK	9		
M	10/21	Syllabus, 1.9, 2.2, 2.6, 5.1	
W	10/23	5.2, unit circle, activity	
F	10/25	6.1 Review for Exam 1	
WK	10		
M	10/28	Review 1	Turn in Bonus Review 1 before taking exam 1
W	10/30	EXAM 1 , 6.2	Take EXAM 1
F	11/1	6.3, 6.4	
WK	11		
M	11/4	6.5, 6.6	
W	11/6	5.3	
F	11/8	5.4 Review for Exam 2	
WK	12		
M	11/11	7.1	Turn in Bonus Review 2 before taking exam 2
W	11/13	Exam 2 , 7.2	Take EXAM 2
F	11/15	7.3, 7.4	
WK	13		
M	11/18	7.5	
W	11/20	Review for Exam 3	Turn in Bonus Review 3 before taking exam 3
F	11/22	EXAM 3	Take EXAM 3
WK	14		
M	11/25	Project 1, Project 2	
W	11/27	Thanksgiving Break	No Classes
F	11/29	Thanksgiving Break	University Closed
WK	15		
M	12/2	Study for Final Exam	
W	12/4	Study for Final Exam	
F	12/6	Study for Final Exam	
WK	16		
M	12/9	FINAL EXAM 10:30-12:30	Take Final EXAM