

MAC1140 Syllabus

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Discussion Leader Information

Discussion Leader: _____

Email: _____

Office Hours: _____

Office Location: _____

My Section Number is: _____

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1 Introduction

MAC 1140, Precalculus Algebra, is a review of college algebra designed to prepare students for calculus. Students who successfully complete this course with a C or better can advance directly to MAC 2233, Survey of Calculus. For students preparing for MAC 2311, Analytical Geometry and Calculus 1, this class MAC 1140 should be followed by MAC 1114, Precalculus Trigonometry. The sequence of both MAC 1140 and MAC 1114 covers the same material and uses the same text as the one semester, faster paced course, MAC 1147, Precalculus Algebra and Trigonometry. As such, if you have already received credit for MAC 1147, you cannot earn credit for MAC 1140 or MAC 1114 again.

With a grade of C or better MAC 1140 satisfies three hours of the general education requirement and also satisfies the pure math portion of the state Writing/Math requirement. Students taking this course for general education credit or the pure math portion of the Writing/Math requirement, and who do not need precalculus for their major or as preparation for a later calculus class, might consider taking MGF 1106, Math for Liberal Arts Majors 1, MAC 1107, Math for Liberal Arts Majors 2, or MAC 1105, College Algebra. For more information on math courses and math advisors, go to <http://www.math.ufl.edu>.

2 Prerequisites

There are no specific prerequisites for this course, however, students should be familiar with high school algebra techniques and be able to perform arithmetic *without a calculator*. Students should already be competent with the material in the Appendices A1-A7 in the textbook.

3 Class Structure

There are two main components to the class: Lecture and Discussion.

3.1 In class lectures

The main form of instruction will be the in class lecture. The lecture meets on Monday and Wednesday on the second period (08:30-09:20 a.m.) and provides the main presentation of course material and will follow, as closely as possible, the class calendar and lecture outline. If you miss the class, you can still learn from the video of the class, which will be uploaded to CANVAS within 2 hours.

You are responsible for learning lecture material missed. You may print out the lecture notes which can be found on Canvas or you can purchase them at Target Copy on 1412 West University Avenue.

3.2 Lecture Part 2 on EdPuzzle

Once you attend, or watch the lecture, you are expected to watch the part 2 of the lecture regardless of which section you are in. Lecture Part 2 is a short video where your instructor presents more examples from the concepts you have already learnt in class. You have to follow the CANVAS link on the lecture module, and go to EdPuzzle website to complete watching your video. There will be multiple choice questions in random places in the video, and you will have to stop, and do the problem and click on the answer you think that's correct, and then click continue. You can fill in the content of part 2 of the lecture notes while watching the video.

Lecture part 2 will give you the opportunity to see more examples, and you will get an opportunity to earn a maximum of 40 points from watching the lectures.

3.3 Discussion classes

All discussion sections meet on Thursday and this class gives you a valuable opportunity for open discussion of the lecture material and assigned problems in a smaller class setting. Your primary contact for assistance is your discussion leader, a teaching assistant (TA) in the mathematics department. He or she is available during office hours (or by appointment) to answer your questions about the course material. Your TA is responsible for grading/recording your discussion quizzes, homework, and free response on exams. **Your discussion leader is a great resource; when in doubt, ask your discussion leader.**

4 Materials

You will need to register in WebAssign to do the online homework. You must follow the link in CANVAS to access the WebAssign site. There is no class key because CANVAS is integrated with WebAssign, so your section and class is automatically determined.

Access to WebAssign comes with a 2 week grace period before you must purchase a code or you will be removed from the system. This 2 week grace period begins the first day of classes.

The textbook for this course is Precalculus (9th Edition UF Custom) by Larson (ISBN-13: 978-1-305-04654-2, ISBN-10: 1-305-04654-4).

Also available are the lecture notes from the course. These are the notes that I will be following in class. They are available from Target Copy (across University Ave). Just mention the course number MAC1140. **I will put the notes online so that you can print it and bring it to the class if you want**

In order to access EdPuzzle, you will need the six digit code in your CANVAS gradebook, and you need to follow the exact instructions given in the "Getting Started with EdPuzzle" on CANVAS. EdPuzzle is a free tool used for interactive videos.

5 E-Learning CANVAS

E-Learning Canvas, a free UF tool, is located at <http://elearning.ufl.edu>. You can find your grades, announcements, lecture outlines, office hours, free help information, test locations, emails, assignments, etc. at this site. CANVAS is the main online tool you use in this course, and it acts like a hub to all the other online tools in this class. CANVAS should be checked daily as course information can be updated frequently. Use your Gatorlink user name and password to login.

6 WebAssign

WebAssign is a website for completing and submitting online homework. Starting in the first week, WebAssign access is required for this course and must be purchased. You must use the link in CANVAS to access it. A free trial period of 14 days is provided and begins the first day of classes.

Please note WebAssign is a computer system and, like all computer systems, it has its fair share of difficulties and downtime. As the student, you are responsible for your work regardless. Make sure the computer you plan to use is fully compatible with WebAssign and be sure to start assignments well in advance. There are absolutely no extensions on WebAssign work.

7 Attendance

Attendance in discussion is required in order to return assignments without penalties and to participate in discussion quizzes. Lecture participation is highly recommended. Your instructor and/or your discussion leader shall not be responsible for information you missed due to absence.

8 Grading

The grades in this course are on a point-based system. All your grades will be posted in Canvas (<https://elearning.ufl.edu>). The breakdown of points and assignments is below. There are some “extra credit” assignments in this course, but there is no “curve” in this course.

Students are responsible for making sure that their recorded grades are correct. All hand-graded grades will be visible in Canvas and you are encouraged to verify these frequently. **Any issues in grading or the recording of grades must be addressed within one week of receiving the grade. You should contact your TA regarding corrections.**

8.1 Exams

There are 3 midterm exams each worth 60 points and a cumulative final exam worth 120 points. The dates for these exams will be posted on the course calendar. Please make note

of these exam dates. Also, the 3 midterm exams are held in the evening from 8:30 p.m. to 10:00 p.m. The time of the final exam is _____ p.m. as posted in the registrar's calendar.

During the exam, all personal belongings must be put in the front of the exam room. So, do not bring anything valuable. All electronics must be turned off and put out of arms reach. Any possession of a cell phone, calculator, smart watch, or other electronic device during the exam constitutes a serious violation of academic honesty guidelines.

Points will be deducted if the test form code, UF ID, name, or section number are encoded incorrectly. Points will be deducted if you take the exam in a room other than your assigned exam room.

The exam rooms will be announced in CANVAS prior to the exam.

Students entering more than 20 minutes late will not be allowed to take the exam. Likewise, no student may leave within the first 20 minutes.

| | | |
|------------|------------|--------------------------|
| Exam 1 | 02/07/2017 | 08 : 30 – 10 : 00p.m. |
| Exam 2 | 03/14/2017 | 08 : 30 – 10 : 00p.m. |
| Exam 3 | 04/11/2017 | 08 : 30 – 10 : 00p.m. |
| Final Exam | 04/26/2016 | 10 : 00a.m – 12 : 00p.m. |

8.1.1 Replacing an Exam grade

At the end of the semester, each students Final Exam grade will be divided by two and, if this resulting number is larger than the lowest grade from Exams 1–3, it will replace the lowest exam grade. **The Final Exam grade always remains included in the grade computation and will not be replaced.**

Consider the following two examples:

- Albert has grades 35, 22, 47 on Exams 1-3. He scores 68 on the Final Exam. Since $68/2 = 34$ is larger than 22, the score of 22 is replaced with 34. The Final Exam score of 68 is still included.
- Alberta has grades 35, 45, 42 on Exams 1-3. She scores 64 on the Final Exam. Since $64/2 = 32$ is less than her previous exam scores, no score is replaced. The Final Exam score of 64 is still included.

Replacement of grades will be made automatically at the end of the semester and will appear as a different grade item in CANVAS.

8.2 Online Homework

There are 24 WebAssign homework assignments each worth 3 points. Only 60 points are taken from this category. This way there are some points built in to account for any technical

difficulties you may experience or due to WebAssign.

8.3 Online Quizzes

There are 12 WebAssign quizzes which are entirely optional. There are no points for any of the quizzes. You may use it as practice.

8.4 Discussion Quizzes

There will be 13 discussion quizzes throughout the semester each worth 7 points. These quizzes will take place in Discussion class. Questions will either be from the homework or very similar to those in the homework. They will take about 15 minutes. If you show up to the discussion class more than 10 minutes late, you will not be allowed to take the quiz. The lowest 3 scores will be dropped. The dates for these quizzes are posted in the course calendar.

8.5 Written Homework

There will be 10 written HW assignment collections throughout the semester each worth from 2-5 points. Homework problems will be listed on at the end of each lecture, or CANVAS. Carefully completing the assigned problems is a key part to succeeding in this class. All correct work in solving the problems must be shown to receive full credit. Solutions alone receive no credit. The homework will be marked according to "written homework grading criteria" that can be found on CANVAS.

Your discussion leader will collect homework assignments as listed on the class calendar.

8.6 Lecture Part 2 On EdPuzzle

Up to 40 points can be earned by watching the lecture part 2 and solving problems. Points will be collected through the EdPuzzle system. You will need to log in to EdPuzzle right after the lecture, and finish watching the lecture part 2 there. It will be due at 11:59pm the day after the lecture, and you will not get points after the due date. You will see multiple choice questions in the video at suitable places, and you will need to answer the question to proceed. You will get 0.5 for each correct question, and 0.1 point for each incorrect attempt.

To find how to get started, read "Getting Started with EdPuzzle" in CANVAS.

8.7 Makeup Policy

The makeup policy for the course varies for each assignment, but the general guidelines follow the UF policy as described in <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

8.7.1 Quizzes

Since the three lowest quiz grades are dropped, no make-up quizzes are given unless (1) you have already missed at least three quizzes for valid, documented reasons as per the UF policy, (2) you are observing a religious holiday, (3) you are absent due to a court-ordered obligation. Contact your discussion leader if one of these three conditions apply, but all quiz make-ups must be approved by the course coordinator. Under no circumstance may a student complete a quiz early or in a section other than that registered.

8.7.2 Written Homework

Homework may be submitted early. Student should contact their TA in case of an emergency early submission. However, **NO** homework may be submitted late, except in at most 1 emergency situation.

8.7.3 Lecture Part 2 on EdPuzzle

There are no makeups for missed lecture participation points. The total available points will be in between 45-50. And it will be cutoff at 40 points. This way there are some points built in to account for any technical difficulties you may experience due to EdPuzzle software.

8.7.4 WebAssign Homework

As detailed above, students are entirely responsible for completing their WebAssign work. Computer issues, website downtime, or other conflicts are not valid excuses for anything missed. If you have not opened the answer key, you can request an automatic extension upto 24 hours from the deadline, and do the assignment for 70% of the original score. Other than this, there are no extensions for WebAssign assignments for individual students.

8.7.5 Exams

For exams, if you have a documented scheduling conflict due to an official University of Florida event, such as an assembly exam in another class with a higher course number, contact the instructor with documentation at least two week in advance of the exam. If you miss an exam due to a medical emergency, contact the instructor immediately (at least within 24 hours). If the exam is to be missed for another reason outlined in the UF policy, you must contact the course coordinator at the earliest opportunity (at least two weeks before the exam) to discuss the possibility of a makeup. You must be able to provide proper documentation. Students must register for the make-up exam at least a week before the exam date and those who do not will face a penalty on their exam grade, and in some cases they may not be allowed to take the exam.

8.8 Grade Breakdown

| | | |
|--------------------|------------------------------------------------------------------------------------|-----|
| WebAssign HW | 24 assignments at 3 points each, 2 lowest scores dropped with max total 60 points | 60 |
| Written Homework | 10 collections in total. maximum of 30 points | 30 |
| Lecture Part 2 | 0.5 for each correct attempt, 0.1 for each incorrect attempt, maximum of 40 points | 40 |
| Discussion Quizzes | best 10 out of 13 (7 points each) | 70 |
| Midterm Exams | 3 exams (60 points each) | 180 |
| Final Exam | | 120 |
| Total Points | | 500 |

8.9 Grading Scale

The final point value will be rounded up to the nearest integer, and the grades will be given according to the following scale.

| | | | |
|----|---------|----|----------------|
| A | 450-500 | C | 350-375 |
| A- | 435-449 | C- | 335-349 |
| B+ | 425-434 | D+ | 325-334 |
| B | 400-424 | D | 300-324 |
| B- | 385-399 | D- | 250-299 |
| C+ | 375-384 | E | lower than 250 |

8.10 Incomplete Policy

A grade of I (incomplete) will be considered only if you meet the Math Department criteria which is found at <http://www.math.ufl.edu>. If you meet the criteria you must see the class coordinator before the beginning of finals week to be considered for an I. A grade of I only allows you to make up your incomplete work. You cannot redo any previously completed work.

9 A Word About Calculators

No calculator is required for this course. Calculators are not allowed on any exam or quiz. All exam and quiz problems will be written so that a calculator is not needed. As such, it is recommended that you avoid using calculators on when working on homework or practice problems.

10 Online Course Evaluation

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

11 Advising and Help

For all concerns with MAC 1140, your TA is your first resource. Office hours will be posted and are regular times when they are available to answer questions, discuss grades, advise students on future classes, or help students in any available way. You do **not** need an appointment to visit during office hours. If you need to meet outside of office hours, please contact your TA for an appointment.

As stated above, the course coordinator also has office hours and an advising hour. Office hours are to discuss questions, and advising hour is to resolve administrative needs and for general guidance such as discussing grades, signing up for make-up exams, etc.

In addition, there are several other free resources available to you:

- The Teaching Center Math Lab, located at SE Broward Hall, offers free informal tutoring. You may want to attend different hours to find the tutors with whom you feel most comfortable. Go to <http://www.teachingcenter.ufl.edu> to find their hours. You can also request free one-on-one tutoring.
- Textbooks and solution manuals are located at the reserve desks at Marston Science Library.
- The Counseling Center has some information on developing math confidence. Go to <http://www.counseling.ufl.edu/cwc/Developing-Math-Confidence.aspx> for information on math confidence and joining the Academic Confidence Group.
- A list of qualified tutors for hire is available at <http://www.math.ufl.edu>.

12 Honor Code

All students are required to abide by the Academic Honesty Guidelines which have been accepted by the University. The academic community of students and faculty at the University of Florida strives to develop, sustain and protect an environment of honesty, trust and respect. Students are expected to pursue knowledge with integrity.

Violations of the Academic Honesty Guidelines shall result in judicial action and a student being subject to the sanctions in paragraph XIV of the Student Code of Conduct. The conduct set forth hereinafter constitutes a violation of the Academic Honesty Guidelines (University of Florida Rule 6C1-4.017). You may find the Student Honor Code and read

more about student rights and responsibilities concerning academic honesty at the link www.dso.ufl.edu/sccr/.

13 Students with Disabilities

Students requesting classroom accommodation must first register with the Dean of Students Office www.dso.ufl.edu/drc/. The DOS will provide documentation to the student who must then provide this documentation to the course coordinator, Ashwini Amarasinghe in Little 403, when requesting accommodation. Any accommodations for exams must be submitted no later than two weeks **before** the first exam. If a student does not supply the appropriate documentation in a timely fashion, the instructor may not be able to accommodate the student in a timely manner.