



**Department of Mathematics and Statistics**  
**Course Syllabus**  
**Pre-Calculus Algebra (3 credit hours)**  
**MATH 1314-11 Spring 2018**

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**Instructor:** Dr. Tugba Karabiyik

**Class Meeting Time:** Tuesdays/Thursdays 11:00 am - 12:20 pm

**Class Meeting Place:** AB IV 203

**Office:** LDB 425

**Phone:** 936-294-2419

**E-mail:** [tugba@shsu.edu](mailto:tugba@shsu.edu)

**Office Hours:** Wednesdays 11:00am – 2:00pm, **or by appointment**

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**Objective:** This course is designed for those students who need preparation beyond two years of high school geometry before taking the calculus sequence. In this course the student is expected to obtain an understanding of:

- The principals involved in the algebra of real and complex numbers
- The concept of a function and how to use algebraic and geometric properties to study properties of functions
- How to use functions and algebraic principles to model and solve real-world problems

**Description:** Topics include a brief review of introductory algebra, variation, elementary theory of equations, functions (including exponential and logarithmic) inequalities, systems of equations, and other related topics.

**Textbook:** *College Algebra*, 8th edition, by Aufmann

**Homework Worksheets:** Homework will be assigned periodically. Homework will not be collected, but your completing the assignment will be directly affect your quiz grades because the questions in the weekly quizzes will look like the homework problems.

**Exams, Quizzes/Homework, Final Exam:** There will be 3 exams, quizzes/homework, and a comprehensive final exam. Many exam problems will be similar to homework problems or examples worked in class. The final exam will be cumulative. If you arrive late to an exam, you may still take the exam in the remaining time as long as nobody has finished the exam yet. No exam grades will be dropped, and there will be no make-ups.

**Exam make-up policy:** If you miss an exam, you will be expected to show appropriate cause in writing and should have an excused absence. Excused absences only includes **documented emergencies** such as documented illnesses, documented family death, etc.

If you must miss an exam, I expect you to contact me beforehand. If that is impossible, then you must contact me no later than 24 hours after the exam. If you miss an exam and have not contacted me by this time, you forfeit your right to a make-up.

No makeup tests or quizzes will normally be given. If a test absence is excused, then the final exam score may, at the instructor's discretion, be substituted for the missing test grade. If a quiz absence is excused, then the missing quiz will be exempted. An unexcused absence from a test will be penalized. An unexcused absence from a quiz will result in a grade of zero. Students must bring SHSU ID cards to all tests.

### **Grading Policy:**

Homework assignments/due dates and all exam dates will be posted on Blackboard. There will be weekly in-class quizzes **every Thursday**. The lowest quiz grade will be dropped. The weights are as follows:

- Exam average **60% (20% each)**,
- Quiz/homework average **10%** (drop the lowest quiz/homework grade),
- Final exam (comprehensive) **30%**

**TEST #1:** Thursday, February 15

**TEST #2:** Thursday, March 22

**TEST #3:** Thursday, April 19

**FINAL:** Thursday, May 10, 2018, 12:00 pm – 2:00pm

The date/time of the final exam is set by official SHSU policy. Although I do not expect any other exam dates to change, all other dates in this list are tentative and subject to change.

Letter grades will be assigned based on your weighted average according to the following scheme: 90 to 100 = A, 80 to 89 = B, 70 to 79 = C, 60 to 69 = D, and 0 to 59 = F. A grade of D is passing, but does not necessarily satisfy degree requirements. **Please keep in mind that there is no additional curve in this class, and no extra credit.**

**Calculator:** You might have a calculator for this class but you cannot use your cell phone as a calculator in the class. Your calculator must be able to evaluate roots, powers, exponentials, and logarithms (a scientific calculator will do this). It is **ABSOLUTELY NOT ALLOWED** to use calculator during the quizzes, exams and final.

**Use of Phones and Text Messengers in Class:** Generally speaking, you may not use cell phones, computers, or other devices capable of communication in class. The one exception is that during lecture periods, you may keep your cell phone on vibrate so that you can receive text messages in case of an emergency. You may not, however, be distracted or distracting to others in checking your text messages in class, and you may not send text messages in class. All messengers must be put away for exams. SHSU Academic Policy Statement 100728 states that *even the visible presence of such a device during the test period will result in a zero for that test. Use of these devices during a test is considered de facto evidence of cheating and could result in a charge of academic dishonesty.*

### **Further Notes:**

**Attendance** – You should attend all classes and are responsible for all announcements, assignments, quizzes, and exams given in class. Attendance and participation in the mathematics class is critical for success. Please bring a notebook to class and take notes of the lecture, discussion and examples worked in class. Writing down these notes (and possibly rewriting them later) is an important part of the learning process.

If you miss a class, then I expect you to get notes from a classmate. I expect you to arrive to class on time. **You should check Blackboard and your email every day.**

***Miscellaneous Information -***

- Cheating is a most serious offense - I will not hesitate to press for the most severe consequence allowed by the University. **YOU WILL ALSO RECEIVE an “F” FOR THE CLASS.**
  - I will use the class website on blackboard to post grades, announcements and etc.
  - Issues that are not addressed politely and respectfully will not be addressed.
  - No hats, headphones, or sunglasses are permitted during Exams or quizzes.
  - No work, no credit, therefore, show all work. My rule of thumb is, if I cannot do it in my head, it is likely neither could or did you.
  - Your cell phone needs to be turned off or on silent, not vibrate. Most importantly, it must be out of sight during class. A cell phone out during an exam will be considered cheating. You may not use your cell phone as a calculator.
  - Please check your campus email regularly or forward your campus email to an email that you check regularly.
  - Be respectful of the student around you at all times.
  - Make sure you have read the syllabus carefully because you are responsible for what lies within it.
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- ***Academic Honesty*** – The University expects all students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.  
[http://www.shsu.edu/~vaf\\_www/aps/documents/810213.pdf](http://www.shsu.edu/~vaf_www/aps/documents/810213.pdf)
  - ***Religious Holy Days*** – Students are excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. As a courtesy, it is appreciated if you notify me in advance and in writing of the dates and times that are to be missed so that appropriate arrangements can be made regarding homework and/or exams. [http://www.shsu.edu/~vaf\\_www/aps/documents/861001.pdf](http://www.shsu.edu/~vaf_www/aps/documents/861001.pdf)

***Students with Disabilities Policy*** – It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail [disability@shsu.edu](mailto:disability@shsu.edu)). They should then make arrangements with their individual instructors so that

appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy, see: <http://www.shsu.edu/dept/academic-affairs/documents/aps/students/811006.pdf>

***Classroom Etiquette*** - Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. Students are prohibited from eating in class, using tobacco products, making offensive remarks, reading newspapers, sleeping, talking at inappropriate times, wearing inappropriate clothing, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a directive to leave class. Students who are especially disruptive also may be reported to the Dean of Students for disciplinary action in accordance with university policy. <http://www.shsu.edu/students/guide/StudentGuidelines2010-2012.pdf#page=29>

***Visitors in the Classroom*** – Only registered students may attend class. Exceptions can be made on a case-by-case basis. In all cases, visitors must not present a disruption to the class by their attendance. <http://www.shsu.edu/syllabus/>

***Help*** - Help will be available outside of class from me, from the tutors in Academic Success Center (see <http://www.shsu.edu/dept/fye/tutoring.html>) in Farrington building, room 104.

***Syllabus Chance Policy*** - Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.

***Final comment:*** Please feel free to talk to me. I want you to enjoy this class and I want you to do well! Good Luck!