DEPARTMENT OF MATHEMATICS   **INSTRUCTOR**: **Ms. Maltby**
STUDENT SYLLABUS   **OFFICE**: **111-A MCH**
MAC 1140 **sec. 1 or 3**   *Office Phone:* (850) 644 – 0163 (no voicemail)
Summer B 2017   **E-MAIL: maltby@math.fsu.edu**
Lecture Class in 201 MCH: MTWRF Lectures 9:30 – 10:50 am
Lab Classes Tues & Thurs in 113 HTL
section 1 meets 11:00 am - 12:00 pm & section 3 meets 12:30 - 1:30 pm
OFFICE HOURS: **Tues & Thurs 1:30 – 2:30 pm; Friday 11:00 am – 12:00 pm; or by appointment (please email me with day/time alternatives)**
HELP SESSIONS in 110 MCH (course content help): MW 11:00 am – 12:30 pm

ELIGIBILITY: You will be deemed eligible for this course if (1) you have credit for MAC 1102 or MAC 1105 (or an equivalent course in College Algebra) with a grade of C- or better, or (2) you have scored in AMP Group A3 or higher, or (3) you scored a 61 on the ALEKS placement. It is the student's responsibility to check and prove eligibility. Ineligible students will not be allowed to take this course. Advisement assistance is available in 205-D LOV.

COURTESY AND ATTENDANCE: Students are expected to get to class on time and not to leave class until class has been dismissed. If you must leave class early, please let your instructor know before class begins. You are expected to attend class regularly. Studies show that students who attend class get higher grades than those who skip classes. A student absent from class bears the full responsibility for all subject matter and procedural information discussed in class. Students whose names do not appear on the class roll cannot attend classes.

TEXT: Algebra and Trigonometry, 10th Edition, by Michael Sullivan. MyMathLab access is required for this class and MyMathLab comes with the e-book when you use your access to register for the class MyMathLab site. A print version of the text is optional. Students taking MAC1114 or MAC1105 may use the same (e- or print) text as a resource. Once a student has purchased access to the e-text and MyMathLab for any one of the courses: MAC1105, MAC1114, or MAC1140; there will be no additional cost to enroll in the course site for any of the other of these three courses. Students that have purchased access for a course using a different text (for example, a chemistry class) will need to purchase another access code to be used for the Sullivan text.

There is a two week grace period in which students may access all 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 in addition to the access code for the online content. To purchase the MyMathLab access only, students may purchase the code while registering for MyMathLab using a credit card or PayPal, or may purchase an access card from the Bookstore. To purchase the print version of the text, students may purchase the loose leaf text bundled with the access code for MyMathLab at the bookstore.

All Tests and Quizzes in MAC1140 will be taken using MyMathLab. It is the student's responsibility to have purchased access and entered the access code before the third week of classes (before the grace period is over). There will be no extensions nor excused absences for not acquiring access or for not remembering login credentials.

MyMathLab registration information can be found at the Department MAC1140 Course Site: http://www.math.fsu.edu/~pkirby/mac1140/.

INTERNET ADDRESSES (bookmark on your computer):
http://campus.fsu.edu   (Course website on BlackBoard)
https://portal.mypearson.com/login   (Course assignments)
http://www.math.fsu.edu/~pkirby/mac1140/   (Department Course Site)
http://www.math.fsu.edu/~maltby   (Instructor webpage)

COURSE OBJECTIVES: This course is intended to give students important mathematical background needed for the study of more advanced courses in mathematics, engineering, and computer science.

COURSE DESCRIPTION: This course covers functions and graphs, especially high degree polynomial, rational, exponential, and logarithmic functions; systems of equations; solutions of linear systems; matrix methods; determinants; sequences and series; induction; and the binomial theorem. The course also explores applications, approximation, and methods of proof. May be taken concurrently with MAC 1114.

CALCULATOR POLICY: The only authorized calculator allowed during in-class tests and quizzes is the calculator available on the computer hard drive in the lab classrooms. No other calculators are allowed. The use of unauthorized calculators is a violation of the Academic Honor policies, as stated below, and will be dealt with accordingly.

COURSE CONTENT:

UNIT	TOPICS (tentative)	EXAM	DATE
Unit I	R.5, 1.3, 4.3, 5.1 – 5.6	Test 1	**Thursday May 25**
Unit II	6.2 – 6.8, 11.2 – 11.4	Test 2*	**Thursday June 8**
Unit III	12.1 – 12.4, 13.1 – 13.5	Test 3*	**Thursday June 22**

*Test may contain material from previous units

**All unit tests will be given in the assigned lab classes on the date indicated.
It is not possible to take your test with another lab class even on a one-time basis.**

GRADING: There will be three unit tests and nine quizzes. The numerical course grade will be computed as follows: Av = 88%Y + 12%Z
Where Y = Test Average and Z is made up of 8% Quiz Average, 2% Mastery Points and 2% Learning Catalytics. Mastery Points (MP) will equal **(MP total on MML)/120 on 6/23/17** or your Test Average, whichever is higher. Learning Catalytics will equal the average of the daily attendance quizzes (lowest 3 grades will be dropped).

Letter grades will be determined from numerical grades as follows.

**A = 92.50 or above   B+ = 87.50-89.49   C+ = 77.50-79.49   D = 62.50-69.49
A– = 89.50-92.49   B = 82.50-87.49   C = 72.50-77.49   D- = 59.5 – 62.49
                              B– = 79.50-82.49   C– = 69.50-72.49   F = below 59.50**

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.

TEST/QUIZ POLICIES: **No makeup tests/quizzes or early tests/quizzes will be given**. A test absence or quiz absence will be excused only if the student presents sufficient verifiable evidence of acceptable, extenuating, unavoidable circumstances. **An acceptable medical excuse must state explicitly that the holder should be excused from class on the day of the absence.** Students missing class because of a family death must show evidence of the death and evidence of the relationship to the deceased. Students will not be given excused absences to attend family functions or non-university activities.

If one test absence is excused, then the Test 3 grade will be used for the missed test grade.
The Test 3 grade minus a penalty will be used for an unexcused test grade.
If a quiz absence is excused, then no grade will be assigned to the missed quiz.
A grade of zero will be assigned for an unexcused quiz grade. No quiz or test grade will be dropped.

FSU ID and sharpened pencils are needed for all tests and quizzes. All other materials must be put away and be off the table during quizzes and exams.

AMERICANS WITH DISABILITIES ACT: Students with disabilities needing academic accommodation should: (1) register with and provide documentation to the Student Disability Resource Center; and (2) bring a letter to the instructor indicating the need for accommodation and what type. 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.
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 syllabus and other class materials are 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/

FREE TUTORING FROM FSU: For tutoring and writing help in any course at Florida State University, visit the Academic Center for Excellence (ACE) Tutoring Services' comprehensive list of tutoring options - see http://ace.fsu.edu/tutoring or contact tutor@fsu.edu for more information. 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.

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." (Florida State University Academic Honor Policy, found at http://fda.fsu.edu/Academics/Academic-Honor-Policy.)
The academic honor system is followed strictly. Students possessing unauthorized notes, using prohibited calculators, or giving/receiving unauthorized assistance on an exam will be dealt with according to FSU Honor Code policy.

LECTURE: At this time, the instructor will present new material and examples. Prepared lecture notes are on the course Blackboard site with a tentative schedule for lecture classes. The schedule will be adjusted as the semester progresses, so check the schedule regularly. Either download and print the notes and bring to class; or write down the definitions, theorems and formulas and bring to class; or download and save on a smartphone or tablet to view in class. Remember to turn all sounds off on electronic devices. Lectures will follow the lecture notes and we will fill in most of the blanks, though not all, in lecture.

In order to prepare for lectures, read the section(s) in your e-book text before class to become familiar with the content. After class, review your notes before completing the practice from the section(s) covered in lecture on My Math Lab (MML). Plan to work problems in MML on a daily basis. Doing problems and keeping up with the material is an important part of any mathematics course. **Regular and thoughtful working of online practice problems with an emphasis on learning the math concepts and allowing time to ask questions is very important to your success in this course.**

An internet capable device will be required for lecture attendance. In lecture, we will use the *Learning Catalytics* provided with MyMathLab. Students should login to MyMathLab and **join** each *Learning Catalytics* session. Some students bring laptop/tablet to class to use, most use their smartphone. **You may need to change the settings on your device to allow pop-ups and delete cookies/cache. See your section Blackboard site for more information.**

Ask questions and seek help when necessary. I am available for help during Office Hours & Help Sessions, or you may seek help from your Lab Instructors, ACE tutoring, or the Learning District. More information can be found on our Blackboard class.

LAB CLASS: meets in a computer equipped classroom each **Tuesday & Thursday**.
- **Section 1 meets from 11 am – 12 pm in 113 HTL**
- **Section 3 meets from 12:30 – 1:30 pm in 113 HTL**

The first meeting of your lab class will be **Tuesday, May 16**.
All Unit Tests will be given in Lab Class. Beginning May 16, there will be a Quiz every Tuesday and on Thursdays in which no Unit Test is scheduled, a Quiz will be given. All Quizzes and Tests in Lab Class will be given using **My Math Lab**.

On days in which there is no test, students should bring in their notes from lecture, scrap paper, pencils, eraser, and picture ID. The first half of lab class you will have time to practice the objectives on the quiz & ask questions. **On test days students should bring picture ID, pencils and eraser. Scrap paper will be provided. You will have the entire lab time for the Test. No notes are allowed.**

*Important: You **must** attend the Lab section for which you are registered.*
You may change sections only during DROP/ADD.

Mark all Quiz & Test dates on your calendar. Quizzes and Tests must be taken in your section meeting time. There are no makeups.

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.