DEPARTMENT OF	**MAC 1105 College Algebra**	STUDENT
MATHEMATICS	**Fall 2018**	SYLLABUS

<div align="center">

Lecture Section 41   Lecture Section 59   Lecture Section 68

Lab Sections 42-49   Lab Sections 60-67   Lab Sections 69-80

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Instructor Information:

- **Lecturer:** Ms. Blackwelder
- **Office**: MCH 115-G (MCH is directly behind Dirac Science Library and is just west of the FSU Bookstore. MCH 115 is a suite of offices; enter the door labeled 115, then find office G.
- **Phone**: 850-644-1787 (no voicemail available)
- **Email**: blackwelder@math.fsu.edu (Please send e-mail directly to me though this e-mail; please do not send e-mail through Canvas.)
- **Office Hours: Weds 1-4 p.m.**   (For individual discussions about grades, absences, course policies, etc)
- **Help Sessions: Mondays** ~~11-Noon~~ **11 a.m. – 12:30 p.m.,** ~~1:30-2:30~~ **1:00-2:30 p.m. Fridays 11-Noon** (For help with course content) ~~**Updated Sept 11.**~~ **Updated Sept 18.   (Held in 110 MCH)**
- **Homepage**: https://www.math.fsu.edu/~blackw

Course Information:

- **Meeting time for Lecture and Lab sections:**

TR 11-12:15 in 275 FLH (Sec41)	TR 2-3:15 in 2100 HWC (Sec 59)	TR 3:35-4:50 in 104MOR (Sec68)
W 9:05-9:55 in 104 HTL (Sec42)	W 1:25-2:15 in 104 HTL (Sec60)	W 12:20-1:10 in 113 HTL (Sec69)
W 9:05-9:55 in 105 HTL (Sec43)	W 1:25-2:15 in 105 HTL (Sec61)	W 12:20-1:10 in 114 HTL (Sec70)
W 10:10-11 in 104 HTL (Sec44)	W 2:30-3:20 in 104 HTL (Sec62)	W 1:25-2:15 in 113 HTL (Sec71)
W 10:10-11 in 105 HTL (Sec45)	W 2:30-3:20 in 105 HTL (Sec63)	W 1:25-2:15 in 114 HTL (Sec72)
W 11:15-12:05 in 104HTL(Sec46)	W 3:35-4:25 in 104 HTL (Sec64)	W 2:30-3:20 in 113 HTL (Sec73)
W 11:15-12:05 in 105HTL(Sec47)	W 3:35-4:25 in 105 HTL (Sec65)	W 2:30-3:20 in 114 HTL (Sec74)
W 12:20-1:10 in 104 HTL (Sec48)	W 5:15-6:05 in 104 HTL (Sec66)	W 3:35-4:25 in 113 HTL (Sec75)
W 12:20-1:10 in 105 HTL (Sec49)	W 5:15-6:05 in 105 HTL (Sec67)	W 3:35-4:25 in 114 HTL (Sec76)
		W 5:15-6:05 in 113 HTL (Sec77)
		~~W 5:15-6:05 in 114 HTL (Sec78)~~
		~~W 6:45-7:35 in 113 HTL (Sec79)~~
		~~W 6:45-7:35 in 114 HTL (Sec80)~~

     Lecture Class: At this time the Lecturer will present new material, provide examples, and take questions on homework problems. It is important to keep up with material in order to be successful in any mathematics course. Students should do the assigned homework from the previously covered section between lectures.

     Lab: Labs are held in computer-equipped classrooms. Quizzes and Tests will be given in Lab. **Students will not be allowed to attend a different lab – not even on a one-time-basis.**

     On quiz days, the first 25 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. Lab Proctors cannot provide individual instruction for students who have missed Lecture Class. A quiz will be given during the last 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 section item missed and review their graded test before leaving the classroom.

     Lab classes are never rescheduled; not even on a one-time basis. **That means**: If you miss your lab class time, you have missed the quiz/test scheduled for that day. See below for policies for missed quiz/test.

- **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. Students with questions should see their 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.

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.

Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from the Student Disability Resource Center has been provided.

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/

- **Textbook / MyMathLab**

Beginning Summer C, 2018 MAC 1105 will require MyMathLab access. All Tests and Quizzes (both in-class and outside-of-class quizzes) will be taken using MyMathLab. It is the student's responsibility to have purchased access and entered the access code before the second week of classes. The 14-day grace period begins with the first login. There will be no extensions or excused absences for not acquiring access or for not remembering login credentials. Please reference the MyMathLab information provided in Canvas.

MyMathLab access comes with the e-book. Students are not required to purchase a print edition of the text. There is a 14-day grace period in which students may access all the online content before purchasing access and it is recommended that students try the online options before deciding on whether or not to purchase the print edition in addition to the access code for the online content.

The sections covered in MAC 1105 from **Algebra & Trigonometry**, 10th Edition by Sullivan are: R4, R5, R7, R8, 1.1, 1.2, 1.4, 1.5, 2.1-2.4, 3.1-3.5, 4.1, 4.3, 4.4, 5.4, 6.1-6.6, 12.1, 12.7.

- **Computer Assisted-Instruction Course:**

This 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. If you do not have Internet access at home, then you will have to arrange time in your schedule to work on campus. Firefox is the recommended browser, followed by Chrome and then Safari.

- **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. Violators will be reported to the University Judicial Officer for violation of the Student Conduct Code.

- **Competencies:**

Students will demonstrate the ability to: Analyze problems drawn from real-world scenarios by interpreting and evaluating data and applying appropriate mathematical, statistical, logical, and/or computational models or principles, using appropriate technology, and explaining the results.

- **Grading:**

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

Practice: Section practices are outside-of-class assignments meant to build your skills in an ungraded environment. You have unlimited attempts for each practice assignment. Points from practice assignments will be used to bolster your quiz average.   (See pg 4 for **Quiz Average Computation**.)

Homework Quiz: 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 related to using an unapproved browser. Because these quizzes may be taken over a period of time, **no make-up quizzes will be given**.

Lab Quiz: 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**.   (See pg 5 for **Missed Lab Quiz/Test** policy.)

Tests: Three unit tests are given during the semester and all tests will be taken during your lab. On test days, there is no practice time in lab. **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 are required on the Test Dates. (See pg 5 for **Missed Lab Quiz/Test** policy.)

　　　　Students should note these test dates and keep them in mind when considering family obligations. Family reunions and graduations are not valid excuses for missing tests.

Sections	Test 1	Test 2	Test 3
2-12, 14-22, 24-31	Sep 25	Oct 23	Nov 13
33-40, 51-58	Sep 24	Oct 22	Nov 19
42-49, 60-67, 69-80	Sep 26	Oct 24	Nov 14

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 or in 319 HCB. The University Final Exam Schedule does not apply to MAC 1105. The MAC 1105 Final Exam will be given M-R of Exam Week (Dec 10-13). 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 your course Canvas site.

Grade Calculation: U = Average of 3 Unit Tests; Q = Percent Average of quizzes E = Final Exam; P = Participation Requirement Deduction (See just below for Participation Requirement.)

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.

(60%U+10%Q+30%E) - P   or   **(40%U+10%Q+50%E) - P**

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

The **Quiz Grade** for this course consists of lab quiz grades and homework quiz grades. Class attendance and practice points will also be used in computing the Quiz Grade.   **No lab or homework quiz grades will be dropped when calculating the Quiz Grade.**

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.)

Quiz Average Formula: **Students will earn points to bolster their quiz average from work done on MML Section Practice Assignments and from MML Learning Catalytics in Lecture Class. No Quiz Grades are dropped.** You may earn enough points to cover up to 3 missed quizzes.   At the end of the semester, your **percentage of MML-LC points** will be multiplied by 150. Your **percentage of possible MML-Practice points** will be multiplied by 150.   These are added to the **Sum** of your Quiz grades **before** dividing by total number of quizzes. **Please note: The maximum Quiz Average is 100%.**

$$QuizAvg = \frac{LQ1+ ... +LQ10+HwQ1+...+HwQ26? + (\text{up to 150 from LC}) + (\text{up to 150 from Prac})}{36? \text{ (total number of quizzes given)}}$$

Course Policies:

• **Attendance:**

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.
        The classroom response system **Learning Catalytics** will be used to earn participation points from Lecture Class **(LCPP).** Learning Catalytics is included in your MyMathLab subscription. I will walk through Learning Catalytics on the second day of class to help you set up your account.

Everyone will be given 8 Learning Catalytics points. These points will cover up to **4** lecture class absences (excused or not) or days when your phone battery dies, etc. No further allowance will be made, unless you have an extended illness that causes you to miss more than 4 lecture class days.

- **Calculators**

The only authorized calculator allowed during in-class Tests and Quizzes is the calculator available on the computers in the HTL/MCH/HCB 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.

- **Missed Quiz/Test Policy**

Missed Homework Quiz: Because these quizzes may be taken over a period of time, **no make-up homework quizzes will be given**.

Missed Lab Quiz: No make-up quizzes will be given. For a valid and verifiable absence, students supplying the lecturer with necessary documentation will have their next Test grade counted for the missed quiz grade. **Any medical excuse must state explicitly that the holder should be excused from class. Note that students will not be given excused absences to attend family functions or other non-academic events.**

Missed Test: If a test is missed and excused, then a makeup exam will be arranged. Students must provide advance notice of absences (when possible) as well as relevant documentation regarding absences to the instructor as soon as possible following the illness or event that led to an absence. If a test is missed and is unexcused, with instructor permission, an unexcused absence from one unit test may have the final exam minus a 20 point penalty applied for that test grade. **Any medical excuse must state explicitly that the holder should be excused from class. Note that students will not be given excused absences to attend family functions or other non-academic events.**

University Policies:

- **University Attendance**

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.

Official University activities include official events at which the student is representing the University, such as athletic competitions and academic activities sponsored by a student's academic department or college. Registered Student Organizations (RSO's) and Greek Life activities are not considered official university activities.

- **Academic Honor Policy**

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://fda.fsu.edu/Academics/Academic-Honor-Policy)

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.

- **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.

PRE Program @ ACE: Free Academic Assistance

MAC 1105 Lecture Class Section 68 and Lab Sections 69-80, TR 3:35-4:50 in 104 MOR will be participating in the Proactive Referral and Engagement (PRE) program (http://ace.fsu.edu/pre), a new initiative at FSU that is supported by the Office of the Provost. The purpose of this program is to give you early academic assistance and advice so that you succeed in this class. Therefore, your course instructor may share information about your class performance with the coordinator of this program, Dr. Samantha Nix, who may reach out to you via email or phone. She is able to connect you to one-on-one assistance with time management, developing a study plan, finding tutoring, and/or connecting with offices to support your success.   While you are encouraged to take advantage of any academic support that she offers, you are in no way obligated to respond. If you would like to contact Dr. Nix for assistance yourself, please use the information below:

Samantha Nix
Email: SNix@fsu.edu
Phone: 850-645-4047
Office: William Johnston Building G015

- **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.