



Math 2312.04E: Pre-Calculus

COURSE SYLLABUS: Spring 2026 (January 12th – May 8th)

INSTRUCTOR INFORMATION

Instructor: **Adam Bowden**

Office Location: **Frank Young Education North (Ed North) – Room 101**

Office Hours: **Monday/Wednesday/Friday 11:00am – 12:00pm**

Tuesday/Thursday 12:30pm – 1:30pm (or by appointment)

Office Phone: **903-886-5972 (Math Department Office)**

Office Fax: **903-886-5945 (Math Department Office)**

University Email Address: adam.bowden@etamu.edu

Preferred Form of Communication: **Email**

Communication Response Time: **Within 24 hours, unless over a weekend, holiday, or during school cancellation, such as bad weather days.**

COURSE INFORMATION

Textbook (optional*): *Precalculus*, 8th Edition, by Redlin, Stewart and Watson (ISBN: 9780357753637). Portions of chapters 1, 5, 6, 7, 8, and 10 will be covered.

*** A textbook is *optional* since homework assignments are posted on D2L. The above textbook or an older edition can be purchased for reference if desired.**

Course Description

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Prerequisites: MATH 1314 with a minimum grade of C.

Student Learning Outcomes

Upon successful completion of this course, students will:

1. Demonstrate and apply knowledge of properties of functions.
2. Recognize and apply algebraic and transcendental functions and solve related equations.
3. Apply graphing techniques to algebraic and transcendental functions.
4. Compute the values of trigonometric functions for key angles in all quadrants of the unit circle measured in both degrees and radians.
5. Prove trigonometric identities.
6. Solve right and oblique triangles.

Core Objectives

- **Students will be able to analyze, evaluate, or solve problems when given a set of circumstances, data, texts, or art.** This common core learning objective will be assessed on the final exam using key questions that will fulfill these objectives.
- **In written, oral, and/or visual communication, East Texas A&M students will communicate in a manner appropriate to audience and occasion, with an evident message and organizational structure.** This common core learning objective will be assessed using class activities or projects which involve class discussion.
- **Students will be able to interpret, test and demonstrate principles revealed in empirical data and/or observable facts.** 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 will need to check their campus email and MyLeo Online (D2L) regularly to stay informed of class announcements. Accessing MyLeo Online (D2L) each week is also mandatory to access assignments. Also required is the use of a cell phone camera or document scanner in order to submit digital copies of any paper assignments. Use of a graphing calculator (equivalent to a TI-84 or below) is not required but is recommended.

Instructional Methods

Instruction will include face to face lectures, demonstration and models, and some group work, based on time available.

Student Responsibilities or Tips for Success in the Course

Attendance and Participation

Attendance will be taken promptly at the start of each class. Thus, students will be expected to be seated and ready when class begins. Furthermore, students must be actively participating to receive credit for attendance that day. If you are part of an athletic, scholastic, or other group and must miss class, you may be excused only if the absence is listed as an excused absence by the university. Please contact me ASAP about any such absences.

Participation is also counted by logging into MyLeo Online (D2L) and submitting weekly assignments. If you have extenuating circumstances and miss any part of a week's assignments, please contact me ASAP. Extensions can be given in the case of university excused absences.

Study Time per Week

A general rule of thumb for how much time to spend each week for a class is two to three times the credit hours for the class. Hence, for a three-credit hour class, a good suggestion is to spend 6 to 9 hours each week working on assignments or studying the material.

GRADING

Final grades in this course will be based on the following scale:

A = 90% - 100%	B = 80% - 89.9%	C = 70% - 79.9%	D = 60% - 69.9%	F = 59.9% or Below
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Assessments

HOMEWORK: Homework will be assigned each week on D2L and must be submitted as a digital document into the proper place on D2L. **Please follow the directions posted.** Students will be expected to turn in their own work for the assigned problems. No credit will be received unless work or explanation is shown for each question. **Completing homework and turning it in on time is a must for success. Late homework is only accepted with an approved excuse.**

QUIZZES: There will be occasional in-class quizzes and regular weekly D2L quizzes. In general, NO makeup quizzes will be given unless by excused absence.

ACTIVITIES: At the end of most classes, we will have group activity work. These activities are designed to be completed during class time and taken home to be scanned and turned in to D2L by the due date.

PROJECTS: Projects will be assigned to go further in depth with some of the materials. Instructions will be posted to D2L.

EXAMS: Exams will be given in class during our scheduled class time.

There will be **three** exams and a comprehensive final. An online video review and set of review questions will be provided before each exam. Partial credit is given *only* if the work neatly and clearly demonstrates progress toward the correct answer. **No outside materials are permitted during exams. The only device allowed is an approved graphing or scientific calculator (such as a TI-83 or TI-84).**

An online video review and set of review questions will be provided before each exam. Partial credit on exams is given *only* if the work neatly and clearly demonstrates progress toward the correct answer.

No make-up exams may be given without prior notice of a university excused absence.

However, at the end of the semester, **I will drop the lowest exam grade with the final exam grade, provided the final exam grade is higher.**

FINAL EXAM (required): The comprehensive final exam will be given on **Thursday, May 7th, 8:00am – 10:00am.** Please make note of the special time and day.

GRADES: Average of Exams 1, 2, 3: 50%
 Required Final: 25%
 Homework: 15%
 Daily Grade (Quizzes + Projects + Attendance & Participation): 10%

Each student's average for the course will be posted in your MyLeo Online 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

ASSIGNMENTS AND CALCULATORS

A **stable internet connection** is required to access course materials and assignments. A **cell phone camera** or **document scanner** is required in order to submit digital copies of any paper assignments.

Use of a **graphing calculator** (equivalent to a TI-84 or below) is *not* required, but is recommended. At minimum, a **scientific calculator** with trigonometric functions (such as sine, cosine, and tangent) is *required*.

LMS

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). 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
- Zoom Video Conferencing Tool:
https://etamu.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. 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@etamu.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, Starbucks, an ETAMU 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.

Technical Support

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: community.brightspace.com/support/s/contactsupport

Interaction with Instructor Statement

Students are expected to check their campus email regularly. Any questions or concerns may be addressed to the instructor's campus email. A response will be provided within 24 hours on weekdays. Emails over the weekend may take longer for responses.

It is vital that students be engaged and participating in class. Everyone is welcome to ask questions during class to further understanding of the concepts. Furthermore, I welcome any questions you may have after class.

Getting Help Outside of Office Hours

Free tutoring is available for students who need help with their math courses:

- The **Math Skills Center**, located in Binnion 328, is open through the week. Hours can be found here: etamu.edu/dept-of-mathematics/#tamuc-section-257661
- The **Academic Success Center** offers tutoring in the library, as well as Supplemental Instruction. Their hours can be found on the university web site at <https://etamu.edu/campuslife/CampusServices/AcademicSuccessCenter/tutorInfo/default.aspx>
- Also, each student has available tutoring hours through the **online tutoring service**, tutor.com.
 - Each students receive 4 free hours from <https://leo.tutor.com/auth/login>. Use your MyLeo Log in and Password to access this. You can contact the instructor if you need additional free tutoring hours.
- In addition, **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.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Syllabus Change Policy

The syllabus is a guide. Circumstances and 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

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:

- <https://www.etamu.edu/student-guidebook/>
- <https://www.etamu.edu/student-code-of-conduct/>

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 from those who attend this class. For the online format, this means treating classmates with respect in any online discussions or communication. If someone is not treating others in the class appropriately, they will be asked to change this behavior and can lose points for any related assignments. Serial disruptors will be asked to withdraw from the class.

ETAMU Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and Procedure 13.99.99.R0.01.

- <http://www.etamu.edu/admissions/registrar/generalInformation/attendance.aspx>
- <https://etamu.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/13.99.99.R0.01ClassAttendance.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 understand what constitutes a violation of academic integrity and the consequences of such behavior, the university's policies may be reviewed at: <https://etamu.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03.pdf>. Awareness of the following definitions is essential in order to know what represents academic dishonesty:

- **“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.”

Any form of academic dishonesty which is observed will be noted. The student will be informed of why their behavior falls under this category and cannot be allowed. The event will then be reported under the guidance of university procedure. The university’s policies regarding these matters are outlined at the link above. Depending on the severity of the circumstances, disciplinary action may be taken.

Please be aware that while your instructor does not suspect every student of attempting to engage in dishonest behavior or cheating, certain measures may be taken during the semester to encourage integrity, honesty, and learning. Some of these measures may include asking for calculators to be cleared and for all electronic devices (except for those approved) to be put away.

- Undergraduate Academic Dishonesty University Procedure 13.99.99.R0.03:
<https://etamu.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03.pdf>
- Undergraduate Student Academic Dishonesty Form:
<https://etamu.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

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
East Texas A&M University
Velma K. Waters Library - Room 162

Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@etamu.edu
Website: etamu.edu/student-disability-services/

Nondiscrimination Notice

East Texas A&M University 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.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University 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 East Texas A&M 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:

etamu.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

East Texas A&M Supports Students' Mental Health

The Counseling Center at East Texas A&M, 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.etamu.edu/counsel

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



<https://studentsupport.telushealth.com/ca/home>

AI Use Policy

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

COURSE OUTLINE / CALENDAR

(Any changes will be announced in class.)

Week 1 (Jan. 12 - 16)

1.9, 5.1

Week 6 (Feb. 16 - 20)

5.4, 5.5, 6.4

Week 10 (Mar. 23 - 27)

7.2, 7.3

Week 15 (Apr. 27 – May 1)

Review for Final Exam

Week 2 (Jan. 19 - 23)

5.2, 6.1

Week 7 (Feb. 23 - 27)

6.5, 6.6

Week 11 (Mar. 30 – Apr. 3)

7.4, 7.5

Week 16 (May 4 - 8)

Finals Week

Final Exam: Thursday, May 7th, 8:00am – 10:00am

Week 3 (Jan. 26 - 30)

6.1, 6.2, 6.3

Week 8 (Mar. 2 - 6)

Review, Exam 2 (Thursday)

Week 12 (Apr. 6 - 10)

7.5, 8.1, 8.2

Week 4 (Feb. 2 - 6)

Review, Exam 1 (Thursday)

Spring Break (Mar. 9 – 13)

Week 13 (Apr. 13 - 17)

Review, Exam 2 (Thursday)

Week 5 (Feb. 9 - 13)

Graphing Review, 5.3, 5.4

Week 9 (Mar. 16 - 20)

Algebra Review, 7.1, 7.2

Week 14 (Apr. 20 - 24)

Complex Numbers and Conic Sections *(as time permits)*

By Remaining Enrolled In This Course, All Students Agree to Abide by The Policies of This Class, As Stated in The Syllabus.