Lecturer: **Ms. K. Everage**   Office: **MCH 115-E**   Office Phone: **644-7419**
e-mail: **everage@math.fsu.edu**   Office Hours: **M** 2-3; **T** 11:30-12:30; **W** 8:15-9:15 am; **R** 1-2
Home Page: http://www.math.fsu.edu/~everage   (Please also see Bb site.)

Lecture Class will meet M-F, 9:30-10:50 in 101 CAR. The Labs will be held as follows.   (Office hours for Lab Proctors will be given in class.)   Students must attend the lab section for which they are registered.

Section	Day	Time	Location	Section	Day	Time	Location
1	T,R	11:00 – 12:00	107 MCH	2	T,R	12:30 – 1:30	107 MCH

ELIGIBILITY: This course is required for students majoring in the sciences or in business, and for students in majors who must take courses for which MAC 1105 is a prerequisite, and for students in majors that require MAC 1105 be taken. Students in other majors, and especially those students who are UNDECIDED about their major, should consider taking MGF 1106 or 1107; or they should wait one semester before taking a mathematics course. Check with your advisor.

Remedial mathematics courses may be required before MAC 1105. (440 ≤ SAT math ≤ 460 and 19 ≤ ACT math ≤ 20 are State mandated to MAT 1033).   In order to have the remediation requirement removed, students in this category must have taken and been placed in MAC 1105 by the SMS test. (Note: The AMP test cannot be used to remove a remediation requirement.) Beginning in Fall 1999, students who are required to take MAT 1033 must earn a C- or better before taking MAC 1105.

Students with a weak mathematics background or with math SAT/ACT in the following intervals (470 < SAT math < 530; 21 < ACT math < 22) should consider taking MAT 1033 before MAC 1105.   This decision needs to be made within Summer B Drop/Add Period. Consult your advisor.

 You cannot receive credit for MAC 1105 if you have received credit for MAC 1104, MAC 1140 or MAC x140, or equivalent courses.   Students in these categories are eligible for their next mathematics course, or they may audit MAC 1105.

Students who have credit for MAC 1102, MAC 1132, MAC x132, or equivalent courses may not take MAC 1105 for full credit. Students in this category may (a) take MAC 1140 or (b) take MAC 1105 for reduced credit of (1) semester hour; option (b) should be considered only in exceptional cases.

It is the student's responsibility to check and prove eligibility. Doubts should be resolved during the Drop-Add period, but students entering after that period must still prove eligibility. Ineligible students will not be permitted to receive credit for the course.

AMERICAN DISABILITIES ACT: Within the first week of classes, students with disabilities needing academic accommodations must: 1) register with and provide documentation to the Student Disability Resource Center (SDRC); and 2) bring a letter to their instructor from SDRC describing the needed academic accommodations.   These students will not test or quiz at the SDRC. Students who need only extended time will be accommodated in lab class. However, if possible, students testing in lab should not register for the latest lab of the day. Student should discuss with their lecturer their particular situation.

LECTURE-LAB MODE: This course is taught in the Lecture-Lab mode.
Lecture Class: At this time the Lecturer will present new material, provide examples, and take questions on homework problems. In order to prepare for the lectures, a student should study the assigned sections in the text before coming to class and do the assigned homework from the previously covered section. Keeping up with the material is an important part of being successful in any mathematics course.   .
Lab: Labs are held in computer equipped classrooms. Quizzes and Tests will be given in Lab. Seating is limited. Students will not be allowed to attend a different lab - even on a one-time-basis.

On quiz days, the first 30-35 minutes of the class will be spent working on practice problems. The Lab Proctors will assist with the software and, as time permits, with the material. Each lab will have 28-32 students; therefore, Lab Proctors cannot provide individual instruction for students who have missed Lecture

Class.   A quiz will be given during the last 20-25 minutes of lab. The quiz will not be given early and students must be present from the beginning of class in order to take the quiz.

On test days there will be no time for practice in lab; the test will start promptly at the beginning of class.   Graded tests are not available for review at any time other than test day. Students may record the objectives missed and review their graded test before leaving the classroom.

When taking all quizzes and tests, write down all answers orderly on the provided scrap paper. This organization will assist in reviewing a quiz or test before or after it has been graded.

COMPUTER ASSISTED INSTRUCTION COURSE: This course is a computer-assisted-instruction course. All tests and quizzes will be taken over the Internet; some assignments must be completed outside of the lab classrooms. Students who do not have internet access at home will have to arrange time in their schedules to work at any of the computer labs on campus. (Campus lab information available at www.acns.fsu.edu/labs/).   **AOL users SHOULD NOT use AOL to access eGrade.** Students should have more than one browser installed on their computer. If poor performance is encountered with one, students whould try another. Netscape, IE, Mozilla, etc.) Every effort will be made to ensure on-line practice problems are always available. However, test dates will not be changed even if network problems occur and practice problems are not available. I**n addition to on-line practice, students should keep copies of some of the on-line practice problems to use, along with class notes, to prepare for tests,.** On-line work done outside of the labs may be accessed at http://russell.math.fsu.edu:9888   **Students should bookmark this web address on their home computer to have access to eGrade without going through Bb.** To access on-line graded work, students will be given a login name and password based on their last name and their FSU Security Number (FSUSN).   Therefore, students **must know their FSUid and their FSU password (what they use to sign on to Blackboard). For all quizzes and tests, students must also know their FSUSN (FSU Security Number).** (Students can go to Bb/Secure Apps/FSU Identity Management to locate their FSUSN).

COURSE OBJECTIVES and PREPARATION FOR FUTURE COURSES: Students will gain understanding and proficiency in the algebra of basic mathematical systems and acquire the mathematical tools for future mathematics courses. In addition, students will develop habits necessary for success in mathematics—regular class attendance and regular working of homework. In MAC1105 these habits are developed by requiring outside-of-class on-line work and by recording class attendance.   Repeated practice of specific test objectives is, also, provided. In the next mathematics course, fewer of these things will be done. A minimum grade of "C-" in this course is required for MAC 1114, MAC 1140, or MAC 2233. Taking the next mathematics course the term immediately after completion of MAC 1105 is recommended.

REFERENCE TEXT: Precalculus Enhanced with Graphing Utilities - Special Edition for FSU's MAC 1105/1140 by Sullivan and Sullivan, Prentice-Hall.   (This text will also be used in MAC 1140.)

Suggested homework problems from the text are secondary; the primary homework problems are the online problems available at the russell eGrade site. NO homework is collected.

SUPPLEMENTARY MATERIALS: Course Objectives and Suggested Homework Problems for each section are available over the internet http://www.math.fsu.edu/~blackw/MAC1105 ; Video clips for almost all objective are available here too.

CONTENT: Text Appendix sections A5, A6, Class Notes on Interval Notation and Equation Solving, 1.1, 1.2, 1.6, 1.7, 2.1, 2.3 – 2.6, 3.1, 3.2, 3.8, 4.1 – 4.6, 10.1, 10.7, 10.8.

ATTENDANCE AND DAILY WORK: Attendance at each class is expected of all students without exception. A student absent from class bears the full responsibility for all subject matter and procedural information discussed in class.

PARTICIPATION REQUIREMENT: Because there a direct correlation between class attendance and student performance, this course has a participation requirement, **measured by lecture class attendance and assignment completion.**   All students are expected to act in accordance with the Student Conduct Code. Disruptive behavior in lecture class caused by the required attendance policy will not be tolerated.

A student is allowed to be absent from lecture (for any reason—excused or un-excused) four times during the six weeks. A student's final course average will be reduced by one (1) point for **each** lecture absence over the four allowed. An exception may be granted for students who score at least 75 (retained score) on **each** Unit test.

A student is allowed to miss 3 quizzes (lab quizzes or homework quizzes; excused or un-excused). A student's final quiz average will be reduced by one (1) point for each quiz missed over the three allowed. **No exceptions.**   (An excused absence from a lab quiz still counts as a missed quiz.)

The appropriate Academic Dean will be contacted concering students who have excessive consecutive absences (3 consecutive lecture absences or two consecutive quiz absences).

GRADED WORK: Your graded work will consist of quizzes (in lab and outside of class) and tests. See descriptions below. **Students must have their FSU ID or a photo ID for all quizzes and tests.**

HOMEWORK QUIZZES: Quizzes given outside-of-class are called homework quizzes. Each homework quiz grade will count as a quiz grade. Three (3) attempts will be allowed for each of these quizzes, and the highest score will be retained as the grade. Students can use any text material and class notes to assist them on homework quizzes, **but students cannot receive any other assistance**. Students should not wait until the last minute to complete a Homework Quiz; time should be allowed to take the quiz at a campus lab. Extensions will not be given because of problems with network connections at home or problems with AOL. Because these quizzes may be taken over a period of time, **no make-up quizzes will be given**.

LAB QUIZZES: A quiz will be given in lab on each non-test day. Only one attempt is allowed for these quizzes.   **No make-up quizzes will be given**. For a valid and verifiable absence, students supplying the lecturer with necessary documentation will have their next Unit Test grade counted for the missed quiz grade. **Acceptable medical excuses must state explicitly that the holder is excused from class.**

QUIZ GRADE: Quizzes will be given as described above. **No make-up quizzes are given**. Students will be given an opportunity to bolster their quiz average by participating in the optional daily quizzes and/or taking an optional bonus quiz that will be available after TEST 2.   More details are available on Blackboard. **Students should prepare carefully for each quiz because emergencies and illnesses may come unexpectedly.**

TEST GRADING POLICY and TEST DATES: All tests will be taken during your lab. On test days, there is no practice time in lab; on-line practice problems will not be available in the computer classrooms.

       Completed Tests are available for review only in lab at the time the test is completed and graded.   Students should write down their answers orderly on the provided scrap paper. This organization will assist you in reviewing your quiz/test before/after it has been graded.

       Students may not begin a test and then decide not to take it. Once a test is started, it must be completed. Tests or quizzes left un-graded will prevent students from taking the next assignment.

       Tests are required on the Test Dates. During lab the week following a test, students will be allowed to take an optional retest for Unit Tests 1 and 2.   If a student misses a test for an invalid or unverifiable reason, then his/her grade on the retest will be penalized 15% and used as the retained grade. If a student takes a test and its retest **and the retest grade is higher than the test grade, the retained grade will be the**

average of the test and retest grades. If a student takes a test and its retest **and the test grade is higher than the retest grade, the grades will not be averaged; the original grade will be retained as the test grade.** Therefore, students cannot hurt their grade by retesting. **Students are not guaranteed more than one attempt for the unit tests**. If a student has as absence (excused or not excused) from a test or its retest, then the opportunity to test (or retest) is lost. **Make-up testing times will not be scheduled**. If a student has excused absences for a test **and** its retest, his/her Test 3 grade will be used as the missed test grade. If a student has invalid or unverifiable absences from both a test **and** its retest, 85% of the student's Test 3 grade will be used as the missed test grade. **Acceptable medical excuses must state explicitly that the holder is excused from class on the day of the test.**

BRING: FSU ID, sharpened pencils.

In the summer sessions, there is no exam week. Test 3 will be given on the last Thursday of the session. Test 2 will contain material from Units I and II, and Test 3 will contain material from Units I, II, and III.

Test	Test Date	Optional Retest Date
Test 1	Thursday May 20	Tuesday May 25
Test 2	Thursday June 3	Tuesday June 8
Test 3	Thursday Jun 17	NO RETEST

MULTIPLE TEST ABSENCES: Three tests total are given in the summer sessions (no final exam). A student's Test 3 grade may only be used for one test absence. Students should contact the Course Coordinator immediately if they miss or anticipate they will miss both Test 1 and Test 2.

FAMILY OBLIGATIONS vs. SUMMER SCHOOL: Students should note these test dates and keep them in mind when considering family obligations for the next six weeks. Family reunions and graduations are not valid excuses for missing tests.

GRADING: X, Y, Z are the first, second, and third tests respectively. Q = Percent Average of quizzes.

A student's grade will be computed by whichever of the following results in a higher grade (**subject to Participation Req'mt**). Academic integrity is essential to academic merit; an "F" in the course should be expected by a student involved in academic dishonesty.

$$(10Q + 24X + 33Y + 33Z)/100 \quad \text{or} \quad (10Q + 20X + 30Y + 40Z)/100$$

A = 91.50 and above	B+ = 87.50-89.49	C+ = 76.50-79.49	D = 59.50-65.49
A- = 89.50-91.49	B = 81.50-87.49	C = 69.50-76.49	D- = 55.50-59.49
	B- = 79.50-81.49	C- = 65.50-69.49	F = below 55.50

COURTESY AND STUDENT CONDUCT CODE: Students should not arrive late to class without an explanation afterward or leave early from class without advance permission. Self restraint, courtesy and consideration for fellow students and the lecturer are important. FSU students not enrolled in MAC 1105 or other guests are not permitted without permission from the lecturer. Violators will be reported to the University Judicial Officer. Students may not alter the desktop, edit software preferences, or any other way tamper with the computers and software in the HTL classrooms.

ACADEMIC DISHONESTY: Students involved in academic dishonesty can expect severe academic penalties. These penalties include, but are not limited to a grade of "F" assigned for the course or a grade of zero (which cannot be removed by retesting or dropping) assigned for the work in question. Academic Dishonesty is as defined in the Academic Honor System of the FSU Student Handbook. In particular academic dishonesty includes, but is not limited to, the giving or receiving of unauthorized assistance within

or outside the classroom or the ARC, the possession or use of restricted examination materials, plagiarism and attempts at any of the above. During quizzes or exams students may not possess or refer to written information unless specifically authorized by the instructor, or receive oral information. For take home quizzes, students must follow the instructions given by his/her instructor in obtaining a quiz and in turning it in. On graded work done outside the class, plagiarism includes referring to the work of another student or consulting any other individual, in particular any Help Center Instructor or any tutor. Academic dishonesty also includes stealing, buying, selling or referring to a copy of a Departmental examination or any part of a departmental exam before <u>or after</u> it has been administered (except for review of a student's paper with the instructor). This includes attempting to leave the testing site with any unauthorized information, written or oral, about the test, any specific test questions, or solutions. Academic Dishonesty also includes another's work represented as your own. By turning in a quiz or examination the student in effect pledges that unauthorized assistance has been neither given nor received. All violations of these policies will be reported to the University Judicial Officer and other appropriate University officials.

CALCULATORS: The only authorized calculator allowed during in-class Tests and Quizzes is the calculator available on the computers in the HTL classrooms. No other calculators are allowed. The use of unauthorized calculators is a violation of the Academic Dishonesty policies, as stated above, and will be dealt with accordingly.

OBTAINING HELP: Students should take advantage of the lecturer's office hours and the Lab Proctors' office hours.   Students should seek help early.

Help is also available in the **Mathematics Help Center:** (110 MCH) tutors are available (no charge) to help students with problems; students will need to take some specific problems to work on when they visit the Math Help Center. (<u>Tentative hours</u>: M-R 2-7 p.m. <u>Tentative opening</u>: May 12.) Solutions Manuals are available for use in the Help Center.

Students should use caution when engaging the services of tutors (or tutoring services) that have no affiliation with FSU.   If a tutoring service provides information, or materials, that violate the Academic Honor Policy, then a student, by engaging that service, will be in violation of the Academic Honor Policy.