

Course Syllabus: Pre-Calculus
McCoy College of Science, Mathematics & Engineering
Math 1534 Section 101
Fall 2023

Contact Information

Instructor: Dr. Dawn Slavens

Office: BO 118L Bolin Science Hall

Office hours: Mon. 3-4 PM; Tues. 10-11 AM & 2-3 PM; Wed. 11:15-11:45 AM;
Thurs. 10-11 AM; Fri. 11:15 AM – 11:45 AM

*The above Office Hours are dedicated times I am available to meet with students. Other office hours are available by appointment. Appointments can be made by sending Dr. Slavens an email request for an appointment. Include your available days and times for the appointment within the email.

Office phone: (940) 397-4013

E-mail: dawn.slavens@msutexas.edu

Class Meeting Days, Times, Location

Mondays, 8:00-8:50 AM AND Tuesdays & Thursdays, 8:00–9:20 AM, in BO 314

Catalog Information

Description: Applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomials, rational, exponential, logarithmic and trigonometric functions. This course is intended for students planning to take Math 1634. Prerequisite: Math ACT 22 or MATH SAT 540 or satisfactory score on placement exam.

Textbook and Online Homework System

We will be using the mathematics platform ALEKS throughout the semester. A link to ALEKS is accessible through D2L. A short ALEKS student registration video is within D2L. The video will guide you through the steps of registering to use the ALEKS online platform. Within the online ALEKS platform, you will have access to the textbook for this course: Precalculus, 2nd Ed. (McGraw-Hill) by Miller and Gerken.

MSU Texas Access & Affordability

The ALEKS required digital materials for this course are part of the MSU Texas Access & Affordability Program. This program provides students access to course materials at a cost less than if purchased directly from the publisher. These course materials are available on the first day of class through D2L. The charges for the ALEKS digital materials (\$100.50 + tax) have been posted to your student account at the Business Office. Opt out instructions will be sent to your my.msutexas.edu email address on the second day of class.

Calculator

You must have a scientific calculator. Your calculator does not have to be a graphing calculator. Some non-graphing calculators that will work for this course are the TI30XIIS, TI30XS MultiView, and TI-36XPro. There scientific calculators in the Casio brand that will also work. *Bring your calculator with you to class daily.* If you use a graphing calculator, it cannot be a CAS calculator. Any student that attempts to use a CAS graphing calculator on a quiz or exam will receive a zero on the quiz or exam. Further, additional penalties, as outlined under the Academic Misconduct Policy, may apply. Some quizzes or exams may be required to be completed without a calculator.

Course Modality

This class will be taught using a flipped class structure. The class will meet in its regular scheduled room on scheduled class days. In preparation for classes on Tuesdays and Thursdays, students will complete, in ALEKS, pre-class homework assignments over sections of the textbook. These pre-class homework assignments will contain many short videos over the course material covered in these sections. While watching the videos, students are to take notes. Students will then bring their completed notes to class. The pre-class homework assignments also contain problem for students to work so that students try to apply the content within the videos to solve problems. In class, on Tuesdays and Thursdays, students will work in groups on problem sets corresponding to the content covered in the pre-class homework assignments. While students work in groups, Dr. Slavens will interact with the students to address, or help students address, questions they may have. Dr. Slavens may also pose to groups additional questions over course content. Weekly adaptive homework modules will be assigned. On Mondays, Dr. Slavens will address problems that students appear to be struggling with from the adaptive homework modules, or she will lecture over topics that are part of current week's course content. Each week there will be a quiz over the previous week's course material. Dr. Slavens reserves the right to alter the course modality, as needed.

Course Work Load Expectations

Math is learned through practice. Therefore, it is important that you create a daily schedule for yourself that allows you adequate time to spend working in this course. Since this is a 4 credit-hour course, you should expect to spend 8-to-12 hours per week outside of class working on learning the content of this course.

Desire-to-Learn (D2L)

On D2L, I will post the following:

- Announcements and occasional reminders.
- Your grades on exams and quizzes as well as your overall averages on homework and pre-class assignments done in ALEKS.
- Attendance (specifically absences and tardies).

Punctuality and Attendance Policy

Attendance will be taken at the beginning of every class. Students should arrive to class on-time and remain for the entire class period. Arriving late or leaving early may result in being counted as absent.

In particular, what you need to know about being absent from this class:

- 1. A student who accumulates more than two unexcused or more than six total (excused and unexcused combined) absences may be instructor dropped from the class with a grade of WF or F. Further, a student who accumulates two unexcused absences will receive a 1% reduction per additional absence to their course average.**
2. Any student that has an unexcused absence on a day that a pre-class homework assignment is due will receive a 50% deduction on any pre-class homework assignment due on the morning of the absence.
3. Any student who leaves class early will be counted as absent. This may include when a student leaves class during class session and then later returns to class.
4. Since Dr. Slavens records attendance at the beginning of class, any student that arrives even a minute late will be counted absent unless immediately after class the student addresses with Dr. Slavens the reason for arriving late AND the student has not established a habit of arriving late. Arriving more than 10 minutes late will automatically count as an absence.
5. Any student who is physically present but not mentally present and engaged in class will be counted as absent.
6. Any student who violates the Cell Phone (Includes Electronic Devices and Earbuds) Policy will be counted as absent.
7. A student who is counted absent from class will receive a 0 on any work submitted during that day's class.

If you miss class, it is your responsibility to

1. see Dr. Slavens in her office before the next class (not during the next class), for any handouts from the day(s) you missed,
2. get notes from another student for the day(s) you missed, and
3. provide Dr. Slavens with written documentation (for example, a doctor's note for a non-routine appointment) if you would like to request that the absence be considered as excused.

Grading

Course Grade – Your grade will be based on Pre-class Assignments (generally done in ALEKS), Weekly Homework Modules (done in ALEKS), Post Knowledge Checks (done in ALEKS), Quizzes (done in class), Exams (done in class), and a Final Exam (done in class). There is no extra credit given in this course.

Table 1: Shows the weight of each category in computing your course average as an overall percentage score.

Category	Weight
Pre-class Assignments	8%
Class Participation	4%
Weekly Homework Modules	8%
Quizzes and Post Knowledge Checks	12%
Exams	48%
Comprehensive Final Exam	20%

Table 2: Total percentage points needed for final course grade

Grade	Overall Percentage		Final Exam
A	at least 90%	AND	at least 80%
B	at least 80%	AND	at least 70%
C	at least 70%	AND	at least 60%
D	at least 60%	AND	at least 50%
F	Less than 60%		

Homework

Even though homework will be done online within ALEKS, you are encouraged to write up your solutions to problems you work within the weekly homework modules and the pre-class homework assignments. As you are writing up solutions to problems, describe the steps out loud to yourself. Does it make sense? Are you confident on how you arrived at your answer?

You should work on the weekly homework modules over a course of several days each week. Do not expect to be able to complete the weekly homework modules in one setting. When you seek help from me (which I hope you will whenever you do not fully understand how to solve a problem type), bring with you your written work with your best attempt or attempts at solving the problem.

Quizzes

There will be an in-class quiz during most weeks. These quizzes will be over the material covered in the previous week. Some of these quizzes will be required to be completed without a calculator. A student can never use a CAS calculator on a quiz. Make-up quizzes, even when you have an excused absence, will not be given. If you are absent and I have excused the absence, I may give you "no score" for the quiz instead of a score of 0. Excused absences require timely documentation of illness, personal emergency, or university approved activity. Scheduling an appointment, such as a routine doctor's appointment, during class time does not constitute an excused absence. There will be four post-module checks within ALEKS that will also be used for the basis of quiz scores.

Tentative Exam Dates

Exam dates (subject to change with prior notice) are as follows:

Exam 1: Thursday, Sept. 21

Exam 2: Thursday, Oct. 19

Exam 3: Thursday, Nov. 16

Exam 4: Tuesday, Dec. 5

Final Exam: Thursday, Dec. 14th, 10:30 AM – 12:30 PM

Some exams (or portions of an exam) will be required to be completed without a calculator. A student can never use a CAS calculator on an exam. Though my intention is to give four exam (not including the final exam), I reserve the right to change the number of exams by ± 1 .

Make-Up Exams

Make-up exams are not generally given; however, such exams may be given for an absence that is a result of a documented medical or personal emergency. If an exam is going to be missed due to an approved university activity, the student should request to take the exam early. For missed exams, timely notification (for emergencies, on or before the scheduled day of the exam, and for approved university activities, a week prior to the scheduled day of the exam) is necessary to receive consideration to make-up the exam or take the exam early. Once graded exams have been returned to the class, which generally occurs during the class meeting following the day of the exam, it will no longer be possible to make-up a missed exam. No student will be allowed to make-up more than one exam during the semester. No exams may be made up due to a student scheduling a vacation on a day when classes are in session.

When you need help with this course, where can you go?

1. To your professor's office, Bolin 118L. You should have with you both your notes and your written work with your best attempt or attempts at solving the problems you want to ask about.
2. To the *Tutoring and Academic Support Program (TASP)*, located in Moffett Library, offers free additional tutoring in math as well as other courses. You can find out more about their services by visiting their office or searching *TASP* on the MSU website. Fall tutoring and Homework Help Lounge will begin offering services on Tuesday, Sept 5th. Their services will end on Thursday, Dec 7th. The TASP Learning Center (TLC) does not offer tutoring during the week of final exams.

Academic Misconduct Policy

All work that you submit for this course that contributes to your course grade must be your own work. Any evidence that you submitted work that is not your own is considered an act of academic dishonesty. An act of academic dishonesty will be reported to the university and will result in one of the following academic sanctions:

- Receiving a 0 on the assignment, quiz or exam.
- Receiving a 0 for your entire quiz average for the semester (12%).
- Receiving a 0 for your entire pre-class assignment average for the semester (8%)
- Receiving an F in MATH 1534
- Receiving an F in MATH 1534 that will remain permanent on your transcript and within your MSU GPA

On homework, you may get assistance from others, but you are responsible for understanding what you submit. Never let someone borrow your work. If you want to help someone understand how to work a problem, talk to them and give them advice or pointers, but never give them your completed work. In addition, copying work from another student, copying solutions from online resources, including chatGPT or any AI, to complete any assignment given in this class is considered cheating. The university's academic dishonesty policy can be found in the student handbook.

Cell Phone Policy

Earbuds are to be removed and cell phones silenced and stored, in a bag, prior to the beginning of class. Other electronic devices must also be appropriately stored prior to the start of class. A student with a cell phone or other device that is not appropriately stored or a student with earbuds in their ears, will be considered to be using the cell phone/electronic device and will have their device placed in "time out" for the duration of the class. (Please refer to class guidelines.)

Students that are not compliant with this Cell Phone Policy may be referred to the Dean of Students Office and/or the student may be withdrawn from the class by the instructor.

General Classroom Guidelines

(1) As written in the syllabus, all cell phones should be off/silent, and all cell phones should be stored in a bag.

(2) You are not allowed to use tablets or laptops during class.

(3) Remove earbuds.

(4) You may not wear a hoodie or hat that cover your ears.

(5) You may not wear anything that covers your eyes when taking a test or quiz.

(6) Using a cell phone, smart watch, or other non-approved electronic device during a test or quiz, or having earbuds in your ears when taking a test or quiz, will result in a grade of zero on the test or quiz, as well as possibly other penalties under the academic misconduct policy.

(7) You are expected to be on time to class and to stay for the entire class. (It is disruptive to the rest of the class when someone leaves during class.)

(8) Use of electronic devices during class may result in the device being placed in a time out bag for the duration of the class. This includes but is not limited to cell phones, ear buds, smart watches, tablets and laptops.

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Campus Carry Rules/Policies

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at [Campus Carry Rules and Policies](#).

MSU Class Attendance Policy

Midwestern State University's Attendance Policy, which is contained in the MSU Student Handbook, states that students are expected to attend all meetings of the classes in which they are enrolled. Among other things, the policy covers the university's position on authorized absences, including who students should contact to inform faculty in cases of personal emergency or illness requiring hospitalization or prolonged absence. You may wish to review MSU's Class Attendance Policy within the [Student Handbook](#).

Notice

Changes to the course syllabus, classroom procedures, assignment structure, and exam schedule may be made at the discretion of the instructor.