

Course Syllabus: Pre-Calculus
McCoy College of Science, Mathematics & Engineering
Math 1534 Section 201
Spring 2024

Contact Information

Instructor: Dr. Dawn Slavens

Office: Pierce Hall Room 122

Office hours: Mon. 2-3 PM; Wed. & Fri. 10 AM-12 PM

*The above Office Hours are dedicated times I am available to meet with students. No appointment is needed to meet with me during my office hours. Simply come to my office and I will be there. Other office hours are available by appointment. The best way to make an appointment is by sending me an email.

Office phone: (940) 397-4013

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Class Meeting Days, Times, Location

Mondays, 12:00-12:50 PM in BO 109 AND Tuesdays & Thursdays, 12:30–1:50 PM, 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 (\$107.25 + 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 non-graphing scientific calculator. Some non-graphing calculators that will work for this course are the TI30XIIS, TI30XS MultiView, and TI-36XPro. There are scientific calculators in the Casio brand that will also work. *Bring your calculator with you to class daily.* You will not be allowed to use a graphing calculator on an exam or quiz. Any student that attempts to use a 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 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 detailed notes and then bring their notes to class with them. The pre-class homework assignments may also contain problems for students to work over the content of the videos. 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 the 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, class will meet in BO 109, which is a computer lab. On these days, Dr. Slavens will frequently present solution processes to select problems from the previous week's adaptive homework module. The select problems will be problems in which the majority of the class appears to need additional instruction for solving. Students will be directed to work on the problems within ALEKS for the remainder of the class period. On other Mondays, students will take proctored Knowledge Checks within ALEKS. 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 five total (excused and unexcused combined) absences may be instructor dropped from the class with a grade of WF or F. For each unexcused absence beyond one a student's grade will be lowered by 1% at the end of the semester.**
2. Any student that has an unexcused absence on a day that a pre-class homework assignment is due will receive a 50% deduction in their grade on the pre-class homework assignment due on the day of the absence.
3. Any student who leaves class early will be counted as absent. Leaving the classroom in the middle of class and then returning to the classroom later will also generally result in being counted as absent.
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 meeting (not during the next class meeting), for any handouts from the day(s) you missed,
2. get notes from another student for the day(s) you missed, and

- 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), Proctored 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	3%
Notes from Pre-class Assignments, Class Participation, Following Policies Communicated within this syllabus	5%
Weekly Homework Modules	8%
Quizzes and Proctored Knowledge Checks	14%
Exams	48%
Comprehensive Final Exam	22%

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 have a notebook in which you 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 or two settings each week. 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.

Any student that is not spending adequate time working problems from the weekly homework modules may be instructor dropped with a grade of F or WF. Dr. Slavens will provide a warning to any student that is in danger of being dropped from the class for not spending adequate time working problems within the weekly homework modules. As a reminder, students should expect to need to spend 8 to 12 hours per week outside of class working on learning the content covered in this course. Students with a sufficient amount of time logged in ALEKS but an insufficient amount of learned topics may be required to submit their solution attempts to Dr. Slavens in order to remain enrolled in the class.

Quizzes and Proctored Knowledge Checks

Expect 4 or 5 quizzes (each approximately 30-40 minutes in length) during the semester. In addition, expect approximately 3 proctored Knowledge Checks, done within ALEKS, during the semester. Quizzes will be announced in class or through D2L at least three days prior to a quiz being given. Quizzes will be over content from weekly homework modules and corresponding in-class group problem sets. Some quizzes will be required to be completed without a calculator. A student may never use a graphing calculator when taking a quiz. Proctored Knowledge Checks (through ALEKS) will be over content the student has demonstrated they have learned by successfully solving problems within the weekly homework modules. A student that is not making adequate progress completing problems within the weekly homework modules will be unable to achieve satisfactory scores on the proctored Knowledge Checks since a Knowledge Check is predominantly over the content that the student has learned since his or her last completed Knowledge Check. The dates of proctored Knowledge Checks will be announced in class or in D2L at least one week in advance. Proctored Knowledge Checks will be done on Mondays since on this day we will be meeting in a computer lab (BO 109). A student that misses class on the day of a quiz or proctored Knowledge Check will be given an opportunity to make up the quiz or Knowledge Check only if the student has communicated the reason for the absence to Dr. Slavens in a timely manner and only if Dr. Slavens recognizes the absence as an excused absence. For an absence to be considered as excused the student must have communicated the reason for the absence to Dr. Slavens by 5 PM on the day of the absence. Any absence that is avoidable is generally not considered as an excused absence. Scheduling an appointment, such as a routine doctor's appointment or an advising appointment, during class time does not constitute an excused absence, as this type of absence can be avoided by scheduling the appointment at another time. In the event of an absence, if a make-up quiz is permitted, it must be taken prior to Dr. Slavens returning graded quizzes to students, which is generally the next class period. Any student that is given the opportunity to make-up a quiz or proctored Knowledge Check must arrange a time with Dr. Slavens to take the make-up quiz or proctored Knowledge Check in her office.

Tentative Exam Dates

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

Exam 1: Thursday, Feb. 15th

Exam 2: Tuesday, Mar. 26th

Exam 3: Tuesday, Apr. 30th

Final Exam: Thursday, May 9th, 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 graphing calculator on an exam.

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, Pierce 122. 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. Spring tutoring and Homework Help Lounge will begin offering services on Monday, Jan. 22nd. Their services will end on Thursday, May 2nd. 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 all of the Weekly Homework Module component of your grade (8%).
- Receiving a 0 for all of the Quizzes and Proctored Knowledge Checks component of your grade (14%).
- 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 grade reduced by 1% for each occurrence of violating this policy. (Please refer to class guidelines.) Students that continue to be noncompliant 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 above, 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.)

Teaching and Learning During Inclement Weather Days

If campus closes due to inclement weather during a time when class is scheduled, expect me to post a video in D2L over the topics planned to be covered on the day of the closure. There will be no change in the class schedule, except for possibly a slight extension for completing homework.

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.