

ELIGIBILITY: This course is required for students majoring in the sciences or 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 who are currently in (or exploring) non-science and non-math based majors should consider taking MGF 1106 or 1107, or they should wait one semester before taking a mathematics course. Students with questions should see their advisor.

Remedial mathematics courses may be required before MAC 1105. ($440 \leq \text{SAT math} \leq 460$; $19 \leq \text{ACT math} \leq 20$ 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 intervals given below should consider taking MAT 1033 before MAC 1105. ($470 \leq \text{SAT math} \leq 530$; $21 \leq \text{ACT math} \leq 22$) This decision needs to be made within the first two weeks of the semester. 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. Students in this category 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.

Students who have credit for scientific calculus (MAC 2311, 2312, 2313, or equivalent) through course credit or AP credit, may not take MAC 1105. Students who need 3 additional hours of math credit may take MGF 1106, MGF 1107, STA 1013, or a CLEP test (<http://cat.fsu.edu/test/CLEP>)

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 should: 1) register with and provide documentation to the Student Disability Resource Center (SDRC); and 2) bring a letter to their instructor from SDRC indicating the need for accommodation and what type.

Each student must meet with his/her lecturer to discuss his/her particular situation and the available testing options. Accommodations will be provided within one week of that meeting.

This departmental syllabus and instructor written class materials can be made available in alternative format upon request. For more information about services available to FSU students with disabilities, contact the: Student Disability Resource Center, 874 Traditions Way, 108 Student Services Building, Florida State University, Tallahassee, FL 32306-4167 (850) 644-9566 (voice) (850) 644-8504 (TDD) sdrc@admin.fsu.edu
<http://www.disabilitycenter.fsu.edu/>

LECTURE-LAB MODE: This course is taught in the Lecture-Lab mode.

Lecture Class: At this time the Lecturer will present new material, examples, and will take questions on homework problems as time permits. After each lecture, you should do the assigned practice/homework before the next lecture class meets. Keeping up with the material is an important part of being successful in any mathematics course. The Lecturer will announce his/her policies concerning any quizzes that may be given in lecture class.

Lab: Lab Classes are held in computer equipped classrooms. Quizzes and Tests will be given in Lab. Seating is limited. We will not allow you to attend a different lab class – not even on a one-time-basis.

On Quiz days, the first 30-35 minutes of the class will be spent working on practice problems. Your Lab Proctors will assist you with the software and, as time permits, with the material. Please realize, each lab class will have 28-32 students – 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 class. 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, the test will be started promptly at the beginning of class. There will be no time for practice, in lab, on test day. Graded tests are not available for review at any time other than test day. You may record the Objectives missed and should review your graded test before leaving the classroom.

For all Quizzes and Tests, you should always write down your answers orderly on your scrap paper. This will assist you in reviewing your quiz or test, before or after it has been graded.

COMPUTER ASSISTED INSTRUCTION COURSE: This is a computer-assisted-instruction course and uses **WebAssign**. An access fee of \$25.95 is required and must be paid (to WebAssign) within the first two weeks of classes. Once the fee payment grace period ends, students will be unable to access WebAssign until the fee is paid; assignment extensions will not be granted. WebAssign accepts PayPal and major credit cards.

All tests and quizzes will be taken over the Internet using **WebAssign**; some assignments must be completed outside of the lab classrooms. If you do not have Internet access at home, then you will have to arrange time in your schedule to work at any of the computer labs on campus. (Campus lab information available at <http://www.its.fsu.edu/Computing/Computer-Labs>)

Students using a PC must use Google Chrome to access WebAssign; students using a Mac may use Firefox or Google Chrome. Assignment extensions will not be granted for problems related to using any other browser.

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 on-line problems are not available. **You should keep copies of some of the on-line practice problems you work on; use these, and your class notes, to prepare for tests, in addition to on-line problems.**

WebAssign may be accessed through your BlackBoard class, or directly at <http://www.webassign.net>. However, in order to log in at webassign.net, you must obtain a direct access password to use. Go to webassign.net, enter your Bb login name, enter fsu as the institution, then click "forgot your password" or "update password". (You haven't really forgotten it, you don't have one.) Follow the instructions, sent by e-mail to set a password to use at webassign.net. Choose a password that you will remember – something that you always use. In order to be prepared, should we ever encounter Bb to be unavailable, all students must obtain a direct access password. Instructions will be given for demonstrating access and obtaining a quiz grade credit for doing so.

In order to use the Lab Classroom computers, you must know your FSUId and your FSU password (what you use to sign on to Blackboard).

COURSE OBJECTIVES and PREPARATION FOR FUTURE COURSES: We hope all students will gain understanding and proficiency in the algebra of basic mathematical systems and acquire the mathematical tools for future mathematics courses. In addition, we hope all students will develop habits necessary for success in mathematics - regular class attendance and keeping-up with the course by keeping-up with the homework. In MAC1105 we attempt to help you develop these habits by requiring outside-of-class on-line work and, in some classes, by recording class attendance. We also have repeated practice of specific test objectives. In your 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. You should take your next mathematics course the term immediately after you complete MAC 1105.

OPTIONAL Reference Text: Precalculus Enhanced with Graphing Utilities - Special Edition for FSU's MAC 1105/1140 by Sullivan and Sullivan, Prentice-Hall. (This is also the optional text used in MAC 1140.)

Suggested homework problems from the text are secondary – the primary homework problems are the online problems available through WebAssign site. No homework is collected.

SUPPLEMENTARY MATERIALS: Course Objectives and a list of optional text homework problems for each objective are available at <http://www.math.fsu.edu/~blackw/MAC1105>; Video clips for almost all objectives are available here too.

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. Whether or not the instructor checks roll, the student's responsibility is not diminished.

UNIVERSITY ATTENDANCE POLICY: Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

The allowed missed quizzes under the course Participation Requirement (given below) include all reasons – excused, or not.

PARTICIPATION REQUIREMENT: This course has a participation requirement **measured by assignment completion.**

Students are in danger of failing the course if they miss **more than 3** quizzes (lab, or required homework; **excused or not**). **Your final course average will be reduced by 1 point for each additional quiz missed beyond 3. No exceptions.** (Even if a student has an excuse for a missed lab quiz, that still counts as a missed quiz.)

GRADED WORK: Your graded work will consist of quizzes (in lab, outside of class, and possibly lecture class), tests, and a comprehensive final exam. Each is described below. **You must have your FSU ID or a photo ID for all quizzes and tests.**

HOMEWORK QUIZZES: At least 10 outside-of-class homework quizzes will be given. Each homework quiz grade will count as a quiz grade. These quizzes may be taken more than once (3 attempts will be allowed) and the highest grade will be used. Students may use any text material or class notes to assist them on homework quizzes, but students must not receive any other assistance. Students may review graded quiz attempts with their instructor or tutor, but must not receive assistance with an ungraded quiz attempt.

Because these quizzes may be taken over a period of time, **no make-up quizzes will be given.** You should work on a Homework Quiz as soon as it becomes available so that you can get some help, if needed.

Please don't "wait until the last minute" to complete a Homework Quiz. Quiz deadlines are **firm deadlines** based on the server clock at WebAssign. **There is no "grace" time.** Extensions will not be given because of problems with network connections at home or problems related to trying to submit a quiz at the deadline.

Making false claims related to quiz submission problems (or any other course matters) will be dealt with according to the Academic Honor Policy (Fabrication, Falsification, and Misrepresentation).

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, supply the lecturer with necessary documentation; your next Unit Test grade will be used 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 and perhaps in Lecture Class. Class attendance may also be used in computing the Quiz Grade. **No make-up quizzes are given.** Each Lecturer will announce his/her policy for bolstering your quiz average. **You should prepare carefully for each quiz. You never know when you will have an emergency or illness.**

TEST GRADING POLICY and TEST DATES: All tests will be taken during your lab. On test days, there is no practice time in lab; the quiz must be started at the beginning of class.

Any excused absence must be both **valid** and **verifiable**. Family emergencies, even though they may be valid, may be difficult to verify. Documentation must be provided to the Lecturer. Family reunions and graduations are not valid excuses for missing tests.

Completed Tests are available for review only in your lab classroom at the time the test is completed and graded. Always write down your answers, orderly, on your scrap paper. This will assist you in reviewing your quiz or test, before or after it has been graded.

You may not begin a test and then decide not to take it. Once a test is started, then it must be completed (submitted and graded).

You will be allowed to take a retest, for Unit Test 1, 2, and 3, during a subsequent lab class. The test is **required** on the Test Date. If you miss the test for an **invalid** or **unverifiable** reason, then your retest grade will be penalized 15%. If you take the test and retest, **and your retest grade is higher than your test grade, your grades will be averaged.** If you take the test and retest, **and your retest grade is lower than your test, your grades will not be averaged; your grade will be the test grade.** (That is, you cannot hurt your grade by retesting, but the grades will be **averaged** if the retest is higher.) **You will not be guaranteed more than one attempt for the Unit tests.** That is, if you have any absence, excused or not excused, from the test or retest day, then you will simply have lost that opportunity to test (or retest). **Make-up testing times will not be scheduled.** If you have an excused absence for both the test and retest date, then your Final Exam grade will be used to replace the missed test. If you have **invalid** or **unverifiable** absences from both the test and retest, a penalized Final Exam grade will be used to replace the missed test grade. (The penalty, 20%, will be applied only to the Final Exam grade that is used as the missed test grade; the full Final Exam grade will be used as the exam grade in the grading formula.) **The Final Exam grade may not replace more than one test grade. Acceptable medical excuses must state explicitly that the holder is excused from class.**

BRING: FSU ID and sharpened pencils.

Test Dates:

Sections	Test 1	Optional Retest 1	Test 2	Optional Retest 2	Test 3	Optional Retest 3
1-22 (Fri. Lab)	Sept 28	Oct 5	Oct 19	Nov 2	Nov 16	Nov 30
23-33, 61 (Tue. Lab)	Oct 2	Oct 9	Oct 23	Oct 30	Nov 20	Nov 27
34-41 (Mon. Lab)	Oct 1	Oct 8	Oct 22	Oct 29	Nov 19	Nov 26
42-60 (Wed Lab)	Oct 3	Oct 10	Oct 24	Oct 31	Nov 14	Nov 28

COMPREHENSIVE FINAL EXAM: The Final Exam is comprehensive. Your Final Exam will be given in one of the four computer equipped classrooms in HTL or in 107 MCH. **There is no retest for the Final Exam.** The Final Exam will be given M-F of Exam Week (Dec 10-14). You will register, on-line, for a final exam time. Exam Registration will open at 7 a.m. on Wednesday Nov 7. You must schedule an exam time before 12:00 noon on Wednesday Nov 28. During this 3 week period, you will be able to change your exam time, depending on available times. **You must check your exam schedule carefully.** After final exam registration closes, changes, without penalty, will be made only for conflicts that involve documented changes in the exam schedule for your other classes. That is, changes will be made only if an instructor in one of your classes changes the time of the final exam from that given in the Directory of Classes, and this change conflicts with your selected MAC 1105 exam time. **A 15% penalty will be imposed on your final exam grade for any other changes made after registration closes, this includes students who fail to register before the deadline, miss their exam, changes in travel, or because of airline ticket purchases.** The link for the on-line registration will be on the MAC 1105 Web Page, your Bb class, and sent by e-

mail. **Special Note for SDRC Students:** Students who are registered with SDRC and who test in lab class with extended time, may not register for the last exam time on any day – we cannot accommodate extra time in the last exam period each day.

GRADING: U = Average of 3 Unit Tests; Q = Percent Average of quizzes E = Final Exam ; P = Participation Requirement Deduction

Your grade will be computed by whichever of the following results in a higher grade.

$[(6U+Q+3E)/10] - P$	A = 91.50 and above	B- = 79.50-81.49	D = 59.50-65.49
or	A- = 89.50-91.49	C+ = 76.50-79.49	D- = 55.50-59.49
$[(4U+Q+5E)/10] - P$	B+ = 87.50-89.49	C = 69.50-76.49	F = below 55.50
	B = 81.50-87.49	C- = 65.50-69.49	

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 imperative. In particular, excessive talking will not be tolerated. Please turn off cell phones. Guests are not permitted without permission from the lecturer. Students may not alter the desktop, edit software preferences, or any other way tamper with the computers and software in the classrooms. Violators will be reported to the University Judicial Officer for violation of the Student Conduct Code.

ACADEMIC DISHONESTY: The Florida State University Academic Honor Policy outlines the University’s expectations for the integrity of students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to “. . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University.” (FSU Academic Honor Policy, found at <http://dof.fsu.edu/honorpolicy.htm>.)

Students involved in academic dishonesty should expect severe academic penalties. These may include but are not limited to a grade of "F" assigned for the course or a grade of zero (which cannot be removed) assigned for the work in question. Academic Dishonesty is as defined in the Academic Honor Policy of the FSU Student Handbook. Please note: “Fabrication, Falsification, and Misrepresentation” is a specific charge in the Honor Policy. In particular academic dishonesty includes, but is not limited to, the giving or receiving of unauthorized assistance within or outside the classroom, the possession or use of restricted examination materials, plagiarism, use of an unauthorized calculator, and attempts at any of the above. During quizzes or exams students may not possess or refer to written information, or video or on-line examples, unless specifically authorized by the instructor, or receive oral information. On graded work done outside the class, plagiarism includes referring to the work of another student or consulting any other individual, or any tutor. Academic dishonesty also includes stealing, buying, selling, referring to, or attempting to access a copy of a Departmental examination or any part of a departmental exam before or after it has been administered (except for review of a student's test immediately after it is graded in lab). 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 processed according to the Academic Honor Policy.

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

OBTAINING HELP: Please take advantage of the office hours offered by your Lecturer or Lab Proctor. We are anxious to help. Instructor office hours are one of the most underutilized resource available to students.

Free Tutoring from FSU: Tutoring is available for this course via ACE Tutoring at the Learning Studio in the William Johnston Building. Appointments may be made, and drop-ins are welcome for one-on-one and group tutoring. Please contact the ACE Learning Studio at tutor@fsu.edu, 850-645-9151, or find more information at

<http://ace.fsu.edu/tutoring>

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 you, by engaging that service, will be in violation of the Academic Honor Policy. If you provide test details to any individual or tutoring service, then you are in violation of the Academic Honor Policy. You will be asked to give an honor pledge for every graded assignment; please take it seriously.

SYLLABUS CHANGE POLICY

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.