Instructor:	Kedar Nepal
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Syllabus Attachment. OSU has compiled useful information that applies to all classes at
http://academicaffairs.okstate.edu/images/documents/sylatsu.pdf.
This website includes add/drop/withdrawal dates, university holidays, accommodations for students with disabilities, academic resources, and much more. You are responsible for reading this information now and having any questions answered.

Course Prerequisites. The OSU Catalog states the following prerequisites.

MATH 1513 or equivalent, or concurrent enrollment.

It further states *No credit for those with prior credit in MATH 1715 or any mathematics course for which MATH 1513 is a prerequisite*.

Required Textbook Package and Supplies.
- *Analytic Trigonometry* (Tenth Edition) by Barnett, Ziegler, and Byleen. Wiley & Sons. 2009.
- A *graphing calculator* : TI-83/84 or TI-83/84. You may check out a TI-83/TI-83 Plus graphing calculator from the Mathematics Department (401 MS) for use during the semester.

Course Evaluation. There will be a total of 500 points possible in this course, distributed among homework, homework quizzes, midterm exams, and the final exam as shown below. Notice that the *final exam score counts twice*; thus, it actually contributes 200 points to your grade. Participation and attendance can also help your grade. Course grades will be determined according to the following distribution.

Homework/Quiz	100 points
Examination 1	100 points
Examination 2	100 points
Final Examination	100 points
Final Examination	100 points

TOTAL	500 points

Letter grades will be assigned according to the following scale.

450 - 500 points	A
400 - 449 points	B
350 - 399 points	C
300 - 349 points	D
0 - 299 points	F

Examinations. *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.

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

> **Exam 1: Thursday, June 21st**
> **Exam 2: Thursday, July 12th**
> **Final Exam: Thursday, July 26th**

<u>**Note:**</u>   *Final grades will not be curved.*

Homework Grade. Only selected problems in homework will be graded. Homework must be turned in during class on the date it is due; you must be present for the entire class session to turn in homework. <u>NO LATE HOMEWORK WILL BE ACCEPTED.</u> For special situations usually associated with documented official university activities, I may be able to accept homework early; be sure to check with me ahead of time for approval. There will be 8 (eight) homework sets (15 points each), however, your homework grade will not exceed 100 points.

MLRC: Mathematics Learning Resource Center. The MLRC is an invaluable resource to support your mathematical learning. In particular, the MLRC will offer many hours of tutoring in a computer lab for MyMathLab sections of College Algebra. They are located on the 4th floor of the Classroom Building (420 CLB, 405-744-5818). For more information about the hours, visit the MLRC website at www.math.okstate.edu/mlrc, or call 405-744-5688.

Attendance/Class Participation Score. Daily attendance is critically important. It is difficult, and sometimes impossible, to succeed in a college course without regular attendance. To encourage good study habits, I will allow attendance and participation to improve your grade. Based on how often you attend and participate in class, you will be assigned an "Attendance/Participation Score." Throughout the semester, you may earn an Attendance/Participation Score of up to **40 points**. This *optional* score is a privilege that allows students who put forth good effort to improve their grade directly. Keep in mind that satisfying these conditions is also critical to your overall success in the class; without these efforts, you are much less likely to be successful in the course, independent of this extra grade opportunity.

Your Attendance/Class Participation Score is determined by your total number of absences during class sessions. Attendance will be taken during each class session; you must be present for the entire class session in order to be counted as present. Note. Signing the class Attendance Sheet for another student is not permitted; if it is determined that a student signed in for another student, this unethical conduct will be regarded as a violation of Academic Integrity and the appropriate University policies will be employed.

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 **starting time of your class**. *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 should get the class notes from a classmate; after you have reviewed the notes, please feel free to see me to answer any questions. I also realize that you may have a class that follows this one; I will dismiss each class session promptly at **ending time of your class**. You will get maximum of 40 bonus points for attending and participating in class. However, I will deduct 4 points for each absence**.**

Trigonometry Performance Summary Sheet. Record your progress in the course on the attached Trigonometry Performance Summary Sheet. Remember to keep all of your returned homework papers and examinations in case there is a discrepancy in the recorded grades. IT IS YOUR RESPONSIBILITY TO RETAIN THESE PAPERS.

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. Student's lack of knowledge or misunderstanding of the deadline.
        b. Student waited to get the results of an exam or other assignment.
        c. Student's grades have declined since the deadline.
        d. Student doesn't 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. 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. Please consult the OSU Summer 2012 Syllabus Attachment mentioned above on the web.
       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 and on line 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 on line 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 (315 Student Union). Please advise your instructor of your disability as soon as possible, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations." (OSU Summer 2012 Syllabus Attachment).

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, you should come prepared with specific questions. Be prepared to tell me where you are stuck or what concepts are still confusing to you, and I will be happy to help.

Final Note. Any changes in this syllabus will be communicated to you by the instructor in class or on our MyMathLab site.