

Instructor: Xiaowei Yang
Office: MSCS 519 F
Class time **MTWR 12:00-1:15pm**
Office Hours: MW 11:00-11:45 am or by appointment
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Course Website: We will use OSU system Desire2learn (D2L) at <https://oc.okstate.edu> for the course website. Lecture notes will be posted on the course website. I would suggest that before coming to class, you print off lecture notes and bring them with you to help with taking notes and following along with the lecture. Furthermore, reviewing the lecture notes online is not a sufficient substitute for actually attending the lecture.

Course Prerequisites: I assume you have completed the second course in the high school algebra curriculum, Algebra II, or Intermediate Algebra (MATH 0123). Further, I assume some minimal familiarity with a graphing calculator such as the Texas Instruments TI-83.

Required Textbook Package and Supplies:

- **Textbook Package.** You are required to have the textbook package for the course which consists of the textbook *College Algebra - Graphs and Models (4th edition)* by M. Bittinger, J. Beecher, D. Ellenbogen, and J. Penna. Addison Wesley Longman, Inc. , 2009 and the manual *Graphing Calculator Manual* by J. Penna, 2009.
- **Graphing Calculator.** You are required to have a graphing calculator for this course. I will be using a TI-83 Plus graphing calculator for some class demonstrations. You may check out a TI-83/TI-83 Plus graphing calculator from the Mathematics Department (401 MS) for use during the semester while the supply lasts; there is NO charge. Use of the calculator will be allowed for all homework, quizzes and exams. Always bring your calculator to class. Dead batteries, calculator failure or user errors are your responsibility
If you forget your calculator or it malfunctions, you **cannot** borrow one from a neighbor during an exam or quiz.

Examinations: There will be three (3) seventy five minutes examinations with a maximum possible score of 100 points each. *Make-up examinations* will be given only for very **serious and unavoidable** conflicts, and *only if* your request to present a make-up examination is approved by your instructor **in advance**. If this condition is not satisfied, it is understood that the opportunity to present a make-up examination is voided. In the instance that a make-up examination is appropriate, it will be given the last day of Finals Week during the period scheduled for make-up exams. Bring your student ID to each examination.

Exam Dates: Our exams will be held on the following dates; mark your calendar NOW!. I will announce which sections they cover at least two class periods in advance.

Exam 1: June 19, Tuesday

Exam 2: July 10, Tuesday

Final Exam: July 26, Thursday

Homework and Quizzes:

Six (6) times during the semester, you will have the opportunity to earn up to twenty (20) quiz points. Your scores on the best five (5) of these will be counted, i.e., you drop your lowest score. You will be able to use your calculator, but the quizzes will be closed-book with no notes or note cards allowed. **Absolutely no makeup quizzes will be given.** If you miss a quiz for any reason, you will receive a score of zero and that quiz will be the one score you drop. Most of the quiz questions will be very similar to, if not the same as, homework problems you have been assigned. *Your success or failure on these quizzes will be a direct reflection of how much time and effort you are spending on the homework problems.* In general, the material tested on each quiz will be the material covered since the last quiz. However, since much of mathematics is cumulative, there is always the possibility that some questions will rely on earlier concepts. Homework will be assigned, but it will not be collected or graded. Nevertheless, **it is extremely important that you work on the homework problems.**

Course Grading: There will be a total of 400 points possible in this course, distributed among quizzes and exams. Course grades will be determined according to the following distribution.

1. Quizzes	100 points
2. Exam 1	100 points
3. Exam 2	100 points
4. Exam 3	100 points

Total	400 points

Letter grades will be guaranteed according to the following scale.

A	360 - 400	points	90%
B	320 - 359	points	80%
C	280 - 319	points	70%
D	240 - 279	points	60%
F	0 - 239	points	Below 60%

Partial Credit: On quizzes there will be very little, if any, partial credit. On exams the amount of partial credit will depend primarily on how much of a problem you do correctly. On both quizzes and exams it is extremely important that you write down all of the steps involved in getting your final answer, not just the final answer by itself, in order to get credit.

Examinations: There will be three (3) seventy- five minutes examinations with a maximum possible score of 100 points each. *Make-up examinations* will be given only for very **serious and unavoidable** conflicts and *only if* you notify me before or as soon as possible after the missed exam. If this condition is not satisfied, it is understood that the opportunity to present a make-up examination is voided. In the instance that a make-up examination is appropriate, it will be given the last day of Finals Week during the period scheduled for make-up exams. Bring your student ID to each examination.

MLRC: Mathematics Learning Resource Center -The MLRC is an invaluable resource to support your mathematical learning. They are located on the 4th floor of the Classroom Building (420 CLB, 405-744-5818). For more information, visit the MLRC website at www.math.okstate.edu/mlrc, or call 405-744-5688.

Class Attendance Score: Class attendance involving active participation is a very important element in your success in learning mathematics. You are expected to actively participate in each class session. You will obtain 25 points bonus at most for the attendance. Your attendance score will be added to your grade at the end of the semester. Attendance will be taken during each class session; you must be present for the entire class session in order to be counted as present. For each absence, 5 points will be deducted from the maximum of 25 points. I will allow up to 2 absences for the entire semester.

Note. Signing the class attendance sheet for another student is not permitted; if it is determined that a student signed for another student, this unethical conduct will be regarded as a violation of Academic integrity. You will receive an F in the course and will be reported to the University academic integrity office.

Because of the value I place on our class sessions as active learning opportunities, I ask that you assume responsibility for being physically present no later than time the class is scheduled to start, i.e., 12:00 . *If you are late for whatever reason, please respect your classmates and do not interrupt the class session already in progress by coming in.* If you do miss a class session, you are responsible for finding out what you missed from a classmate, including any announcements and notes from class discussions.

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. **IT IS YOUR RESPONSIBILITY TO KNOW AND COMPLY WITH ALL DEADLINES AND UNIVERSITY POLICIES.**

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. 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.

Academic Integrity: The University has explicit rules governing academic integrity. 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 work submitted must be your own.** Copying someone else's problem solution, showing your written solution to someone else, or having another person complete your work is prohibited; such behaviors are regarded as violations of academic integrity and will be treated according to the University's policy. In order to be successful in learning the material and doing well on the examinations you must think very hard about the problems themselves **before** discussing them with anyone else.

Special Accommodations for Students: If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of Student Disability Services. Please advise your instructor of your disability as soon as possible, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculties have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations.

Office Hours: I encourage you to come talk to me during my office hours (or email for an appointment if you can't make any of those times) when you have questions or concerns. When you come to my office hours or to the MLRC, you should come prepared with specific questions. We will not give you an overview of the content or summarize the book for you. You should have already taken notes on the online lectures, read through and taken notes on the relevant portions of the textbook, and attempted some problems. Be prepared to tell me or the tutor where you are stuck or what concepts are still confusing to you, and we will be happy to help.

Final Note: Any changes in this syllabus will be communicated to you by the instructor in class.