

BEFORE YOU CAN BEGIN THE COURSE YOU MUST:

- **READ THE SYLLABUS**

- **READ, SIGN, AND RETURN THE ATTACHED COURSE AGREEMENT**

- **REGISTER WITH MYLAB/MASTERING (INSTRUCTIONS FOLLOW)**

COURSE AGREEMENT
Initial each line, sign, and date at the bottom.

_____ I understand that I must register with mylab/mastering by August 31.

_____ I understand that I am responsible for knowing the information provided in the syllabus.

_____ I understand that I will not be able to take any exam until I have executed a Proctor Agreement with A&S Outreach in LSE 213.

_____ I understand that communication regarding this course will come via my official OSU email address. I understand that I am to check that regularly.

_____ I understand that all assignments, quizzes, and exams have due dates and that I am responsible for knowing what those dates are.

Printed Name: _____ Signature: _____

Date: _____

YOU MAY SCAN AND EMAIL THE COMPLETED FORM TO

bevans@math.okstate.edu

send by campus mail to Benny Evans, MSCS 425

or post to Benny Evans, Department of Mathematics, Oklahoma State University, Stillwater, Oklahoma 74078

MATH 1715.503

Precalculus

Fall 2012

READ THIS SYLLABUS CAREFULLY. YOU ARE RESPONSIBLE FOR KNOWING THE INFORMATION PRESENTED HERE

Instructor: Benny Evans

Office: MSCS 425

Office hours: By appointment

Phone: (405) 744-5688

email: bevans@math.okstate.edu

This is an on-line course: You are enrolled in web-based section of MATH 1715. All class activities are on the web. There are no scheduled class meetings. This means that the responsibility to complete work on the assigned schedule is squarely on your shoulders. Bear in mind that if you enroll in a regular section of a 5-hour course, you will be in class every day. You should expect this course to require no less. **IF YOU KEEP TO A RIGID SCHEDULE THROUGHOUT THE SEMESTER, THEN YOU CAN EXPECT A GOOD OUTCOME. IF YOU DO NOT, SUCCESS IS UNLIKELY.** If you feel that a more traditional delivery works better for you, you should drop this course and enroll in another section right away.

Required text with mylab/mastering access code: The required text is *Precalculus* 9th edition by Michael Sullivan along with the mylab/mastering access code. Package ISBN-10: 0321759893 — ISBN-13: 9780321759894 **IF YOU ACQUIRE A USED TEXT, YOU MAY NEED TO PURCHASE THE MYLAB/MASTERING ACCESS CODE SEPARATELY. THE PURCHASE CAN BE MADE ON LINE AT THE pearsonmylabmastering WEB SITE.**

Communication: I will communicate with you through your official OSU email address.

Things you must do right away—before the first day of class: You need to acquire the text along with the mylab/mastering access code. It is available at the OSU bookstore or through a number of web vendors. You must use your access code to register with mylab/mastering in order to begin the course. Here are the instructions.

REGISTRATION CLOSES ON AUGUST 31, 2012. IF YOU WAIT BEYOND THAT DATE TO REGISTER WITH MYLAB/MASTERING, IT WILL BE NECESSARY FOR YOU TO DROP THE COURSE.

HOW TO REGISTER WITH MYLAB/MASTERING

Step 1: Go to <http://www.pearsonmylabandmastering.com>

Step 2: Click on the **Register as Student** icon.

Step 3: Enter the course ID `evans02668` and click on **Continue**.

Step 5: Select **Access Code** and enter the mylab/mastering access code that came with your text.

Step 6: Set up a new account by choosing a user name and password. **Do not forget your user name and password. You will need them to do homework and take quizzes and exams.**

Step 7: Provide the information requested including your official OSU email address.

Step 8: Whenever you return to the Course Compass site you click on the **Log In** button and enter your user name and password to access course materials.

How the course works: The course is divided into 15 weeks. Quizzes follow roughly each week of work. There is a summary of each weeks work at the end of this document. **YOU ARE RESPONSIBLE FOR KNOWING THE DUE DATE FOR EACH ASSIGNMENT. LATE WORK IS NEVER ACCEPTED.** There is some extra time allotted for completion of the first week's assignments. This is to allow for any delays in acquiring course materials and registering for the course. All students must be on schedule by the second week of class.

Each day's assignment consists two parts:

Reading and examples assignment: This is a section of the book that you are required to read and a collection of on-line examples designed to prepare you for the homework.

Homework: A list of homework exercises. **You will not be allowed to begin the homework until you have read the appropriate section and viewed the examples.**

How the homework works: When you work a homework exercise there is lots of help available. As you work a problem you will see the following buttons:

Help Me Solve This

View an Example

Textbook

Ask My Instructor

Print: You can use this option to print the entire homework set. I strongly recommend that you print the homework, solve the exercises on paper, and then enter your answers on the computer.

If you have trouble with an exercise, these resources offer help. When you submit an answer, you can ask the computer to **Check Answer**. If you have the wrong answer, the computer will offer you another chance - up to three times. If you still don't have the right answer, the computer will put a red X by this problem indicating that you get no credit for this problem. **BUT YOU CAN FIX THAT. YOU CAN CLICK ON Similar Exercise AND BE OFFERED A SIMILAR PROBLEM. IF YOU GET IT RIGHT THE COMPUTER WILL REPLACE THE RED X BY A GREEN CHECK MARK INDICATING YOU GET FULL CREDIT. YOU MAY DO THIS UP TO 4 TIMES.** With all the help available on homework, you should never leave a problem worked incorrectly.

Homework is designed to be completed on the day it is assigned. However, it is available for you to work on up to 6:00 a.m. of the Quiz Day. After that time, you will not be allowed to work on the week's homework. **DO NOT WAIT UNTIL THE LAST MINUTE TO DO HOMEWORK. LATE HOMEWORK IS NOT ACCEPTED FOR ANY REASON.**

How the quizzes work: You will not be allowed to take the week's quiz if you have not done the homework. Rather you will receive a score of 0 for the quiz. There are no exceptions. The help features for homework are not available for quizzes, and the quizzes are timed (120 minutes). **BUT YOU CAN TAKE THE QUIZ UP TO 3 TIMES. THE BEST OF THESE THREE SCORES WILL GO IN THE GRADE BOOK.**

How the tests work: Each test is available only on the two-day period shown on the class schedule (attached). **IF YOU DO NOT TAKE THE EXAM DURING THE ALLOTTED TIME PERIOD, A 0 WILL BE RECORDED FOR YOUR EXAM SCORE. THERE ARE NO EXCEPTIONS.** Semester exams are 75 minutes. The final is 135 minutes. You are allowed to bring scratch paper and calculator. A scientific calculator may be required for some test questions.

Before you take any test: You must execute a Proctor Agreement with A&S Outreach in LSE 213 (Phone 405-744-5647). This agreement makes provisions for supervision of your exams. You should take care of this the first or second week of class. Information regarding the Proctor Agreement is available at the following two locations.

http://asoutreach.okstate.edu/files/Proctor_qualifications.pdf

http://asoutreach.okstate.edu/Proctor_Agreement.pdf

<p>YOU WILL NOT BE ALLOWED TO TAKE ANY EXAM UNTIL YOU HAVE EXECUTED A PROCTOR AGREEMENT. IF THE DATE FOR THE FIRST EXAM PASSES BEFORE YOU EXECUTE A PROCTOR AGREEMENT, YOU WILL RECEIVE A GRADE OF 0 FOR THE EXAM.</p>

Proctor choices:

Private proctor: You may arrange for any qualified proctor to administer your exams. (See the web sites above.)

The Independent Study Testing Center in 309 Wes Watkins Center will proctor your exams. If you choose this option, your proctor agreement will be signed by someone at the testing center. **YOU MUST SCHEDULE EACH EXAM WITH THEM 4-5 DAYS IN ADVANCE. CALL 405-744-6390.** There is a \$10.00 charge for each exam administered by this testing center.

The University Assessment and Testing Office in the UAT building at 1524 W. Admiral will proctor your exams. If you choose this option, your proctor agreement will be signed by someone at the testing center. **YOU MUST SCHEDULE EACH EXAM WITH THEM 4-5 DAYS IN ADVANCE. CALL 405-744-5958.** There is a \$15.00 charge for each exam administered by this testing center.

Practice tests: Each test is preceded by a practice test. It is a timed exam that is similar to the real test. You can take the practice test as many times as you like in order to prepare for the test. Practice test scores are not part of your class grade. It is strongly recommended that you do well on the practice exam before taking the real exam.

Grades: Available points for the course are:

Homework	200 points
Quizzes	100 points
Exams (100 each)	400 points
Final	150 points
Total	850 points

Semester grades will be calculated as follows.

765 to 850 points	A
680 to 764 points	B
595 to 679 points	C
510 to 594 points	D
0 to 509 points	F

Syllabus attachment: Important information that applies to all classes at OSU is on the web at:

<http://academicaffairs.okstate.edu/faculty-a-staff/46-syllabus-attachment>

Best of luck to everyone enrolled. I hope you find the course interesting and helpful.

Class Schedule

Week 1: August 20 to August 24: You should have already acquired the course text and have registered with mylab/mastering. If you have not done so, do it now. You need to execute a Proctor Agreement with the Independent Studies Office. You must do this before taking any examinations.

Homework from Sections 1.1, 1.2, 1.3, 1.4, and 2.1. You must complete all homework before Friday morning. On Friday morning you take the first quiz. You may take the quiz up to 3 times. Your best score will be recorded in the grade book. You must complete the quiz before Monday morning. A week's extra time is allowed on all Week 1 class activities to account for delays in acquiring class materials and in getting registered.

Week 2: August 27 to August 31: THIS WEEK'S QUIZ IS ON THURSDAY.

Homework from Sections 2.2, 2.3, 2.4, 2.5, and 2.6. All homework must be completed before Thursday morning when you take Quiz 2. There is additional homework from Section 3.1 on Friday.

MY/LABMASTERING REGISTRATION CLOSES ON FRIDAY. IF YOU MISS THE DEADLINE, IT WILL BE NECESSARY FOR YOU TO DROP THE COURSE.

Week 3: September 4 to September 7: Monday is a university holiday. Homework from sections 3.1, 3.3, 3.4, and 3.5. All homework must be completed before Friday morning when you take Quiz 3. You must complete the third week quiz before Monday Morning.

Practice test 1 is available on Friday. You may take the practice test as many times as you want. It has no effect on your grade.

Test 1 is scheduled for Monday or Tuesday of next week. You must make reservations now with your proctor to take your exam next week. **IF YOU HAVE NO PROCTOR AGREEMENT, YOU WILL NOT BE ALLOWED TO TAKE THE EXAM, AND YOU WILL RECEIVE A GRADE OF 0.** You should begin working with Practice Test 1 as early as this week-end.

Week 4: September 10 to September 14: Take Practice Test 1 as many times as you like. (It does not affect your course grade.) Then take Test 1 at the time and location that you previously scheduled. The test must be completed on Monday or Tuesday of this week. There are no exceptions. A missed exam will result in a score of 0. Scratch paper and calculator are allowed. A scientific calculator may be required for some test questions.

Wednesday and Thursday you have additional homework from Sections 4.1 and 4.2 which must be completed before Week 4 Quiz on Friday. Quiz 4 must be completed before Monday morning.

Week 5: September 17 to September 21: Homework from Sections 4.3, 4.4, 4.5, and 4.6. Homework must be completed before Friday morning. Week 5 Quiz is available on Friday and must be completed before Monday morning.

Week 6: September 24 to September 28: Homework from Sections 5.1, 5.2, 5.3, and 5.4. Homework must be completed before Friday morning. Week 6 Quiz is available on Friday and must be completed before Monday morning.

Week 7: October 1 to October 4: Exam 2 is the Monday or Tuesday when you return from Fall break. Make reservations with your proctor now.

Homework from Sections 5.5 and 5.6. Week 7 quiz is on Thursday, and homework must be completed before that date.

Practice test 2 is available On Thursday. Take the practice test as often as you need to in order to prepare for Test 2.

Friday is Fall break

Week 8: October 8 to October 12: Test 2 is on Monday or Tuesday. Scratch paper and calculator are allowed. A scientific calculator may be required for some test questions. The exam must be taken on indicated dates. There are no exceptions. If the examination period is missed a score of 0 will be recorded.

Homework from Sections 6.1, 6.2, and 6.3. The quiz is on Monday.

Week 9: October 15 to October 19: This week's quiz is on Monday. It must be completed on Monday. Homework from Sections 6.4, 6.5, 7.1, and 7.2. The quiz is on Monday.

Week 10: October 22 to October 26: This week's quiz is on Monday. It must be completed on Monday.

Test 3 is next week. Make reservations with your proctor now.

Homework from Sections 7.3, 7.4, and 7.5. The quiz is on Monday.

Week 11: October 29 to November 2: This week's quiz is on Monday. It must be completed on Monday.

Homework is from Section 7.6 . The practice test is available on Tuesday. Take the practice test as often as you wish to prepare for test 3.

Test 3 is on Wednesday or Thursday. Scratch paper and calculator are allowed. A scientific calculator may be required for some test questions. The exam must be taken on at the scheduled time. There are no exceptions. If the examination period is missed a score of 0 will be recorded.

Additional homework on Friday from Section 8.1.

Week 12: November 5 to November 9: This week's quiz is on Friday. Homework from Sections 8.1, 8.2, 8.3, and 8.4. This homework must be completed before the Friday quiz. Week 12 Quiz is available on Friday and must be completed before Monday morning.

Week 13: November 12 to November 16: Homework from Sections 9.1, 9.3, 9.4, and 9.5. The quiz is next Monday.

Week 14: November 19 to November 20: Quiz on Monday and homework from 10.2 on Tuesday. Test 4 is next week. You need to make reservations right away.

Wednesday, Thursday, and Friday are Thanksgiving break. Enjoy the vacation.

Week 15: November 26 to November 30: Homework from Sections 10.3 and 10.4 must be completed before Wednesday morning. You can take practice test 4 beginning on Tuesday. Test 4 is on Wednesday or Thursday. Scratch paper and calculator are allowed. A scientific calculator may be required for some test questions. The exam must be taken at the prescribed time. There are no exceptions. If the examination period is missed a score of 0 will be recorded.

Additional homework from Section 11.5 on Friday.

Week 16, Dead week: December 3 to December 7: Homework from Sections 12.1, 12.2, 12.3 and 12.5 must be completed before Thursday morning. The last quiz is on Thursday. You must complete the quiz before Monday morning.

The practice final is available on Friday.

Make reservations right away for for 135 minutes to take the final exam next week. You may take the final any time during final exam week.

:Final exam week: December 10 to December 14: Take the practice final as many times as you like before taking the final exam. The final exam may be taken at any time during finals week. You are allowed 135 minutes for the final. Scratch paper and calculator are allowed. A scientific calculator may be required for some test questions. The exam must be taken during finals week. There are no exceptions. If the examination period is missed a score of 0 will be recorded.

Best of luck on the final.