Math Functions and Uses
MATH 1483-001 Syllabus

Instructor: Wilhelmina Wise
Class: MTWRF 9:00 10:15 @ HES 134
Online: http://oc.okstate.edu

Required Resources: The textbook is *Functions and Change: A Modeling Approach to College Algebra*, 4th edition, by Crauder, Evans, and Noell. A student solutions manual is also available. Additionally, a graphing calculator that is capable of generating graphs and tables is required for this course. A TI-83 Plus is strongly recommended as this is what will be demonstrated in class. If you don't own one, you may borrow one from the Math Department for free but must return it before the last day of finals week. They can be checked out in MSCS 401 on a first-come, first-serve basis. Calculators can be an excellent tool if used wisely, but they can also be overused. Try to avoid using your calculator if it is not really necessary, and do simple graphs by hand as much as possible.

Class Format: Each day we will learn new concepts by working through problems together. Since this course uses word problems it is generally impractical to write each problem on the board. So these problems, as well as note outlines, will be available on the course website as worksheets in PDF format at least the day before they are required. It is your responsibility to print off the worksheets and bring them to class with you. I suggest that you three-hole punch the worksheets and put them in a binder to serve as your notes for this course.

Homework: Whenever the worksheet for a given section is completed, homework will be assigned for that section. Homework is usually due every Tuesday and Thursday at the beginning of class. As we will complete one to two sections each day, you should expect to spend one to two hours on homework each day of class. Keep in mind that this course moves faster than a traditional 16 week course so keeping up with the work is essential. I will review the homework and return it the next class period. We may go over selected problems in class. Your homework should be neatly written. Each section will be turned in separately. Write the section number on the top of the first page. Your name should be prominently written on the upper right hand corner of the first page and all pages should stapled (not folded or paper-clipped) together. Work problems only in a single column. Paper isn't so expensive that you can't get another sheet to do your homework on, rather than cram it all in together. Also, your homework must show your work. Turning in answers only will be counted as incomplete.

Getting Help from Me: My office is in the math building at MSCS 433. My campus phone number is (405) 744-5690. I will be on campus in my office most afternoons after class and am happy to meet with you to discuss problems. You can ask for a time to meet after class or by emailing me at wcopley@math.okstate.edu. I will not generally be available to discuss homework or other issues immediately after class. When meeting or emailing me with questions about homework, take some time to consider what you are having trouble doing. If you simply say "I don't get it." I will only be able to give you some general hints, like "Consider example 3." The more you explain about what you've tried and where you are getting stuck, the better I can help you.

Getting Help from the MLRC: The MLRC provides tutors free of charge. It is open from noon to 5 on class days and noon to 4 on Fridays. The MLRC is located on the fourth floor of the classroom building.

Getting Help from each other: Working with another person or in study groups on problems can be helpful in learning the material. I encourage you to work together if you find it helpful. However, all written work submitted must be your own. In any case, since your homework is graded on completion only, copying a friend's solution, thinking you'll get around to understanding it later, won't help your grade. It will only keep you from being prepared to take the exams.

Name	Phone	Email

Missing Class: Late homework is not accepted for any reason. If you will miss class you may turn in homework early or have another student bring it to class for you. Or you may take your homework to 401 MSCS prior to class and they will put your homework in my mailbox. If the office is closed there is a drop box. Just attach a note to your homework letting them know it is for Wilhelmina Wise. Sometimes you can't plan to miss class. This is why you can miss a few homeworks without impacting your grade. Similarly, your attendance score is based on your actual attendance. There are no 'excused absences' under normal circumstances. Unusual circumstances requiring excessive absences will be dealt with on a case-by-case basis. Make-up examinations will be given only for very serious and unavoidable conflicts, and only if your request for a make-up examination is approved by your instructor in advance. If you miss class you should contact another student to find out what you missed so you can review the material and be prepared for the next class period.

Homework Grade: _____ out of 200

Your homework is graded on a completion basis. Each completed homework that is turned in on time is worth 9 points. You can earn up to 200 points this way. Circle each homework assignment that you complete and turn in on time to keep track of how you are doing. Italicized sections are sections that we will probably not cover during the semester.

1.1	1.2	1.3	1.4		
2.1	2.2	2.3	2.4	2.5	
3.1	3.2	3.3	3.4	3.5	
4.1	4.2	4.3	4.4	*4.5*	
5.1	5.2	5.3	5.4	5.5	*5.6*
6.1	6.2	6.3	*6.4*	*6.5*	

Attendance Grade: _____ out of 100

Attendance is important. Your attendance score is a sort of 'bonus'. If it helps, at the end of the semester your attendance score will be averaged with your lowest exam score. Each time you attend class (except exam days) you earn 4 points. You can earn up to 100 points this way. Since we have 27 regular class days, this means you can miss class twice with no impact on your grade.

June	06	07	08	09
	13	14	15	16
	20	21	22	23
	27	28	29	30
July	*04*	05	06	07
	11	12	13	14
	18	19	20	21
	25	26	27	28

Exam Grades: _____ out of 400

There will be three mid-term examinations with a maximum possible score of 100 points each and 100 point final examination. Exams are cumulative. All exams will be given during class time. The following dates are probable. You may record your grades on each exam below.

_____ 1st Midterm Exam: Tuesday, June 21
_____ 2nd Midterm Exam: Thursday, July 7
_____ 3rd Midterm Exam: Thursday, July 21
_____ Final Exam: Thursday, July 28

Final Grades: _____ out of 700

Your grade is based on the percentage of available points that you earn. The following grades are guaranteed as minima.

90% (630 points) A
80% (560 points) B
70% (490 points) C
60% (420 points) D
Less than 60% F

Academic Integrity. The university has explicit rules governing academic integrity. Please consult the OSU Spring 2009 Syllabus Attachment:
http://osu.okstate.edu/acadaffr/aa/PDF%20Files/SYLATSU.pdf.

Drop and Withdrawal Policy (General University Policy 2-0206): Dropping means withdrawing from a specific course while withdrawal means withdrawing from all courses and leaving the University for the balance of the term. The drop and withdrawal dates are noted on the attached calendar. IT IS YOUR RESPONSIBILITY TO KNOW AND COMPLY WITH ALL DEADLINES. Reasons similar to those listed below will NOT result in approval for dropping a course after the deadline (from OSU Policy 4.03):
  a. Students lack of knowledge or misunderstanding of the deadline.
  b. Student waited to get the results of an exam or other assignment.
  c. Students grades have declined since the deadline.
  d. Student does not need the course for graduation.
  e. Different deadlines existed at a previous school.

Incomplete Grade: The grade of I is given to students who satisfactorily completed the majority of the course work and whose work averages D or better, but who have been unavoidably prevented from completing the remaining work of the course. The conditions, including appropriate time limits, for the removal of the I are indicated on the official class roll by the instructor. A condition that the students must repeat the course in order to remove the I is not permitted. The maximum time allowed for a student to remove an I is one calendar year.

Special Accommodations for Students: If any member of this class feels that he/she has a disability and needs special accommodations of any nature whatsoever, he/she should notify the instructor and request verification of eligibility for accommodations from the Office of Student Disability Services, 315 Student Union. Please advise the instructor of such disability as soon as possible, and contact Student Disability Services, to insure timely implementation of appropriate accommodations. Faculty has an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations.