

Lecturer: Ms. Hollingsworth **Office:** 115-B MCH **Phone:**(850) 644-1891 (no voice mail)
Milton Carothers Hall (MCH) is directly behind Dirac Science Library and is just west of the FSU Bookstore.

Help Sessions (for help with course content): Mondays and Fridays 9:30-10:30am (110 MCH)

Office Hours (for individual discussions about grades, absences, course policies, etc.):
Tuesdays 11am-12pm, Thursdays 11am-12pm, Fridays, 10:30-11:30am pm *or by appointment.*

e-mail: hollings@math.fsu.edu **homepage:** <http://www.math.fsu.edu/~hollings/>

Lecture Class will meet **T/TH, 9:30-10:45** in **275 FLH**.

Lab Classes will meet as listed below.

Section 1	Wednesday	8:00 – 8:50 am	104 HTL
Section 3	Wednesday	9:05– 9:55 am	104 HTL
Section 4	Wednesday	9:05– 9:55 am	105 HTL
Section 5	Wednesday	10:10– 11:00 am	104 HTL
Section 6	Wednesday	10:10– 11:00 am	105 HTL
Section 7	Wednesday	11:15 – 12:05 pm	104 HTL
Section 8	Wednesday	11:15 – 12:05 pm	105 HTL

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, 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: Neither the ALEKS Placement Test nor the FSU Math Department AMP test can be used to remove a remediation requirement.) Students who are required to take MAT 1033 must earn a C- or better before taking MAC 1105.

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 AP Calculus credit (Gp 3 or higher) may not take MAC 1105. Students in this category who need to fulfill their math requirement may take MGF 1106, MGF 1107, a Statistics class, or a Liberal Arts or Statistics CLEP (Google: FSU testing center clep).

Students who earn a C or higher in MAC 1105 are not allowed to repeat the class. Students who earned a C- in MAC 1105 and are Nursing majors, Exercise Science majors, Merchandizing/Prod Development majors are allowed to repeat MAC 1105.

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

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.

The eGrade software used in this course is not fully accessible for students with visual impairments. Visually impaired students are referred to the SDRC for interim accommodations.

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. In order to prepare for the lectures, you 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. 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 - even on a one-time-basis.

On Quiz days, the first 25-30 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. You should bring your class notes and learn to use them as you work other problems. **In Lab Class, priority will be given to helping students who have class notes to reference.** 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. All tests and quizzes will be taken over the internet using eGrade; 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://its.fsu.edu/service-catalog/end-point-computing/computer-lab>) (You should have more than one browser installed on your computer. If you encounter poor performance with one, try another. Firefox is recommended.)

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. **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 practice.**

On-line work done outside of the lab classrooms may be accessed at <http://russell.math.fsu.edu:9888>. **You should bookmark this web address. We provide the link on our BlackBoard classes, but you do not have to access the russell eGrade through Bb.** eGrade Practice records are refreshed on a regular basis so that the files do not become too large. The record refreshment takes place in the early hours of Saturday. Any practice item left open and ungraded at the time of the record refreshment cannot be accessed again.

You will be given a login name and password to use for the on-line work; these are based on your FSUId (Bb login) and FSU EMPLID. **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). For all quizzes and tests, you must also know your FSU EMPLID.** (On Bb, go to Secure Apps, then FSU Identity Management.) **When working from a Wireless network on Campus, be sure to use FSU Secure;** russell eGrade cannot be accessed using FSUWIN.

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.

LIBERAL STUDIES FOR THE 21ST CENTURY: The Liberal Studies for the 21st Century Program at Florida State University builds an educational foundation that will enable FSU graduates to thrive both intellectually and materially and to support themselves, their families, and their communities through a broad and critical engagement with the world in which they live and work. Liberal Studies offers a transformative experience; this course has been approved as meeting the Liberal Studies requirements and thus is designed to help you become a critical analyzer of quantitative and logical claims.

LIBERAL STUDIES FOR THE 21ST CENTURY 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.

These competencies will be evaluated throughout the term on each of the three Unit Tests and the Final Exam.

OPTIONAL Reference Text: **Algebra and Trigonometry** by Sullivan, Prentice-Hall. The testing software used in MAC 1105 is **eGrade**. There is no cost for this software. We are not using MyMathLab in MAC 1105.

Students in MAC 1140 are using MyMathLab and they are using the Sullivan Algebra and Trigonometry text. Students in MAC 1105 who would like access to the reference text material **and** plan to take MAC1140 in the future, should purchase MyMathLab because it comes with the e-text. (That is, you do not want to purchase a print edition of the text without MyMathLab to use as a reference for 1105, because you will then have to make an additional purchase when you take MAC 1140.)

Suggested homework problems from the optional reference text/MyMathLab are secondary; the primary homework problems are on eGrade. No homework is collected.

SUPPLEMENTARY MATERIALS: Course Objectives and a list of optional text homework problems for each objective are available at from your class BlackBoard site; link to Video clips (for almost all objectives) is available there too.

CONTENT: Optional Reference Text: R.7, R.8, Class Notes on Equation Solving and Interval Notation, 2.1-2.4,

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.

TOP HAT: The classroom response system TopHat will be used to earn participation points from Lecture Class (LCPP). TopHat will **require a paid subscription**, and a full breakdown of all subscription options available can be found here: www.tophat.com/pricing. \$26 for 4 months, \$38 for 1 year, \$75 lifetime. I will walk through TopHat on the second day of class to help you set up your account.

It is your responsibility to ensure that your access to TopHat works. All technical issues pertaining to the use of TopHat should be directed to TopHat support. Should you require assistance with TopHat at any time, due to the fact that they require specific user information to troubleshoot these issues, please contact their Support Team directly by way of email (support@tophat.com), the in app support button, or by calling [1-888-663-5491](tel:1-888-663-5491).

We will begin using TopHat in lecture class on Tuesday, January 16.

To receive TopHat credit, you must enter your Bb login as your Student ID on TopHat.

Everyone will be given 8 Top Hat 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.

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 15 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 can use any text material and class notes to assist them on homework quizzes, but students cannot receive any other assistance. Please do not “wait until the last minute” to complete a Homework Quiz. You should allow time to take the quiz on campus. Extensions will not be given because of problems with network connections at home. 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, 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; on test days on-line practice problems will not be available in the computer classrooms.

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. Tests or quizzes left ungraded will prevent you from taking the next assignment.

Make-up testing times will not be scheduled. If you have an excused absence for the test date, then your Final Exam grade will be used to replace the missed test. If you have invalid or unverifiable absences for the test date, a penalized Final Exam grade will be used to replace the missed test grade. (The penalty, 15%, 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.**

Please note the test dates given below. Family reunions and graduations are not valid excuses for missing tests.

BRING: FSU ID and sharpened pencils.

Test Dates:

Sections	Test 1	Test 2	Test 3
1-7, 9-14	Feb 7	Mar 7	Apr 18

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 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 11-14). You will register, on-line, for a final exam time. Exam Registration will open at 7 a.m. on Wednesday Mar 28. You must schedule an exam time before 12:00 noon on Wednesday Apr 18. 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 BlackBoard site.

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

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://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.

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 Instructor. We are anxious to help. Instructor office hours are one of the most underutilized resources available to students.

Free Tutoring from FSU: On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services' comprehensive list of on-campus tutoring options - see <http://ace.fsu.edu/tutoring> or contact tutor@fsu.edu. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

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.