MAC 1140
SYLLABUS

COURSE INFORMATION **EDIT

Students are expected to attend all lecture class and lab class meetings. All MyLab Math tests and quizzes will be proctored in lab class.

<table>
<thead>
<tr>
<th>Lecture/Lab class section</th>
<th>Lecture/Lab Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1140-00**</td>
<td>Lecture meeting time MWF or MW</td>
</tr>
<tr>
<td>1140-00**</td>
<td>Lab meeting time Thursday</td>
</tr>
</tbody>
</table>

Credit Hours: 3 hours

A minimum grade of C− in MAC 1140 satisfies three hours of the general education requirement and also satisfies the pure math portion of the state Writing/Math requirement.

Students taking this course for general education credit or the pure math portion of the Writing/Math requirement, and who do not need PreCalculus for their major or as preparation for calculus, might consider taking MGF 1106 or MGF 1107.

Prerequisites: MAC 1105 and/or ALEKS placement test

In addition to attending class, expect to spend 8 - 12 hours per week on assignments. Some students may need to spend more time to go through all of the material and fully understand the concepts.

COURSE INSTRUCTOR **EDIT

Instructor: name
Email address: @math.fsu.edu
Office Location: edit
ELIGIBILITY

You will be deemed eligible for MAC1140 if at least one of the following is satisfied.

- You have credit for MAC 1102 or MAC 1105 (or an equivalent course in College Algebra) with a grade of C- or better.
- Your overall score is 61% or higher on the ALEKS placement test. For more information about ALEKS, click on the following link: https://www.math.fsu.edu/Undergraduate/ALEKS/ (https://www.math.fsu.edu/Undergraduate/ALEKS/)

It is the student’s responsibility to check and prove eligibility.

- Ineligible students will not be allowed to take this course.
- Students who have credit for MAC2311 or any higher-level math course cannot receive credit for MAC1140.

See the math advisor in 205-D LOV if you have questions about your eligibility for MAC1140 or if you need to resolve eligibility issues.

COURSE DESCRIPTION

MAC1140 covers functions, graphs, and real world applications. We begin with polynomial, rational, exponential, and logarithmic functions. Next we examine conic sections and their applications in the real world before moving on to solving linear systems of equations. Then we look at matrices and matrix algebra. Finally we examine sequences and the binomial theorem.

The course will follow the rule of four by exploring functions numerically, algebraically, graphically, and verbally. Skills and concepts needed for Calculus will be emphasized.
MAC1140 may be taken concurrently with MAC1114; both courses are prerequisites for the Calculus I, II, and III series.

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**LEARNING OBJECTIVES**

The [MAC 1140 Objectives and Homework List](https://www.math.fsu.edu/~maltby/MAC1140/PearsonHWList.pdf) contains all the objectives covered in each chapter along with the corresponding Question ID in MyLab Math.

At the completion of this course, students will be able to:

1. Describe the concept of a function and explain its various properties.
2. Define a function by ordered pairs, by a graph, and algebraically. Use transformations, symmetry, function operations, and inverses.
3. Translate between numerical, graphical, and algebraic representations of functions.
4. Apply a variety of techniques to find solutions to equations and inequalities.
5. Simplify algebraic and transcendental expressions.
6. Graph polynomial and rational functions; find the zeros of functions, and reconstruct a polynomial from its given zeros.
7. Graph and analyze graphs of exponential and logarithmic functions; solve exponential and logarithmic equations
8. Find equations of populations that obey the law of exponential growth and decay.
10. Solve systems of linear equations algebraically, graphically, and with matrices. Perform matrix operations and find inverse matrices.
11. Understand notation and applications of Sequences and Series. Expand powers of binomials using the Binomial Theorem.
12. Correctly write AND explain mathematics quantitatively and conceptually.

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**COURSE STRUCTURE**

**LECTURE CLASS**
• Before lecture, students watch short video clips in Modules and fill in portions of the lecture outline notes for each lesson.
• During lecture, the instructor will present new material, go over Lecture Outline examples, and take questions on homework problems. Students will also work in small groups on class activities.
• It is important to keep up with material in order to be successful in any mathematics course. Students should complete assigned homework from the previously covered section between lectures.
• Attendance is expected and is one of your Engage assignments (see Grading Policy). Please stay home and seek medical attention as needed if you are sick.

LAB CLASS

• On quiz days, the first half of class is spent reviewing practice problems. The instructor will answer questions on problems as time permits. Your instructor cannot provide individual instruction for students who are unprepared.
• Quizzes 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.
• Students will only see their score immediately after submitting their quiz/test. Students can review their graded quiz/test any time after the due date in their MML Gradebook.
• Lab classes are never rescheduled; not even on a one-time basis. If you miss your lab class time, you miss the quiz/test scheduled for that day. See missed quiz/test policy below.
• Cell phones may NOT be out during lab class (practice or quiz/test time). If a student is found to have access to a cell phone during the quiz/test, it will be considered a violation of the Academic Honor Policy.

This semester there will be three Story-fied Canvas Quizzes completed as a group activity in lab class. Your instructor will facilitate these group activities on course content. These Story-fied Canvas Quizzes are part of your Engage grade.

REQUIRED COURSE MATERIALS

PAID ACCESS TO MYLAB MATH

This course participates in the Fintel Access program. You are automatically enrolled to receive
This course participates in the Follett Access program. You are automatically enrolled to receive your materials and will be charged through your FSU portal. If you have opted out and need to opt back in, or to opt out of receiving the discounted materials, visit the link below. For more information, click here (https://studentbusiness.fsu.edu/how-pay/follett-access-textbook-program). or contact the bookstore at follettaccess@fsu.edu (mailto:follettaccess@fsu.edu)

(https://urldefense.com/v3/__https://accessportal.follett.com/0208___!!PhOWcWs!mSV59cdsXOR1jeT801g.50tdAtAY4GqUQB45PIEl-hwTTFPbJ0OwHijOH7JHe3R7_c-IAs)  

- All student questions should be directed to follettaccess@fsu.edu (mailto:follettaccess@fsu.edu)
- The FSU Bookstore emailed registered students about the Follett Access program (https://studentbusiness.fsu.edu/how-pay/follett-access-textbook-program). Be sure to read that email!
- Read the Spring Access Student Guide for more information.
- Go to Module 0: MyLab Math Registration page in Canvas for detailed registration information.
- Our "textbook" is paid access to MyLab Math.
  - Access to the e-text is included in MyLab Math, ISBN-13: 9780136683551

MAC1140 LECTURE OUTLINE NOTES

Lecture Outline notes can be obtained in a variety of ways.

- Purchase Lecture Outline packet, printed by Target Print & Mail, at the FSU Bookstore (https://www.bkstr.com/floridastatestore/shop/textbooks-and-course-materials?cm_sp=NullResultsPage-Textbooks--208)
- PDFs for each section covered in MAC1140 are also available in Modules.
  - Students may print out notes themselves to fill in and complete.
  - Students may download notes to a tablet and use a note-taking app to fill in and complete.
  - Students may view PDF and write notes and examples on their own paper. Students MUST follow the same order as in the PDFs.

Students who purchase the packet or download notes to fill in electronically learn more and perform better than students who take notes on their own paper.
MYLAB MATH

MAC1140 is a computer-aided instruction course using MyLab Math (MML) for all coursework. MML access is required for this class. MML includes e-book access when you register with the MyLab and Mastering link in Canvas.

Go to Module 0: Course Orientation in Canvas and read all the registration information on the MyLab Math Registration page.

- It is the student's responsibility to register in MyLab Math before add/drop ends.
- It is the student's responsibility to obtain MyLab Math access and to remember login credentials.
- No extensions and no excused absences will be given for failure to do so.
- Pearson representatives will be available on campus to help resolve student registration issues during the first week of classes.

All Homework assignments, Quizzes, and Tests are taken in MyLab Math (also referred to as MyMathLab or MML).

Grades in MyLab Math that count as part of your course grade will be transferred to Canvas grades.

- Grades are usually posted to Canvas within 48 hours of the due date.
- Contact your instructor if you have any questions about grades.
- The Total in Canvas shows your current course grade.
- The overall grade showing in MyLab Math is NOT the same as your course grade.

STUDENT RESPONSIBILITIES

Studies show that students who attend class get higher grades than those who skip classes. 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. 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 may not attend classes.

Your Instructor may use attendance quizzes as part of your grade. More information will be given in class.
• Students should log on to Canvas at least every other day to check for course updates.
• Students should work in MyMathLab on a daily basis; try to schedule at least an hour of your time every day.
• Students are expected to keep up with the class, engage with the course material, and submit assignments by the due dates.
• Quizzes and Tests are expected to be products of individual students per the FSU Academic Honor Policy (http://registrar.fsu.edu/bulletin/undergraduate/information/integrity/).
• Students should not discuss any of the questions with each other before or during the actual Quiz or Test.
• Outside help of any kind is not allowed during Quizzes and Tests.
• To receive maximum points for questions, students need to follow the instructions carefully and use proper notation.
• To be successful in this course, students need to complete all required assignments.

Doing problems and keeping up with the material is an important part of any mathematics course. Regular and thoughtful working of problems in MML, with an emphasis on learning the math concepts and allowing time to ask questions, is very important to your success in this course. Mathematics builds on itself and mastery of the previous material is needed to learn new material.

**GRADING SCHEME**

The following grading standards will be used in this class:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100% to 92.5%</td>
</tr>
<tr>
<td>A-</td>
<td>&lt; 92.49% to 89.5%</td>
</tr>
<tr>
<td>B+</td>
<td>&lt; 89.5% to 86.5%</td>
</tr>
<tr>
<td>B</td>
<td>&lt; 86.5% to 82.5%</td>
</tr>
<tr>
<td>B-</td>
<td>&lt; 82.5% to 79.5%</td>
</tr>
<tr>
<td>C+</td>
<td>&lt; 79.5% to 76.5%</td>
</tr>
<tr>
<td>C</td>
<td>&lt; 76.5% to 72.5%</td>
</tr>
<tr>
<td>C-</td>
<td>&lt; 72.5% to 69.5%</td>
</tr>
<tr>
<td>Grade</td>
<td>Percentage Range</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>D</td>
<td>&lt; 69.5% to 62.5%</td>
</tr>
<tr>
<td>D-</td>
<td>&lt; 62.5% to 59.5%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 59.5% to 0%</td>
</tr>
</tbody>
</table>

GRADING POLICY

Your course grade is comprised of Engage assignments, Practice assignments, Tests, and a comprehensive Final Exam. Homework, Practice Quizzes/Tests, Lab Quizzes, and Tests are completed in MyLab Math (MML).

10% Engage assignments (lowest score will be dropped)

- MML Policies Quiz in MML
- Algebra Review Quiz in MML
- Syllabus Quiz in Canvas
- Mindset Quiz in Canvas
- Study Plan Schedule Upload in Canvas
- Story-fied Canvas Quizzes taken in lab class
  - Three Story-fied Canvas Quizzes this semester.
- Attendance Average
  - In-class activities, notebook checks, class participation, entry/exit tickets, etc.

30% Practice assignments in MML

- 10% Section Homework (lowest score will be dropped)
  - 25 section homework problem sets
- 10% Practice Quizzes/Tests (lowest score will be dropped)
  - 8 Practice Quizzes
  - 3 Practice Tests
- 10% Lab Quizzes (lowest score will be dropped)
  - 8 Lab Quizzes

45% Test Average

- There are three unit tests. Your lowest test grade will be replaced by your final exam grade if and only if all unit tests were taken.

15% Final Exam
The final exam is cumulative. If your final exam grade is higher than your lowest test grade, your final exam grade may replace the lowest test grade.

ATTENDANCE

Attendance will be taken for all lecture and lab class meetings. Students are more likely to succeed in academics when they attend class consistently. Students will not be penalized for excused absences. Students will receive zeros for unexcused absences. Attendance is one of your Engage grades.

- Please do NOT attend lecture if you are sick.
- All material covered in lecture class is available in Modules.
  - Pre-class videos cover all the theorems, definitions, and examples in the lecture outline notes.

All MyLab Math quizzes and tests are taken in lab class.

- Lab exams are taken in-person.
- Lab exams are NOT available remotely/online.
- Please do NOT attend lab class if you are sick.
  - Lab quizzes and tests can be excused with proper documentation.
- There are no make-up quizzes.
- Make-up Tests are scheduled for excused lab tests.
  - Contact your instructor to arrange a make-up day/time.
  - A zero will be entered in Canvas until make-up test is taken.
- See Quiz & Test Policies below for more information.

MAC1140 GUIDELINES FOR EXCUSED ABSENces

1. 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.
2. Regardless of whether an absence is excused or unexcused, the student is responsible for making up all work that is missed.
3. A test absence or quiz absence will be excused only if the student presents sufficient verifiable evidence of acceptable, extenuating, unavoidable circumstances.
4. An acceptable medical excuse must state explicitly that the holder should be excused from class on the day of the absence.
5. Any medical documentation that simply indicates the student was seen by a medical professional, but neglects to include the date(s) the student is excused from class, is not sufficient for establishing an excused absence.

6. Students absent because of a family death must show evidence of the relationship to the deceased via an obituary or other documentation.

7. 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.

8. Students will not be given excused absences to attend family functions or non-university activities.

9. Registered Student Organizations (RSO’s) RSO list (https://nolecentral.dsa.fsu.edu/organizations) and Greek Life activities are NOT considered official university activities.

10. If you have a family crisis, contact Case Management https://dsst.fsu.edu/cms (https://dsst.fsu.edu/cms) to help with managing academic demands.

PUBLIC HEALTH PROTOCOLS

In our classroom, I expect everyone to wear a proper, well-fitting mask. As our President has informed the university community, FSU expects everyone on campus to use face-coverings. In regions where virus rates are high, the CDC recommends that even vaccinated individuals wear masks in public indoor spaces, like classrooms, especially where social distancing is not possible.

The best way to protect against serious illness is to be fully vaccinated, but not everyone is. Because COVID-19 variants can infect even vaccinated individuals and can be spread by them to others, it poses a special threat to members of the community with underlying health conditions and children at home who are too young for vaccination.

For these reasons, FSU expects each member of the community to comply with the public health protocols our President set forth on August 9, 2021, including (1) wearing masks in public indoor spaces, (2) getting fully vaccinated, (3) being tested for the virus if you have symptoms, and (4) staying home and away from others if you are sick.

Please remember that you should NOT attend class in person if you have tested positive for COVID-19 or are quarantining after exposure. Finally, please bear in mind that the COVID-19 situation is fluid, and that university guidance on the issue may change at any time.

DO NOT ATTEND LAB CLASS IF YOU ARE SICK!
If absence is COVID-related follow [Stay Healthy FSU](http://%20https://stayhealthy.fsu.edu/%20) guidelines and provide one of the following to be excused.

1. Daily Wellness Check screenshot showing recommendation to stay home
2. Proof of appointment for COVID test
3. Results of COVID test

**STAY HEALTHY AND KEEP OUR COMMUNITY SAFE!**

Please follow public health protocols to keep everyone healthy!

- Please wear a mask when inside buildings!
- Get vaccinated!

If you think you or you’ve been exposed to COVID: Get tested, self-quarantine, and self-report!

Florida State University's top priority is the health and safety of the campus community. "[Stay Healthy FSU](https://stayhealthy.fsu.edu/)" is a public health portal for individuals living, working, or studying on the FSU campus.

**HOMEWORK POLICY**

MyLab Math functions properly when you work in ONE assignment at a time. Use ONE browser to work on ONE assignment at a time to avoid loss of work. Use a computer to work on MML assignments as they are not mobile-friendly. MML is also picky about browsers and functions best in Firefox, then Chrome, then Safari.

All MyLab Math Homework Assignments are due at 11:59pm on the due date.

- Begin homework assignments the day the section is covered in class.
- Do NOT wait until the last minute to begin working homework problems!
- Homework submitted after the due date will incur a 25% late penalty. Students have one week to submit late homework.
- Due dates are NOT extended for homework assignments but the penalty may be waived for excused absences.

Students may use their notes when working homework problems and/or use the Question Help feature in MyLab Math. However, students need to be able to work problems on their own without any assistance in order to succeed in this course. Your performance on Practice Quizzes/Tests reflects your understanding of the concepts.
• Videos provided by Pearson are grouped by Chapter in Homework Assignments as an additional resource.
• Watching videos in MML is NOT part of your course grade.

CALCULATOR POLICY

This course tests student’s basic mathematical skills along with the progressive skills needed for Calculus. Students should get into the habit of simplifying answers and writing out exact solutions.

Students may use a basic scientific calculator when working problems in MyLab Math. A link to an online scientific calculator is provided in our MML Module.

• Graphing calculators that do the work for you are NOT allowed.
• Students should get in the habit of using a scientific calculator ONLY when asked to round or approximate an answer.
• Please note that students continuing on to Calculus need to add, subtract, multiply, divide, simplify radicals, and compute fractional and exponential values by hand.

The only authorized calculator allowed during lab tests and quizzes is the following online calculator: https://www.calculator.net/scientific-calculator.html

The link is also available on the Math Class Home Page in the lab classrooms.

No other calculators are allowed in lab class. The use of unauthorized calculators is a violation of the Academic Honor policy and will be dealt with accordingly.

On quizzes and tests students are expected to give exact answers, not decimal approximations, when solving equations. Never approximate an answer to a given number of decimal places unless the instructions explicitly say to do so.

QUIZ & TEST POLICIES

All Tests will be given in Lab Class. Every Thursday in which no Test is scheduled, a Lab Quiz will be given. Your FSU photo ID card and sharpened pencils are needed for all tests and quizzes. All other materials must be put away and be off the table during lab quizzes and exams.
On days in which there is a Lab Quiz, students should bring 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 days in which there is a Lab Test, students should bring picture ID, pencils and eraser. Scrap paper will be provided. You will have the entire lab time for the Test. Students may not study or practice in the lab classroom on test days. Notes must be put away before entering the room.

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

Note all Lab Quiz & Test dates on your calendar. Quizzes and Tests must be taken in your lab meeting time on Thursday. Students who miss a Lab Test must contact their instructor to schedule a make-up test within a week.

Doing problems and keeping up with the material is an important part of any mathematics course. Regular and thoughtful working of online practice problems in MML, with an emphasis on learning the math concepts and allowing time to ask questions, is very important to your success in this course. Mathematics builds on itself and mastery of the previous material is needed to learn new material.

Tests and Quizzes are expected to be products of individual students as per the [FSU Academic Honor Policy](http://registrar.fsu.edu/bulletin/undergraduate/information/integrity/)

LAB QUIZ/TEST DATES

All tests and quizzes will be given in your assigned lab classes on the date indicated. It is not possible to take your test or quiz with another lab class even on a one-time basis. MML Sections covered on Quizzes and Tests are tentative and subject to change.

<table>
<thead>
<tr>
<th>Lab Quiz/Test</th>
<th>MML Sections</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canvas Quiz 1 - Quadratic Functions</td>
<td>4.3</td>
<td>1-13-22</td>
</tr>
<tr>
<td>Quiz 1</td>
<td>1.3, 4.3</td>
<td>1-20-22</td>
</tr>
<tr>
<td>Quiz 2</td>
<td>5.1, 5.2</td>
<td>1-27-22</td>
</tr>
<tr>
<td>Test 1</td>
<td>1.3, 4.3, 5.1-5.6</td>
<td>2-3-22</td>
</tr>
<tr>
<td>Quiz 3</td>
<td>6.2, 6.3</td>
<td>2-10-22</td>
</tr>
<tr>
<td>Quiz 4</td>
<td>6.4, 6.5</td>
<td>2-17-22</td>
</tr>
</tbody>
</table>
### MISSED QUIZ/TEST POLICY

MAC1140 follows the "University Attendance Policy" for excused absences. Absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse.

Excused absences include documented illness, deaths in the family and other crises, call to active military duty or jury duty, religious holy days, and official University activities.

Students shall notify their instructor *no later than two weeks before* a religious holy day observance of their faith to be excused from class.

Consideration will also be given to students whose dependent children experience serious illness.

**A medical excuse must state explicitly that the holder should be excused from class.** Students will not be given excused absences to attend family functions or other non-academic events. 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.

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### Schedule

<table>
<thead>
<tr>
<th>Test 2</th>
<th>6.2-6.8</th>
<th>2-24-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz 5</td>
<td>11.2</td>
<td>3-3-22</td>
</tr>
<tr>
<td>Canvas Quiz 2 - Conics</td>
<td>11.2-11.4</td>
<td>3-10-22</td>
</tr>
<tr>
<td>Quiz 6</td>
<td>11.3, 11.4</td>
<td>3-24-22</td>
</tr>
<tr>
<td>Test 3</td>
<td>11.2-11.4, 12.1-12.3</td>
<td>3-31-22</td>
</tr>
<tr>
<td>Canvas Quiz 3 - Matrices</td>
<td>12.1-12.4</td>
<td>4-7-22</td>
</tr>
<tr>
<td>Quiz 7</td>
<td>12.4, 13.1</td>
<td>4-14-22</td>
</tr>
<tr>
<td>Quiz 8</td>
<td>13.2, 13.3</td>
<td>4-21-22</td>
</tr>
<tr>
<td>Final Exam</td>
<td>1.3 - 13.5</td>
<td>See Final Exam Policy below</td>
</tr>
</tbody>
</table>
Please note: Because students who test positive for COVID-19 are required to self-isolate for ten (10) days, positive COVID-19 test results, required isolation orders, or documentation of contact tracing are all considered valid documentation for missing class.

**MAKE-UP TEST POLICY**

- *Excused absence*: Make-up Test grade will be used. Contact your instructor as soon as possible to schedule a make-up test. Make-up Tests must be scheduled within a week of the test date.
- *Unexcused absence*: With instructor permission, an unexcused absence for one test may be replaced with the final exam minus a penalty (maximum 25-point deduction) for that test grade.

**NO MAKE-UP QUIZZES WILL BE GIVEN**

- *Excused absence*: "Excused" will be recorded in Canvas. No grade will be assigned to the missed quiz.
- *Unexcused absence*: A grade of zero will be assigned for an unexcused quiz grade.

*No early tests or quizzes will be given.*

- No test grades will be dropped.
- The lowest lab quiz grade is dropped.
- It is not possible to take a lab test or lab quiz with another lab class section.

Contact [Case Management](https://dsst.fsu.edu/cms) to help manage your academic demands, especially if you test positive for COVID-19 or if your illness lasts more than a day or two.

[Case Management](https://dsst.fsu.edu/cms) also helps students manage academic demands when dealing with other crises.

**FINAL EXAM POLICY**

*All students are required to take a computerized final exam during the week of April 25th.* Students must register online for exam times and locations. The University supplied exam schedule does not apply to MAC1140 because your exams are taken in a computer-equipped lab room.
Your Final Exam will be given in one of the math departments six computer-equipped classrooms: 104 HTL, 105 HTL, 113 HTL, 114 HTL, 319 HCB, or 107 MCH. You will be randomly placed in one of those lab rooms, which may or may not be the same lab classroom you took your lab quizzes and tests. The Final Exam will be given during finals week (April 25-29). You will register online for a final exam time. More information about the online registration process will be given in class before the online registration site opens.

**Exam Registration will open at 8:00 am on Wednesday, March 23rd. You must schedule an exam time before noon on Wednesday, April 13th.** During this three-week period, you will be able to change your exam time at the online registration site, depending on available times. Please check your exam schedule for your other classes carefully to avoid scheduling conflicts.

After final exam registration closes at noon on 4/13, *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 **FSU's Spring 2022 Final Exam Schedule** ([https://registrar.fsu.edu/registration_guide/spring/exam_schedule/](https://registrar.fsu.edu/registration_guide/spring/exam_schedule/)), and this change conflicts with your selected MAC1140 exam time.

**A penalty (15-point deduction) will be imposed on your final exam for any other changes made after registration closes.** This includes students who fail to register before the deadline, miss their exam, changes in travel plans, or because of airline ticket purchases, etc.

The link for the online registration will be at the URL given below. This URL will not open until 8:00 am on March 23rd.

[https://www.math.fsu.edu/secure/mhurdal/mac1105/exam/](https://www.math.fsu.edu/secure/mhurdal/mac1105/exam/)

**STUDENTS WITH ACCOMMODATIONS TESTING AT THE OAS**

OAS students wanting to use their accommodations do NOT use the same online registration procedure. OAS students will schedule their final exam through AIM and wait for approval from the OAS. Once your time slot is confirmed, send notification of *Testing Request Approved* to your instructor. OAS students are responsible to get the approval sheet to their instructor before **Wednesday 4/13**.

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**COURSE POLICIES**
When using Discussion Boards in Canvas:

- Please use polite, respectful behavior when posting your responses to prompts in the Discussion Boards.
- Be mindful of how you express your emotions and humor, and be sensitive to cultural and ability differences of your online peers.
- Keep postings to the point, and make sure your comments are relevant to the topic of discussion.
- Avoid messages such as, "Wow," "Way to go," or "Ditto" and aim for comments that validate other members’ ideas through careful explanation of why.
- When replying, give a short description in the subject line of what you are replying to, and use correct punctuation and spelling throughout your post.

For Email Communication:

- For email, please respond to your instructor’s and peers’ messages within a 24-hour period.
- Use a brief description in the subject line that outlines the topic of discussion.
- Avoid using slang or profane words.
- Use your instructor’s correct title he or she prefers for communication.
- Avoid using emoticons, such as smiley faces, and maintain a professional demeanor.
- Sign your email messages using your full name.
- AVOID USING ALL CAPS. This makes the message visually difficult to read and is perceived by the reader as "shouting."
- Use correct spelling, grammar, and punctuation, just as you would for any communication.
- Ask yourself whether you would be comfortable if someone other than the intended receiver were to read your message. Remember, email is not a completely secure form of communication.
- Refrain from "flaming," which is expressing a strongly held opinion without tact or regard for others. Don’t assume that recipients will know the intent of the message (e.g., "just kidding"). It reads differently when it’s in print (electronic or not).
- Report any inappropriate communication considered to be of a serious nature to your instructor, as it may be a violation of University policy.
- Treat others with respect by making messages clear and succinct.

FREE TUTORING

Academic Center for Excellence (ACE) and the Learning District
ACE and the Learning District are tutoring services that are free for all FSU students.

ACE

- [https://ace.fsu.edu/math-studio](https://ace.fsu.edu/math-studio)
- call 850-645-9151
- ACE opens for tutoring the second week of classes.
- ACE provides drop-in peer-math tutoring for students up through Calculus III.
- ACE also provides appointment-based tutoring (30 minutes or 50 minutes) for mathematics and many other subjects.
- MAC1140 Group Review Sessions for quizzes and tests are also offered: [https://ace.fsu.edu/tutoring/group-tutoring](https://ace.fsu.edu/tutoring/group-tutoring)

The Learning District:

- [https://www.lib.fsu.edu/tutoring-information/math](https://www.lib.fsu.edu/tutoring-information/math)
- call 850-644-2706
- The Learning District at Strozier library hosts drop-in tutoring for math, physics, and chemistry Sunday to Wednesday 9 pm - 1 am.

SEXUAL MISCONDUCT STATEMENT

Our school is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibits discrimination on the basis of sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our school.

Our school encourages anyone experiencing sexual misconduct to talk to someone about what happened, so they can get the support they need and our school can respond appropriately.

If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact our Title IX Coordinator, which can be found on our school's website. [https://knowmore.fsu.edu/title-ix/meet-title-ix-office-staff](https://knowmore.fsu.edu/title-ix/meet-title-ix-office-staff)

Our school is legally obligated to investigate reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible.
As an instructor, I am also required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident.

OFFICE OF ACCESSIBILITY

Your experience in this class is important to me. It is the policy and practice of Florida State University to create inclusive and accessible learning environments consistent with federal and state law.

If you have already established accommodations with the Office of Accessibility Services (OAS, formerly known as SDRC), please e-mail your accommodation letter via the AIM student portal to your instructor. Contact OAS at [https://dsst.fsu.edu/oas](https://dsst.fsu.edu/oas) if you have any questions.

Once your instructor receives your accommodation letter, he/she will arrange a meeting to discuss how your accommodations can be implemented in this course.

- Please contact your instructor at the beginning of the semester if you have OAS accommodations, whether you plan to use the accommodations or not.
- You must arrange a private meeting with your instructor to discuss your accommodation letter at least a week before any accommodations can be granted.

If you have not yet established services through OAS, but have a temporary health condition or permanent disability that requires accommodations (conditions include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), contact OAS directly to set up a plan.

OAS facilitates the interactive process that establishes reasonable accommodations.

CLASS LECTURE RECORDINGS

In this class, consistent with state law and university policy, students are permitted to make recordings of class lectures for personal use only.

Sharing, posting, or publishing classroom recordings may subject you to honor code violations and legal penalties associated with theft of intellectual property and violations of other state law.
Moreover, students and educators have expressed concern that recording classroom activities may negatively impact the learning experience for others, especially in classes that involve questions, discussion, or participation.

To protect a learning environment in which everyone feels free to experiment with ideas, we ask you refrain from recording in ways that could make others feel reluctant to ask questions, explore new ideas, or otherwise participate in class. Students must monitor their recording so that they do not include participation by other students without permission.

Students with disabilities will continue to have appropriate accommodations for recordings as established by the Office of Accessibility Services.

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**TECHNOLOGY REQUIREMENTS**

Course content is accessible through Canvas. Students will need to be able to view videos, upload assignments, and take assessments. Students should have access to high-speed internet and updated software. Mobile devices may be used to view course content and take Canvas quizzes as determined by the instructor. To view the most current technology requirements, visit the [FSU Canvas support site](http://support.canvas.fsu.edu).

Florida State University maintains the following minimum technology requirements for all students taking online and hybrid courses. Make sure you have 24/7 access to each of these:

- Laptop or desktop computer with the latest operating system installed.
- A reliable, high-speed internet connection like DSL, cable, or WiFi. Dialup or cellular connections are NOT recommended due to the high bandwidth requirements of course technology.
- Latest version of [Mozilla Firefox](https://www.mozilla.org/en-US/firefox/new/) or [Google Chrome](https://www.google.com/chrome/?brand=CHBD&gclid=EAalQobChMitMSk35Wp6AlVBoiGCh3LTAnSEAAYASAAEgKIDvD_BwE&gclsrc=);
- Virus protection software
- Headphones, a microphone, and a webcam
- An active FSU email account to use for course correspondence.
- An active account on Canvas.

Students experiencing financial hardship related to acquiring the appropriate technology should contact Case Management Services at [casemanagement@fsu.edu](mailto:casemanagement@fsu.edu). For free and discounted WiFi, check out the ITS [Free and Discounted WiFi Options](https://its.fsu.edu/article/free-and-discounted-wi-fi-options-available).
ITS provides vital technology support to students at Florida State University. Browse the ITS site (https://its.fsu.edu/) for more information about the services offered as well as step-by-step training and tutorials. If you have any questions, reach out to the ITS Service Desk (https://its.fsu.edu/ITS-Service-Desk), and they will be happy to help!

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**CANVAS SUPPORT**

Need help with Canvas? Contact FSU Canvas Support:

- **Email:** canvas@fsu.edu (mailto:canvas@fsu.edu)
- **Phone:** (850) 644-8004
- **Website:** support.canvas.fsu.edu (http://support.canvas.fsu.edu)
- **Hours:** 8am to 5pm, Monday - Friday

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**UNIVERSITY POLICIES**

**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.

Please note: Because students who test positive for COVID-19 are required to self-isolate for ten (10) days, positive COVID-19 test results, required isolation orders, or documentation of contact tracing should all be considered valid documentation for missing class.

**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
Integrity of students’ academic work, the procedures for resolving alleged violations of these 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." (For more details see the FSU Academic Honor Policy and procedures for addressing alleged violations (http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy).)

**ACADEMIC SUCCESS**

Your academic success is a top priority for Florida State University. University resources to help you succeed include tutoring centers, computer labs, counseling and health services, and services for designated groups, such as veterans and students with disabilities. The following information is not exhaustive, so please check with your advisor or the Dean of Students office to learn more.

**PROCESS FOR RESOLVING ACADEMIC PROBLEMS OR GRIEVANCES**

Please use this step-by-step guide to resolving academic problems (https://www.fda.fsu.edu/sites/g/files/upcbnu636/files/Media/Files/General%20Academic%20Appeals/AcadSolving_FlowchartBinder_Oct-2020.pdf) to begin the process of communicating with your instructor to resolve any confusion or difficulty you may be having in the course. Detailed information on FSU’s grievance procedure, including special instructions for students enrolled in an FSU branch campus, is maintained on the General Bulletin's Academic Integrity & Grievances (https://registrar.fsu.edu/bulletin/undergraduate/information/integrity/index.cfm) webpage. Out-of-state distance learning students should review the Office of Distance Learning Complaint Resolution (https://distance.fsu.edu/about-us/complaint-resolution) page for additional procedures.

**AMERICANS WITH DISABILITIES ACT**

Florida State University (FSU) values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive, and welcoming. FSU is committed to providing reasonable accommodations for all persons with disabilities in a manner that is consistent with academic standards of the course while empowering the student to meet integral requirements of the course.

To receive academic accommodations, a student:

1. must register with and provide documentation to the Office of Accessibility Services (OAS);
2. must provide a letter from OAS to the instructor indicating the need for accommodation and
what type; and,
(3) should communicate with the instructor, as needed, to discuss recommended accommodations. A request for a meeting may be initiated by the student or the instructor.

Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Office of Accessibility Services has been provided.

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

**Office of Accessibility Services (Tallahassee Campus)** ([https://dsst.fsu.edu/oas](https://dsst.fsu.edu/oas))

874 Traditions Way
108 Student Services Building
Florida State University
Tallahassee, FL 32306-4167
(850) 644-9566 (voice)
(850) 644-8504 (TDD)
oas@fsu.edu ([mailto:oas@fsu.edu](mailto:oas@fsu.edu))
https://dsst.fsu.edu/oas

**Student Accessibility Services (Panama City Campus)** ([https://pc.fsu.edu/students/student-affairs/sas](https://pc.fsu.edu/students/student-affairs/sas))

Office of Student Affairs
4750 Collegiate Drive
2nd Floor Barron Building (Room 215)
Florida State University Panama City

Panama City, FL 32405
(850) 770-2172 (office)
(866) 693-7872 (toll free)
Email: sds@pc.fsu.edu ([mailto:sds@pc.fsu.edu](mailto:sds@pc.fsu.edu))
[https://pc.fsu.edu/students/student-affairs/sas](https://pc.fsu.edu/students/student-affairs/sas)

**FREE TUTORING FROM FSU**

On-campus tutoring and writing assistance are available for many courses at Florida State University. 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.
For more information, visit the Academic Center for Excellence (ACE) Tutoring Services' comprehensive list of on-campus tutoring options - see the Academic Center for Excellence (ACE) Tutoring Services' website (http://ace.fsu.edu/tutoring) or contact tutor@fsu.edu (mailto:tutor@fsu.edu).

Panama City Campus

The PC campus provides both in-person and remote tutoring. In-person tutoring is available at the Robbins Center for Academic Excellence and Innovation in the Holley Building (which also houses the Digital Design Studio). Remote tutoring will be available through Zoom. To inquire about tutoring options for the PC campus, please visit the Peer Tutoring website (https://pc.fsu.edu/students/academic-advising-student-success-center/peer_tutoring) (https://pc.fsu.edu/students/academic-advising-student-success-center/peer_tutoring) or contact an academic advisor in the Advising Center in the Holley Building to discover your options.

CONFIDENTIAL CAMPUS RESOURCES

Various centers and programs are available to assist students with navigating stressors that might impact academic success. These include the following:

Victim Advocate Program (https://dsst.fsu.edu/vap).
University Center A,
Room 4100, (850) 644-7161,
Available 24/7/365,
Office Hours: Monday-Friday 8am-5pm
https://dsst.fsu.edu/vap (https://dsst.fsu.edu/vap)

Counseling & Psychological Services (Tallahassee Campus) (https://counseling.fsu.edu/).
Askew Student Life Center, 2nd Floor
942 Learning Way
(850) 644-8255 / (850) 644-TALK
https://counseling.fsu.edu/

FSU PC Counseling Center (Panama City Campus) (https://pc.fsu.edu/students/student-affairs/counseling-services).
Kathleen Duval, LCSW
Barron Building, Room 303
(850) 770-2174 (office)
(850) 832-3594 (cell)
FSU FOOD PANTRIES

FSU has established Food Pantries where students in need can pick up non-perishable food items freely and anonymously. The Food Pantry is available during the pandemic, and it is free and open to all students to take what they need. Donations for collection of non-perishable food items are encouraged.

For more information about the Tallahassee Food Pantry, visit the Tallahassee Food for Thought Pantry website (https://dos.fsu.edu/resources/food-for-thought-pantry) (https://dos.fsu.edu/resources/food-for-thought-pantry). The pantry is located at University Center A, Suite 4148. If you have questions or concerns, contact the Department of Student Support and Transitions at dsst@fsu.edu or (850) 644-2428.

For more information about the Panama City Food Pantry, visit the PC Food Pantry website (https://pc.fsu.edu/students/student-services/food-pantry). The pantry is located at Holley West Hall. If you have questions or concerns, contact Kathleen Duval LCSW at kruval@fsu.edu or (850) 770-2174.

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."

COURSE SUMMARY

To be successful in this course, be sure to complete all required assignments and tests by the due date.