

DEPARTMENT of  
MATHEMATICS

MAC 1105, sections 01-08  
SPRING, 2012

STUDENT  
SYLLABUS

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+ *Help Sessions TBA*

Please note: I am glad to help you with questions and concerns. I see you on a regular basis, therefore *email should be reserved for emergencies*. As a general policy, I do not reply to emails that ask questions for which the information has already been provided. In particular,

- *no instruction is offered through email*
- *grades are not discussed via email*

**ELIGIBILITY:** This course is required for students majoring in the sciences or in 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 in other majors, and especially those students who are UNDECIDED about their major, should consider taking MGF 1106 or 1107; or they should wait one semester before taking a mathematics course. Check with your 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 needs to be made within Summer C 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.

**LECTURE-LAB MODE:** This course is taught in the Lecture-Lab mode. The *lecture classes* will meet on **T R, 8:00-9:15a.m.** in **275 FLH**. All *lab classes* will meet in **104** or **105 HTL** every **Wednesday** as follows:

Section	01	02	03	04	05	06	07	08
Lab time	8:00-8:50	8:00-8:50	9:05-9:55	9:05-9:55	10:10-11:00	10:10-11:00	11:15-12:05	11:15-12:05
Location	104 HTL	105 HTL	104 HTL	105 HTL	104 HTL	105 HTL	104 HTL	105 HTL

The first meeting of your lab class will be **Wednesday, January 11**.

*Important: You must attend the Lab Class for which you are registered. You may not attend a different lab, not even on a one-time basis. You may change sections only during DROP/ADD.*

**Lecture Class:** At this time the Lecturer will present new material, provide examples, and as time allows, take questions on homework problems. In order to prepare for the lectures, a student 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.

**Lab:** Labs are held in computer-equipped classrooms. Quizzes and tests will be given in lab. Seating is limited, and thus 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 28-38 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 review their graded test before leaving the classroom, and may record the objectives missed.

**When taking all quizzes and tests, students should write down all answers in an orderly fashion on the provided scrap paper.** This will assist in reviewing a quiz or test before or after it has been graded.

**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: Student Disability Resource Center, 874 Traditions Way, 108 Student Services Building, Florida State University, Tallahassee, FL 32306-4167; 850-644-9566 (voice) or 850-644-8504 (TDD). Email at [sdrc@admin.fsu.edu](mailto:sdrc@admin.fsu.edu) or see their website, <http://www.disabilitycenter.fsu.edu>

**COMPUTER-ASSISTED-INSTRUCTION COURSE:** This course 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. Students who do not have Internet access at home will have to arrange time in their schedules to work at any of the computer labs on campus. Campus lab information is available at [www.acns.fsu.edu/labs/](http://www.acns.fsu.edu/labs/). **AOL users SHOULD NOT use AOL to access eGrade.** Students should have more than one browser installed on their computer - Netscape, IE, Mozilla, etc. If poor performance is encountered with one, students should try another.

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. **In addition to on-line practice, students should keep copies of some of the on-line practice problems to use, along with class notes, to prepare for tests.** On-line work done outside of the labs may be accessed at <http://russell.math.fsu.edu:9888> **Students should bookmark this web address on their home computer to have access to eGrade without going through Blackboard (Bb).**

To access on-line graded work, students will be given a login name and password based on their last name and their FSU Security Number (FSUSN). Therefore, students **must know their FSUID and their FSU password (what they use to sign on to Bb).** **For all quizzes and tests, students must also know their FSUSN (FSU Security Number).** Students can go to Bb/Secure Apps/FSU Identity Management to locate their FSUSN.

**COURSE OBJECTIVES and PREPARATION FOR FUTURE COURSES:** Students will gain understanding and proficiency in the algebra of basic mathematical systems and will 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 MAC 1105 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.)

**PRACTICE & COURSE CONTENT:** The primary homework problems are the online problems available at the **russell** eGrade site. **You live on russell!! ☺** Suggested homework problems from the text are secondary. No homework is collected. Course content consists of text appendix sections A5, A6, Class Notes (CN) on interval notation and equation solving, and text sections 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.

**SUPPLEMENTARY MATERIALS:** You will need to regularly check the **Course Library on Bb**. Currently posted is a list of Course Objectives and other instructional materials provided by your lecturer. **Video Clips** are available through a link on your lecturer's webpage.

**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 Policy and will be dealt with accordingly.

**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.

**HELP IS AVAILABLE:** For you to succeed in this class, you have to be willing to put in the time and get help when you need it. You may use your lecturer's office hours, your lab proctors' office hours, the free tutoring available at ACE (see below), find a study partner, form a study group, . . . . Do what it takes to master this material; simply attending lecture isn't enough.

Your lecturer's office hours are posted in this syllabus and on the lecturer's webpage. Office hours for lab proctors will be given during your first lab, and will also be posted on the lecturer's webpage.

**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](mailto: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 a student, 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.*

**PARTICIPATION REQUIREMENT:** This course has a participation requirement **measured by assignment completion**. Students will receive a grade reduction if they miss **more than three (3) quizzes** (lab quizzes or homework quizzes; excused or un-excused). For each quiz missed, beyond three, a student's Final Course Average will be reduced by one (1) point. **No exceptions**. An excused absence from a lab quiz 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, the same as each lab quiz counts. 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 with AOL. 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 every lab day that there isn't a test or retest. Only one attempt is allowed for these quizzes. *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. **Acceptable medical excuses must state explicitly that the holder is excused from class on the day of the quiz.**

**QUIZ GRADE:** Quizzes will be given as described above. *No make-up quizzes are given.* Depending upon the total number of quizzes, the two or three lowest quiz grades will be dropped. Students should prepare carefully for each quiz because emergencies and illnesses may come unexpectedly.

**TEST GRADING POLICY:** 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 may not begin a test and then decide not to take it. **Once a test is started, it must be completed.** Tests or quizzes left un-graded will prevent students from taking the next assignment.

Tests are required on the test dates. For Unit Tests 1, 2 and 3 students will be allowed to take an optional retest. If a student misses a test for an invalid or unverifiable reason, and takes only the retest, then his/her grade on the retest will be penalized 15% and used as the retained grade.

If a student takes both the 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 both the test and its retest **and the retest grade is lower than the test 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, and the student's retained grade will be whichever of the two (test or retest) he/she has taken. *No make-up tests will be given.* If a student has **excused absences** for *both a test and its retest*, his/her Final Exam grade will be used as the missed test grade. If a student has **invalid or unverifiable absences** for *both a test and its retest*, 85% of the student's Final Exam grade will be used as the missed test grade. **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 on the day of the test/retest.**

**TEST DATES:** Please note the test dates given below and plan ahead. Family reunions and graduations are not valid excuses for missing tests.

Test	Required Test Date	Optional Retest Date
Test 1	Wednesday, February 1	Wednesday, February 8
Test 2	Wednesday, February 29	Wednesday, March 14
Test 3	Wednesday, April 4	Wednesday, April 11

**BRING your FSU ID and sharpened pencils for all quizzes and tests.**

**COMPREHENSIVE FINAL EXAM:** The Final Exam is comprehensive. Your Final Exam will be given in one of the computer-equipped classrooms (104, 105, 113, 114 HTL or 107 MCH); **not necessarily in the same classroom where you have lab.** **There is no retest for the Final Exam.** The Final Exam will be given M-R of Exam Week (April 23-26). *You will register on-line for a final exam time.* Exam Registration will open at **7:00 a.m. on Wednesday, March 21.** You must schedule an exam time **before 12:00 noon on Wednesday, April 11.** 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 – that is especially true this year because there are holy days during exam week.** 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 WebSite. **Special Note for SDRC Students:** Students who are registered with SDRC and are allowed extra time for tests, may not register for the last exam time on any day – we cannot accommodate extra time in the last exam period each day.

**GRADING:** In the formulas given below, U = average of three unit tests, Q = percent average of quizzes, E = Final Exam grade, and P = participation requirement deduction.

A student's grade will be computed by whichever one of the following two formulas,  $F_1$  or  $F_2$ , results in the higher grade. Academic integrity is essential to academic merit. An F in the course should be expected by a student involved in academic dishonesty.

$$F_1 = \frac{6U + Q + 3E}{10} - P \quad \text{or} \quad F_2 = \frac{4U + Q + 5E}{10} - P$$

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

**GRADE POSTING:** For posting grades, your instructor DOES NOT use the university's Blackboard system. Instead, your current grades will be made available to you through a link on your instructor's webpage. Details will be given in lecture class. Grades will be updated about once every 2 weeks.

**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 any of the classrooms.

**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." The FSU Academic Honor Policy may be found at <http://dof.fsu.edu/honorpolicy.htm>

*Students involved in academic dishonesty can expect severe academic penalties. These penalties include, but are not limited to a grade of "F" assigned for the course or a grade of zero (which cannot be removed by retesting or dropping) assigned for the work in question. Academic Dishonesty is as defined in the Academic Honor System of the FSU Student Handbook. In particular academic dishonesty includes, but is not limited to, the giving or receiving of unauthorized assistance within or outside the classroom or the ARC, the possession or use of restricted examination materials, plagiarism and attempts at any of the above. During quizzes or exams students may not possess or refer to written information unless specifically authorized by the instructor, or receive oral information. For take home quizzes, students must follow the instructions given by his/her instructor in obtaining a quiz and in turning it in. On graded work done outside the class, plagiarism includes referring to the work of another student or consulting any other individual, in particular any Help Center Instructor or any tutor. Academic dishonesty also includes stealing, buying, selling or referring to 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 paper with the instructor). 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 reported to the University Judicial Officer and other appropriate University officials.*

**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.