

Lecturer: Ms. Blackwelder
Office: 115-G MCH

Lecture Class: M-F 8-9:20 a.m. in 101 HCB
Phone: (850) 644-1787 (no voice mail available)

Milton Carothers Hall is directly behind Dirac Science Library and is just west of the FSU Bookstore

Help Sessions (for help with course content): Tue/Thr 9:30-10:30 a.m. and Noon – 1 p.m.
held in 110 MCH (a help session room, not my office)

Office Hours (for individual discussions about grades, absences, course policies, etc):
Mon/Wed 12:45-1:45, 2:15-3:15 , or by appointment held in my office 115-G MCH

e-mail: blackwelder@math.fsu.edu

homepage: <http://www.math.fsu.edu/~blackw>

Please check posted Lecture Class Announcements or Course Syllabus (on our Bb class), before sending e-mail. You might find the answer to your question.

Lab Proctor Office Hours will be announced in lab class and will be posted on our Bb site.

Lab Class: You must attend the Lab Class Section for which you are registered. You may change sections only during the DROP/ADD period. All Lab Classes for these Lectures meet on **Mondays and Wednesdays** in HTL. The first meeting of your Lab Class will be **Wednesday July 1**.

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.

Sec	Time	HTL	Sec	Time	HTL	Sec	Time	HTL	Sec	Time	HTL
03	9:30 – 10:30	104	06	11:00 – 12:00	104	08	12:30-1:30	104	11	2:00 – 3:00	104
04	9:30 – 10:30	105	07	11:00 – 12:00	105	09	12:30-1:30	105	12	2:00 – 3:00	105
05	9:30 – 10:30	113							14	3:30 – 4:30	104

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. ($440 \leq \text{SAT math} \leq 460$ and $19 \leq \text{ACT math} \leq 20$ 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 ($470 \leq \text{SAT math} \leq 530$; $21 \leq \text{ACT math} \leq 22$) should consider taking MAT 1033 before MAC 1105. This decision must be made within Summer 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 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.

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 and provide examples. Our lecture class works from a Lecture Outline and you should bring it each day. After each Lecture Class, you would work on the appropriate russell eGrade Practice problems. Keeping up with the material is an important part of being successful in any mathematics course. (The Outline may be purchased from Target Copy, 635 W. Tennessee Street. ~\$10)

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 – 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. 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 25-30 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 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 at any of the computer labs on campus. (Campus lab information available at www.acns.fsu.edu/labs/) (You should have more than one browser installed on your computer. If you encounter poor performance with one, 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. **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.** 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.)

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.

Optional 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 available online. No homework is collected.

SUPPLEMENTARY MATERIALS: Course Objectives and Suggested Homework Problems for each section are available from the class BlackBoard site ; Video clips (for almost all objectives) are available there too.

CONTENT: In the optional reference text: 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 – 4.5, 10.1, 10.7.

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.

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 2** quizzes (lab, or required homework; **excused or not**). **Your final course average will be reduced by 1 point for each additional quiz missed beyond 2. 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 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 related to using an unapproved browser. Because these quizzes may be taken over a period of time, **no make-up quizzes will be given; no quiz grades are dropped.**

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; no quiz grades are dropped.** 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. **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. No Quiz Grades will be dropped.** Students will earn points to bolster their quiz average from practice done on russell eGrade. For each problem answered correctly in the russell eGrade Practice class, 1/3 point will be added to the *sum* of your quiz grades, prior to dividing by the total number of quizzes given. The *maximum* that will be added to the sum of your quiz grades is **300**; you want to answer at least **900** practice problems correctly to earn the most help possible for your quiz average. **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 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 an 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 Wednesday 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	Wednesday July 8	Monday July 13
Test 2	Wednesday July 22	Monday July 27
Test 3	Wednesday Aug 5	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 = Quiz Average (Computed as described above; maximum Quiz Average is 100.) P = Participation Requirement deduction

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.

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

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

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.

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 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: Please take advantage of the help sessions 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: 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.