

MATH 1324 Online
Spring 2018

Instructor: Dr. Rebecca Garcia

Email: rgarcia@shsu.edu I will be monitoring my email twice a day, once in the morning, once in the evening. I will respond within a 24 hour period.

Course Description: This course is designed to meet the objectives of Component Area 2. Topics include a review of introductory algebra, equations and inequalities, relations, functions, graphs, systems of linear equations and matrices and basic mathematical theory of interest. 3 Credits.

Prerequisite Courses: Two years of high school algebra and high school geometry.

Required Materials: We will be using the following **text**

Precalculus
Version 3
Carl Stitz and Jeff Seager

which is a freely available through the website <http://www.stitz-seager.com/szprecalculus07042013.pdf> . Yes, it is free! It is also a very good textbook, vetted by mathematicians and mathematics educators through the American Institute of Mathematics, which makes this text far more reputable than some of the textbooks for which publishers charge more than \$200. Our textbook will be your primary source for learning and for practicing the exercises throughout the class. Our text also has accompanying video lectures available through your account on "myopenmath" <https://www.myopenmath.com/> .

You must have access to an updated **computer** with a **webcam**, and a reliable **high-speed internet** connection to take all course examinations using the integrated Blackboard platform Proctor Free.

You must also signup for an **account** on "myopenmath" to access the videos and the online homework system.

- To begin, you must "Register as a New Student" on the website. Under the New User Signup, you will enter a **username**, **password**, **first name**, **last name**, **e-mail address**. You will be asked to agree to the Terms of Use by checking the box.
- Then you must enter two pieces of information:
 - COURSE ID: **31501**
 - Enter Enrollment Key: **2018-1324-Dr.Garcia** Make careful note of capitalized letters and punctuation marks.
- Finally, you will be needing a **scientific calculator**. I recommend a TI-83 Plus or TI-84. During the exams, you will not be allowed to use your cell phone or any other device.

Format of the Course: You are required to keep up with work throughout the term, using the Course Calendar found under the Course Content menu on Blackboard. Each week, there will be a specific set of material you must read and learn, along with practice problems on that material in the textbook. In addition, the online homework system myopenmath <https://www.myopenmath.com/> provides practice problems you can do and get instant feedback.

This Course is Not Self-Paced.

Do not fall behind! Reading the textbook and practicing the exercises in the textbook will be your primary way to learn the course material. Keeping up with the Course Calendar is essential so that you give yourself adequate time to digest the material and pace yourself. Using the videos after reading the material is an ideal way to summarize your comprehension and will help highlight important notes from the reading. Finish off each section by attempting to work on the online homework system in "myopenmath."

Should you require any further assistance or explanation from me, especially on the textbook homework, you must

- Take a photo of your handwritten work
- Send, via email, the photo of your work along with your question

As mentioned above, I will be monitoring my email twice daily and will work hard to respond within 24 hours.

Grading: Your grade assessment will be determined *exclusively* through the four Topic Exams, each worth 25% of your final grade:

- Exam 1: Chapters 1 & 2
- Exam 2: Chapters 3, 4 & 5
- Exam 3: Chapter 6
- Exam 4: Chapter 8

The *homework*, both through the textbook and online homework system, *will not count* toward your final course grade. It is there to assist in your learning.

We will follow standard grading policies, via percentages:

- 90 - 100: A
- 80 - below 90: B

- 70 - below 80: C
- 60 - below 70: D
- Below 60: F

Exams: You will be required to complete the Proctor Free Practice Exam before taking any of the Topic Exams in this course. This is to ensure that you are aware of (a) the points in the syllabus, (b) all the required technological equipment, and (c) how to correctly use Proctor Free. Note that the Proctor Free Practice Exam grade will not be factored into your course grade, but it is still a required exam. It will be available during the first three days of the course.

ALL EXAMS MUST BE TAKEN USING PROCTOR FREE.

Any exam taken without using Proctor Free will be considered invalid, and the resulting grade will be changed to 0. For each exam, there is a window of 48 hours (or 2 days) to start the exam through Proctor Free. Each exam will have a time limit of 4 hours, though in practice, most students finish the exam in less than 1.5 hours.

If you experience any technical difficulties (problems with Proctor Free or Blackboard, etc...) you must contact **SHSU Online Tech Support at (936) 294 - 2780 or via email at blackboard@shsu.edu** within the hour. You must also send me an email to keep me informed of your status.

The normal operating hours for SHSU Online are

- Monday - Friday 24 hours
- Saturday 7 - Midnight
- Sunday 1 PM - Midnight

ALL ONLINE EXAM DEADLINES ARE FIRM.

Because of the pace of the course, it is imperative that you start your exams as soon as possible. Do not delay. Most technical difficulties can be resolved within an hour. You have the entire Course Calendar at the ready and you will know far in advance when the exams will open.

Any student who starts the exam within 4 hours of the examination deadline will be considered "showing up late to the exam." If you show up late to the exam, your grade may be reduced by 15 points unless you demonstrate appropriate cause as outlined below.

If, due to medical emergencies of self or immediate family, hospitalization or death of a close relative or similar appropriate causes, you are unable to complete the exam in time, you are required to have a written official documentation identifying the dates you are unable to work (such as a doctor's note). All such documents will need direct verification before any extension is granted. For this reason, you will not have access to the solutions for your exam until all registered students have completed it.

Exam Policy:

- Once you start the exam, you must finish it in one session.
- You will be allowed to use
 - Our course textbook
 - A hand-held calculator (not a calculator app on your phone)
 - Scratch paper and pencil or pen
- You must SHOW YOUR WORK for each problem by placing your handwritten work in front of the video camera for at least 3 seconds.
- During the exam
 - You must appear on camera at all times. The online environment is very different from the face-to-face classroom. The system will flag you for not appearing on camera during the exam.
 - You are not permitted to access any other websites beyond Blackboard, Proctor Free and the online version of the textbook.
 - You are not permitted to contact any person either on a device like a phone, messenger, computer or in-person.
 - You are not allowed to use a smart phone, iPad or any other electronic devices other than the computer and hand-held calculator
 - You must limit any background noise to a minimum and be in a well-lit room.

Failure to comply by the Exam Policy as stated above will be considered a violation of academic honesty and your exam will be rendered invalid. The resulting grade on the exam will be 0. Further disciplinary actions may result, depending on the severity and frequency of the violation.

Disability Services: It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall solely by reason of his/her handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request assistance with academically related problems stemming from individual disabilities by contact the Counseling Center in the Lee Drain Annex or by calling (936) 294 - 1720. You must fill out all necessary forms to receive any requested additional accommodations. Without prior consent from the Counseling Center, no accommodations can be made. All disclosures will be kept strictly confidential.