

Department of Mathematics, Oklahoma State University

Precalculus, Math 1715, Fall 2010, Sections 001 – 006

Main Lectures:

Monday, Wednesday, Friday, 11:30 AM – 12:20 PM in ES 317

Professor: Dr. Mahdi Asgari

Office: MS 525

E-mail: asgari@math.okstate.edu

Tel: 744-6718

Office Hours: Monday, Wednesday, Friday 10:30 AM – 11:20 AM, or by appointment.

Website: <http://www.math.okstate.edu/~asgari/teach.html>

Lab: (Instructor)

Section 001: TR 07:30 AM – 08:20 AM in LSW 201 (T. Mkhathshwa)

Section 002: TR 08:30 AM – 09:20 AM in HES 331 (T. Mkhathshwa)

Section 003: TR 11:30 AM – 12:20 PM in HES 331 (B. Kwon)

Section 004: TR 11:30 AM – 12:20 PM in AGH 202 (L. Chen)

Section 005: TR 01:30 PM – 02:20 PM in AGH 009 (B. Kwon)

Section 006: TR 02:30 PM – 03:20 PM in LSW 202 (L. Chen)

Textbook & WebAssign: *Precalculus. Mathematics for Calculus*, 5th edition, by Stewart, Redlin, and Watson. (We will cover Chapters 1–8 and parts of Chapters 9 and 11 in the textbook.)

It is *required* to have a copy of the book along with an “access code” for using WebAssign. You will need to enter this access code within the first two weeks or you will not be able to use WebAssign after this introductory period.

The Course: The purpose of this course is to prepare you to be successful in the calculus sequence (MATH 2144, 2153 and 2163). This means that you must be fluent in basic algebra and trigonometry. You will attend the main lectures (MWF) as well as the smaller lab sessions (TR). Usually new material is presented in the lecture with the lab consisting of discussions, problem solving, quizzes, review, etc. Most of the homework will be done using the internet-based system called WebAssign.

Homework: Homework is an extremely important part of this course and it provides the practice necessary to learn the material. We will use WebAssign, a web-based homework system, for most of the homework assignments. WebAssign is rather easy to figure out and use. To get started, read the accompanying handout carefully.

You will need to register as a student for your particular class on WebAssign before you are able to submit homework assignments. You will need the following ClassKey information in the process. It is very important that you register for the *correct section*. Please carefully check your class schedule to figure out which section of MATH 1715 you are signed up for and register in the corresponding section on WebAssign.

Section 001	okstate	4293	1224
Section 002	okstate	9018	2847
Section 003	okstate	5833	9535
Section 004	okstate	7664	9057
Section 005	okstate	0954	5966
Section 006	okstate	7567	4163

Homework is assigned each lecture. You will find the assignment on WebAssign on the day of each lecture. The problems cover the material presented in the lecture and must be completed by the due date and time found on WebAssign.

The procedure for doing homework is the following. Students will log onto WebAssign and print out the full assignment, then log off. Each student will have a 'homework notebook'. All assigned problems will be worked out carefully in the notebook (perhaps using some scratch paper or a calculator along the way), then the answers will be entered on WebAssign. If your answer is not correct, then WebAssign will usually give you another chance. In this case, you should rework the problem; you may wish to go back and study the appropriate section(s) of the textbook. It is suggested that students do each assignment the day it is assigned.

Quizzes: Each lab session will begin with a short quiz. This quiz will cover the material presented in the lecture of the previous day(s), and will typically consist of a problem much like one of the assigned problems. The quizzes are 'closed book' quizzes, however you may refer to your homework notebook while doing the quiz. There will be no make-up quizzes for any reason. However, the lowest three quiz scores will be dropped.

Exams: There will be four in-class mid-term exams and a final exam in this course. They are *tentatively* scheduled as follows. (All exams are held in the regular classroom.)

- Exam 1: Wednesday, September 22, 2010 (Chapters 1, 2)
- Exam 2: Wednesday, October 13, 2010 (Chapters 3, 4)
- Exam 3: Wednesday, November 3, 2010 (Chapters 5, 6)
- Exam 4: Friday, December 3, 2010 (Chapters 7, 8)
- Final: Wednesday, December 15, 2010, 10:00 AM – 11:45 AM (cumulative)

Attendance and Absences: You are expected to attend each and every lecture and lab session. An attendance score will be computed as follows. Each student will begin the semester with 30 attendance points. Beginning on Friday, August 27, each lecture missed will reduce the score by 3 points. For example, if you miss 3 lectures your attendance score at the end of the semester will be 21. Your final attendance score will be considered as extra credit.

Grading: Your final grade in the course will be based on the following with the indicated approximate cut-offs for letter grades.

Homework:	(scaled to) 150 points
Quizzes:	(scaled to) 100 points
Four In-class Exams:	100 points each
Final Exam:	150 points
Total:	800 points (+ 30)

720–800	guaranteed A
640–719	at least a B
560–639	at least a C
480–559	at least a D
0–479	probable F

OSU Syllabus Attachment: For various information such as drop dates, university policies on students with disabilities, library hours, academic dishonesty, etc., see the OSU syllabus attachment which is attached and is also available at

<http://osu.okstate.edu/acadaffr/aa/syllabusattachment-Fall.htm>

Calculators: A scientific calculator is required for this course. A good scientific calculator can be purchased at the stores for about \$10. The important functions that your calculator must have are the trigonometric functions (\sin , \cos and \tan) and their inverses as well as the exponential and logarithmic functions (e^x , \log or \ln). A graphing calculator will not be needed, but will work just fine. You may borrow a calculator from the Mathematics Department (MS 401) for the semester at no charge.

Calculators will only be allowed on certain exams and quizzes. The sophisticated graphing calculator TI89 will not be allowed on exams or quizzes.

Other:

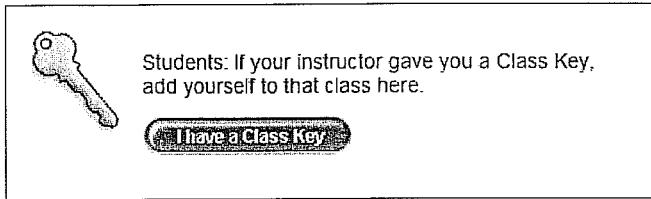
- A make-up exam will only be given under extreme circumstances. Arrangements for make-up exams must be made with the lecturer (Dr. Asgari) **prior** to the scheduled time of the exam. The lab TA's will not approve make-up exams.
- Cell phones and similar devices must be turned **off** in class (both lecture and lab session). Off means off; there is to be no texting, no talking and no use of any other functions (such as the calculator function).
- Roll will be taken each lecture (beginning Friday, August 27). You will be required to sit in assigned blocks of seats according to your section. A seating chart will be available during the first week of classes. To be counted as present you must be in class for the full class period and must be sitting in the proper area.
- The Mathematics Learning Resource Center (MLRC) located on the 4th floor of the Classroom Building can provide free tutoring and other services for this and similar mathematics courses. Check in for tutoring in room CLB 420. MLRC will be your primary source of help with this course and the assignments. See

www.math.okstate.edu/mlrc

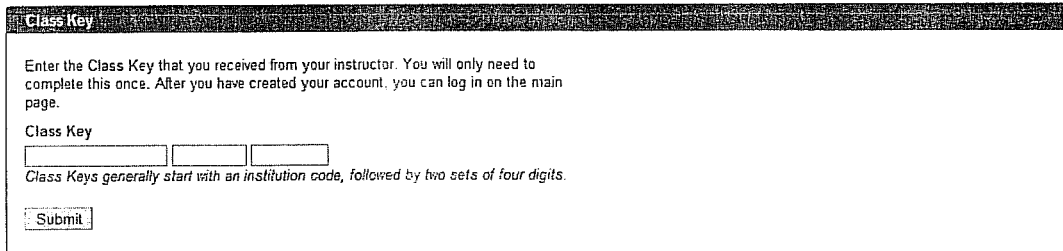
for more information about the MLRC including their hours of operation.

WebAssign Self-Enrollment for OSU Calculus

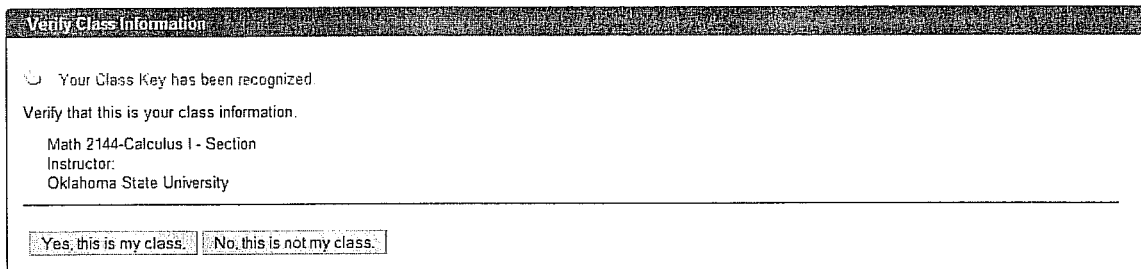
1. Go to <https://www.webassign.net/login.html>. At the bottom of the page, it should say, "Students: If your instructor gave you a Class Key, add yourself to that class here." Click the button that says, "I have a Class Key."



2. Type the class key your instructor gave you in the three boxes that appear. In the first box, you'll type okstate. In the second two, you'll type four-digit numbers. Click submit.

A screenshot of a web form titled "Class Key". The text reads: "Enter the Class Key that you received from your instructor. You will only need to complete this once. After you have created your account, you can log in on the main page." Below this is a label "Class Key" followed by three input boxes. A note below the boxes says: "Class Keys generally start with an institution code, followed by two sets of four digits." At the bottom left is a "Submit" button.

3. You should get a screen that says that your Class Key has been recognized. Make sure the section and instructor information match the class in which you're enrolled. (Your screen will have a number after "Section" and an instructor after "Instructor:" in the picture below.) If not, check to be sure you have the right Class Key. If the information is right, click "Yes, this is my class."

A screenshot of a web form titled "Verify Class Information". The text reads: "Your Class Key has been recognized. Verify that this is your class information." Below this is the following information: "Math 2144-Calculus I - Section", "Instructor:", "Oklahoma State University". At the bottom are two buttons: "Yes, this is my class." and "No, this is not my class."

4. You will then be asked if you already have a WebAssign account. If you already have a WebAssign account from another class at OSU (not at another institution), then you may use that one. If not, select, "I need to create a WebAssign account," and click continue.

- I need to create a WebAssign account.
- I already have a WebAssign account.

5. You will now be asked to pick a username and password. For your username, we recommend that you use your O-Key in the firstname.lastname format. For example, Jane Doe would use the username jane.doe. Your institution code is okstate, and that should be entered already. Pick a password that would be hard for others to guess. Then under student information, please enter your first and last names, e-mail address, and OSU student number. When you're done, click "Create My Account."

6. You will be prompted at some point for an Access Code, which you should have received bundled with your textbook. You may use WebAssign for 14 days without entering the code, but eventually you'll be locked out if you don't enter it.



OKLAHOMA STATE UNIVERSITY SYLLABUS ATTACHMENT FALL 2010

<http://osu.okstate.edu/acadaffr/aa/syllabusattachment-Fall.htm>

WE ARE VERY CONCERNED ABOUT YOUR SUCCESS AS A STUDENT AT OSU. THIS INFORMATION IS PROVIDED TO ANSWER QUESTIONS MOST OFTEN ASKED BY STUDENTS.

IMPORTANT DATES

Last day to add a class (without instructor permission)	8/30/10
Last day to drop a course with no grade and no fees charged for courses	8/30/10
Last day to withdraw completely from the University and receive a 100% refund	8/30/10
Last day to add a class (with instructor permission)	9/03/10
Last day to drop a course with an automatic "W" and receive a 50% refund	9/03/10
Last day to withdraw completely from the University and receive a 50% refund	9/03/10
Last day to post 6 week grades for 1000 & 2000 level courses	10/5/10
Last day to file diploma application	11/1/10
Last day to drop a class with an automatic "W"	11/12/10
Last day to withdraw completely from the University with an automatic "W"	11/12/10
Last day to withdraw completely from all OSU classes with an assigned "W" or "F"	12/3/10
Pre-Finals week	12/6- 12/10/10
Final examinations	12/13 - 12/17/10

Note: For outreach, internet, and short course drop/add dates, see the **Short Courses** link on the Registrar's [Academic Calendar](#) webpage.

FALL SEMESTER HOLIDAYS

Labor Day	9/6/10
Fall Break	10/15/10
Thanksgiving Break*	11/24 - 11/26/10

*University closed Thursday & Friday, no classes Wednesday

DROPPING A COURSE AND WITHDRAWING FROM THE UNIVERSITY

Students often confuse these terms <http://osu.okstate.edu/acadaffr/DropAdd.htm>.

Dropping a Course (or courses) may occur during the first twelve weeks of the semester. This means, however, that you are still enrolled in at least one other OSU course. (Remedial courses cannot be dropped without written permission of the advisor.) *After the twelfth week (November 12, 2010), a course may be dropped by petition but only when verifiable extenuating circumstances can be demonstrated.* Verifiable extenuating circumstances must be reasons beyond your control, such as illness or accidental injury. **Poor performance in class is not an extenuating circumstance.** You must obtain a petition to drop a course after the deadline from your advisor and get the signature of your advisor and dean with a grade of "W" or "F" assigned by the instructor. The Late Drop Panel must then approve the petition.

Withdrawing from the university means that you are dropping *all* of your courses and *are no longer enrolled for the current semester.* This may occur until the Friday before pre-finals week (December 3, 2010). The withdrawal process is initiated in your dean's office. CHECK THE IMPORTANT DATES SECTION FOR THE "DROP" AND "WITHDRAWAL" DEADLINES FOR THIS SEMESTER.

ACADEMIC INTEGRITY POLICY

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627. Go to academicintegrity.okstate.edu for a short video on OSU's academic integrity policy and additional information.



CLASS ATTENDANCE IS IMPORTANT

Class attendance is a critical component of learning; therefore, you are expected to attend and participate fully in all scheduled class meetings. Many instructors consider attendance so essential that your grade may be affected by your absence. *SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES.* If no written attendance policy is provided before the last day to add a class without instructor permission, no penalty may be assessed for class absences although you may not be permitted to make up certain in-class activities. If you are required to participate in official university-sponsored activities or military training you should receive an excused absence unless the written course attendance policy indicates otherwise. If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be required to submit assignments or take examinations before the planned absence.

If you must be absent from classes due to illness or other extenuating circumstances, it is your responsibility to notify instructors at the earliest possible time and determine if missed assignments can be submitted.

PRE-FINALS WEEK POLICY

Final examinations are scheduled at the end of each semester and are preceded by pre-finals week, which begins seven days prior to the first day of finals. During pre-finals week, all normal class activities will continue; however, no assignment, test, or examination

accounting for more than 5% of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes makeup and laboratory examinations, out-of-class assignments (or projects) made prior to pre-finals week, and independent study courses. No student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function that requires student participation. Contact the Office of Academic Affairs, 405-744-5627, 101 Whitehurst.

FINAL EXAM OVERLOAD POLICY

In the event that you have three or more final exams scheduled for a single day, you are entitled to arrange with the faculty member instructing the highest numbered course (4 digit course number) or two highest, if you have four finals on one day, to re-schedule that examination(s) at a time of mutual convenience during final exam week. You may not reschedule common final exams unless you have common exams scheduled at the same time. You should submit this request in writing, with a copy of your class schedule, at least two weeks prior to the beginning of final exam week. The faculty member has one week prior to the beginning of final exam week to arrange a mutually convenient time for administration of the final exam, after which you take the request to the Office of Academic Affairs, 101 Whitehurst.

INFORMATION TECHNOLOGY

Student Email - OSU uses your OKSTATE.EDU email address for electronic correspondence. If you do not use the OSU email system you must redirect your okstate.edu email using the Orange-Key System (www.okey.okstate.edu). Failure to maintain an accurate email address may result in missed or lost university communications. For email assistance contact the IT Helpdesk at 405-744-HELP (4357).

Computer Labs - A complete description of computer labs and hours of operations are available at their website: <https://it.sharepoint.okstate.edu/TechnologySupport/DeskSide/labs/>. Lab information is also available by calling the Information Technology Help Desk, 405-744-HELP (4357).

LIBRARY HOURS

Edmon Low Library (405-744-5029)

Monday-Thursday	7:30 a.m.- 2:00 a.m.
Friday	7:30 a.m. - midnight
Saturday	10:00 a.m. - midnight
Sunday	10:00 a.m.- 2:00 a.m.

*Hours will vary during University holidays.

*Contact the following for information on hours of operation:

Architecture Library	405-744-6047
Curriculum Materials Library	405-744-6310
Veterinary Medicine Library	405-744-6655

Library web address: www.library.okstate.edu

GENERAL EXPECTATIONS OF STUDENTS

By enrolling at Oklahoma State University, you accept responsibility for complying with all University policies and contracts, and for local, state and federal laws on- or off-campus that relate to the University's mission. The **Student Rights and Responsibilities Governing Student Behavior** document explains the standards of behavior expected of you, processes in place for enforcing the rules, and the University's response to violations (<http://www.okstate.edu/ucs/SCEA/>). In general, the University expects you to respect the rights of others and authority, represent yourself truthfully and accurately at all times, respect private and public property, and take responsibility for your own actions and the actions of your guests. Call 405-744-5470 for more information.

WHERE TO GO FOR HELP

Instructor - If you have questions regarding your class, talk to your instructor. Faculty members usually include their office hours and/or phone number in the class syllabus. If you cannot locate this information, set a time to meet with your instructor by speaking with him/her prior to or immediately following your class session or check with the departmental office on when the instructor may be available.

Academic Advisor - All students will benefit by conferring with an advisor on a regular basis. If you do not know your advisor, or are unhappy with your advisor, talk to the Student Services Director for your college.

Academic911.okstate.edu - Your online resource for academic and personal success, sponsored by Student Affairs.

Mathematics Learning Resource Center (4th Floor, Classroom Building) Tutors are available to answer questions for classes ranging from Beginning Algebra through Calculus II. Tutoring for Differential Equations and Linear Algebra is offered at specific times. Go to www.math.okstate.edu/mlrc or call 405-744-5818.

Writing Center (104 Morrill Hall) The Writing Center helps writers throughout the composing process; you should plan to visit early and often throughout the semester, not just the day before an assignment is due. Tutors will work with you to improve your brainstorming, organizational, and composing techniques. Call 405-744-6671 or go to english.okstate.edu/writing.

Tutoring (214 Student Union) University Academic Services offers free individual tutoring for a variety of courses. Call 405-744-5333. www.okstate.edu/ucs/tutoring.html lists other tutoring services.

University Counseling Services (001 Cordell) Professional counselors offer confidential personal and/or career counseling. Call 405-744-5472 or 405-744-7007 or www.okstate.edu/ucs/Counselingservice.htm.

Office of Student Disability Services (015 University Health Services) - According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. 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 the 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. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. Call 405-744-7116 or go to www.okstate.edu/ucs/stdis/.

Office of Affirmative Action (408 Whitehurst) Oklahoma State University policy prohibits discrimination based upon gender, race, color, ethnicity, age, religion, national origin, veteran's status, disability, or sexual orientation. If you believe that you are being discriminated against, you may discuss your concerns and file informal or formal complaints with Mackenzie Wilfong, J.D., 405-744-5371.

SEEK ANSWERS TO YOUR QUESTIONS

The OSU faculty and staff want you to be successful in your educational pursuits. If you have questions or concerns, seek help EARLY. We are here to assist you.