ELEMENTARY FUNCTIONS
MTH 1410.06 – Spring 2018

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Office Hours: MWF 10-11am or by appointment. I am also available for Skype call appointments.

Class meeting time and place: MWF 12:30pm-1:50pm in LDB 401

Text and Materials: Precalculus by Abramson. This is an online textbook and can be found at https://openstax.org/details/precalculus. You can buy a print copy at cost on Amazon.

Prerequisites: Passing score on the MATH TSI Assessment or equivalent. ***This course is only for students intending to take calculus (MATH 1420)***.

Course Requirements:

a. Quizzes:
- There will be a quiz at the beginning of class *at least* once a week.
- I will pass out the quiz at the start of class.
- If you come in late, you will not be given additional time. Please be on time.
- I will drop at least two of these quizzes.
- If you are tardy and miss the quiz you will not make it up.
- Quizzes will not be made up after the fact if missed for any reason. I drop quizzes to balance this out. Quizzes can be taken early if you know that you will be out ahead of time and have a reasonable cause.
- There are periodic quizzes in the form of worksheets in class. You must be in class to participate in this.

b. Online Homework:
- The online homework is called WebAssign, and can be found at www.webassign.net. The cost should be less than $30. There is a 14 day trial so do not wait to get enrolled. You will need a class key for enrollment. The class key for this section is `shsu 2179 8507`.
- WebAssign extensions are rarely given on an individual basis. ***Please stay on top of this and feel free to work ahead.***
- If you are struggling with a problem and think that it is a computer issue, the best way to show me is to take a screen shot and email me. If you do not know how to do this, see me after class and I will be glad to show you.
- You will need to have at least a 70% WebAssign average in order for your quiz grade to count for credit. ***Please stay on top of this and feel free to work ahead.***
- WebAssign averages are not automatically updated in the Blackboard gradebook. I will try to update it manually weekly. I do have to enter them *manually* so if you see an obvious transcription error feel free to bring it to my attention.

c. Exams:
- On the day of the exams I will ask you to put your bags and all belongs at the front of the classroom. I will also ask that you put your cell phone on silent or off, not vibrate. Your cell phone need to be in your bags at the front of the classroom as well as your calculator lids.
- There will be three exams and a comprehensive final exam.
- **Your final exam is scheduled for Monday, May 7th from 1-3pm**

- You need to bring a valid picture ID to each exam.
- See the absentee section on what to do if you must miss an exam.
- Exams will only be made up if the university excuses the absence and thus you are able to provide written verification.
- The final exam is *comprehensive* and thus can replace your lowest Exam grade.
- The number of exams is subject to change. We will have at least three exams excluding the final exam.**

Grading Policy:

WebAssign Average	Quizzes	Exam Average	Final Exam
15%	15%	50%	20%

*****A final grade of C or better (70% or greater) is required to continue on to Calculus.*****

Course Calendar:

*Tentative** Course Outline

Exam 1	Wednesday, Feb 7th	Ch 1-2.2, 3.1-3.3
Exam 2	Monday, March 5th	Ch 3.3 – 3.7, 4.1 -4.4
Exam 3	Wednesday, April 4th	Ch 4.5 – 4.7, Ch 5
Exam 4**	Wednesday, May 2nd	Ch 6 -8.2
Final Exam	Monday, May 7th from 1-3pm	Comprehensive

*Schedule is subject to change and will be announced in class.
**The number of exams is subject to change.

Attendance Policy:
- Catching up due to an unexcused absence is not my responsibility; it is yours.
- In the chance that you miss it is a good idea to have exchanged emails and/or phone numbers with your classmates on the first day of class.
- *IMPORTANT: If you leave early without letting me know before class that there is a valid reason that you need to leave, then whatever was turned in that day (worksheet, quiz, extra credit...) will not be counted for credit.*
- In cases where you do need to leave early and have let me know, please sit close to the door so as not to disrupt anyone on your way out.
- Attendance will be taken daily at the beginning, and possibly at the end of class as well. *This class moves way too fast for you to afford missing part of day, much less a whole day or more.*

If you must miss class:
a. Students who miss a scheduled exam must contact the instructor within 24 hours of the scheduled exam.
b. Exams will only be made up if the university excuses the absence and thus you are able to provide **written** verification.
c. Student athletes who anticipate missing a class, exam, or assignment due to a University sponsored athletic event must provide appropriate documentation and notification **PRIOR** to the absence.
d. Make up exams will not be given if the exam has already been graded and passed back. I usually

return exams within a week.
e. You are responsible for obtaining all handouts and/or announcement information.
f. Some materials are available ahead of time on our class website.

Calculators:

- A scientific calculator or a graphing calculator (such as a TI-83, or equivalent) can be helpful for *checking* solutions in homework or in class but are not permitted for exams and quizzes unless otherwise indicated.
- ***Most exams and quizzes are no calculator of any kind.*** There are a few sections where calculators are required. Those sections will be clearly indicated. You need to be prepared to work all other sections independently without a calculator in hand.
- No sections will permit a **CAS** calculator. If you are not sure what that is, I would ask before a quiz or exam is given on a section requiring a calculator.

Miscellaneous Information:

a. 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.
b. Issues that are not addressed politely and respectively will not be addressed.
c. No hats, headphones, or sunglasses are permitted during Exams or quizzes.
d. 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.
e. 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.
f. Please check your campus email regularly or forward your campus email to an email that you check regularly.
g. Be respectful of the student around you at all times.
h. Make sure you have read the syllabus carefully because you are responsible for what lies within it.

Course Description: Elementary Functions and their applications, including topics from algebra, trigonometry and analytic geometry, are used to assist in the algebraic and graphical description of the following elementary functions: polynomial, rational, exponential, logarithmic, and trigonometric functions

Recording Devices: Recording devices, such as cameras, audio recorders, or video recorders may not be used without prior approval of the instructor.

- **Electronic Devices:** The use by students of any device that is performing the functions of a telephone, text messages, or pager during class-time is prohibited. Arrangements for handling potential emergency situation uses of devices must be approved by the instructor in advance. Any use of a telephone, text messages, pager, PDA, or any device that performs these functions during a test period is prohibited. These devices should not be present during a test, or if present should be stored securely is such a way that they cannot be seen, heard, or used by a student. The visible presence of such a device during the test period will result in a zero for the test. Use of these devices during a test is considered de facto evidence of cheating.

- **Academic Dishonesty:** All students are expected 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. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but

not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

- **Classroom Rules of Conduct:** Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. Cellular telephones and pagers must be turned off before class begins. Students are prohibited from using tobacco products in class, 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.

- **Visitors in the Classroom:** Unannounced visitors to class must present a current, official SHSU identification card to be permitted in the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether or not the visitor will be allowed to remain in the classroom.

- **Student Absences on Religious Holy Days Policy**

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

- **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). 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/aps/aps-students.html