MAC 1140: Precalculus Algebra
COURSE GUIDE
Fall 2017

Contact Information

Course Coordinator and Lecturer: Jane Smith
Office: 378 Little Hall
Office Hours: posted in CANVAS. You can also email for an appointment.
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Discussion Leader (TA)

Name: _____

Office: _____

Office Hours:_____

Phone: _____

Email:_____

The course homepage is located in e-learning CANVAS, `http://elearning.ufl.edu/`. Course Information will be updated regularly in CANVAS, as well as through email.

When emailing Mrs. Smith or your discussion leader, BE SURE to include your section number in the body of your email.

MAC 1140
COURSE POLICIES and SYLLABUS

MAC 1140 Calendar, Fall 2017

Monday	Tuesday	Wednesday	Thursday	Friday
Aug 21 Lecture 1	22	23 Lecture 2	24 First Discussion (required)	25 Drop/Add ends WA-HW 1*
28 Lecture 3	29 WA-HW 2*	30 Lecture 4	31 Quiz 1 (Lectures 1-2)	**Sept 1** WA-HW 3*
4 **Labor Day No Class**	5	6 Lecture 5	7 Quiz 2 (Lecture 3 - 4)	8 WA-HW 4*
11 Lecture 6	12 WA-HW 5*	13 Lecture 6, review	14 Quiz 3 (Lectures 4 - 5)	15 WA-HW 6*
18 Review	19 **Exam 1***	20 Lecture 7	21 Class Participation	22
25 Lecture 8	26 WA-HW 7*	27 Lecture 9	28 Quiz 4 (Lectures 6 - 7)	29 WA-HW 8*
Oct 2 Lecture 10	3 WA-HW 9*	4 Lecture 11	5 Quiz 5 (Lectures 8 - 9)	6 WA-HW 10* **Homecoming**
9 Lecture 12	10 WA-HW 11*	11 Lecture 13	12 Quiz 6 (Lectures 10 - 11)	13 WA-HW 12*
16 Lecture 13, review	17	18 Review	19 **Review in Discussion Exam 2***	20 WA-HW 13*
23 Lecture 14	24	25 Lecture 15	26 Quiz 7 (Lectures 12 - 13)	27 WA-HW 14*
30 Lecture 16	31 WA-HW 15*	**Nov 1** Lecture 17	2 Quiz 8 (Lectures 14 - 15)	3 WA-HW 16*
6 Lecture 18	7 WA-HW 17*	8 Lecture 19	9 Quiz 9 (Lectures 16 - 17)	10 WA-HW 18* **Veterans Day**
13 Review	14 **Exam 3***	15 WA-HW 19* Lecture 20	16 Class Participation	17
20 Lecture 21 **Withdraw Deadline**	21 WA-HW 20*	22 **Thanksgiving No Classes**	23 **Thanksgiving No Classes**	24 **Thanksgiving No Classes**
27 Lecture 22	28 WA-HW 21*	29 Lecture 23	30 Quiz 10 (Lectures 19 - 21)	**Dec 1** WA-HW 22*
4 Lecture 24	5 WA-HW 23*	6 Review	7 **Reading Day No Class**	8 WA-HW 24* **Reading Day No Class**

*Evening Testing Times: 8:30-10:00 PM. Locations announced in class.
Cumulative Final Exam: Saturday, December 9, 10AM – 12noon

2. INTRODUCTION

2a. COURSE CONTENT. MAC 1140, Precalculus Algebra, covers important algebraic topics necessary in working calculus problems. The course reviews college algebra as well as coordinate geometry, properties of functions, exponential and logarithmic functions in the depth needed to prepare students for calculus courses at the University of Florida.

A minimum grade of C (**not** C$^-$) in MAC 1140 satisfies three credits of the Florida state core mathematics requirement, and three hours of the university General Education quantitative requirement.

Students who successfully complete this course (C or higher) can advance directly to MAC 2233, Survey of Calculus (primarily for Business majors).

If your major requires MAC 2311, Calculus I (engineering and science majors), you will also need to take MAC 1114, Trigonometry in order to review the required precalculus material. You satisfy the prerequisite to enroll in MAC 2311 by earning a C or higher in **both** MAC 1140 and MAC 1114. (The sequence of MAC 1140 and MAC 1114 covers the same material and uses the same text as the faster paced course MAC 1147 Precalculus, which covers both algebra and trigonometry in a single 4 credit course. You cannot duplicate credit, so you can earn a maximum of four credits for taking both MAC 1147 and MAC 1140 or MAC 1114, and a maximum of 5 credits for taking all three courses).

2b. PREREQUISITES. MAC 1140 assumes that you have prior knowledge of high school algebra techniques, as indicated by a minimum placement score of 35% on the UF ALEKS placement exam. Students should be able to perform arithmetic calculations *without a calculator*.

MAC 1140 begins with a short review of basic algebra topics found in Appendix A1 – A7 of the textbook. **You should already be competent in working this material.**

2c. REQUIRED MATERIALS.

   Textbook: Precalculus, 10th Edition by Larson. The text may be accessed as an ebook when you purchase the access code for **WebAssign**, which is the publisher's online homework system. **WebAssign is required in order to do online homework**.

It is not required, but some students prefer a hard copy of the text. If so, you may purchase from the UF bookstore a loose leaf "print upgrade" version of the ebook for $40. You may also be able to find a new or used copy of the text online.

There are two ways to purchase WebAssign, which will be available on August 21. WebAssign should be accessed directly through CANVAS (see Sec. 2e).

• You have the choice to "opt-in" to WebAassign and the ebook through CANVAS once classes begin. This gives you WebAssign access for a reduced price of $62.50 which is added as a charge to your student account. This is the lowest priced option for purchasing WebAssign and the ebook. **The link to "opt-in" will be provided through CANVAS once classes begin. The deadline to opt-in is September 8.**

• Students who do not "opt-in" through CANVAS by September 8 may purchase the WebAssign access code through the UF bookstore (or directly from the WebAssign website) for a price of $96. This is not the best option since the price is significantly higher than the "opt-in" price.

Other Required Materials:

• **Access to a working computer:** Online assignments and quizzes should be done on a computer, not your phone or tablet since there may be compatibility issues with WebAssign. Be sure you are using a browser that works with WebAssign. Please check for WebAssign browser recommendations: http://www.webassign.net/manual/student_guide/c_a_system_requirements.htm.
Any WebAssign questions should be directed to your TA and/or the WebAssign Student Support, https://webassign.com/support/student-support/.

• **H-ITT Clicker**: Students enrolled in the traditional live lecture will use the **H-ITT** class responder system ("clicker") to participate in class. This system may also be accessed as an app on your smartphone. Information will be provided in class and on the MAC 1140 homepage in CANVAS.

• **Calculators:** For text and homework problems, a scientific calculator doing basic statistics is helpful. A graphing calculator or computer program such as Wolfram Alpha can be useful study and learning tools when used appropriately, but are not essential.

Remember that precalculus involves a concepts and skills that are not mastered through calculator/computer skills. No calculators are permitted on exams.

2d. E-LEARNING IN CANVAS. UF's course management system CANVAS is accessed at http://elearning.ufl.edu/. Use your Gatorlink username and password to log in. All course information including course assignments, lecture notes, lecture videos, test locations and reviews are posted on this site. WebAssign can be accessed directly through CANVAS (toolbar on the left side). CANVAS also provides a mail tool and discussion forum for communication.

All grades are posted in the CANVAS gradebook (except individual WebAssign and HITT points, which are accessed through those programs directly). You are responsible for verifying that those grades are accurate. **You have one week after a score has been posted to contact your TA to resolve any grade concerns. We will not consider any grading disputes nor make any grades adjustment at the end of the semester. Be sure to save all original documents in case of grading questions. You may contact the course coordinator Professor Smith if you have questions after meeting with your TA.**

Please note: Important course information is clearly communicated in this syllabus and the MAC 1140 homepage in CANVAS. We will update with announcements both in lecture and through CANVAS. **We email these so you can check easily on your smartphone.** Due to the volume of email your instructors receive, we cannot reply to each request for information that is already posted online. So always check those resources first. If you need to email the course coordinator, please be sure to write down **your section number and your TA's name in all correspondence.**

There is a **discussion forum** in CANVAS. Use this to post questions and to supply answers to your fellow students. Your instructor and TA's will check the discussion forum regularly and respond to questions as a way to communicate to the whole class.

2e. LECTURES. The lecture provides the main presentation of course material, and will follow as closely as possible the calendar and lecture outline provided in this guide. **Attendance is required for students enrolled in the live lecture.** You are responsible for learning lecture material missed due to an excused absence. Please be on time to class, and if you must leave early, sit in the back of the lecture hall. When your lecturer or a fellow student is talking to the class, please do not talk to your neighbor. Even in a large lecture hall this can disturb students around you so they cannot concentrate. Students will earn points for class participation in lecture through clicker points or written assignments (see section 4e).

Students enrolled in the "hybrid" sections of MAC 1140 are required to watch the lecture videos which will be posted in CANVAS after each class. Points will be earned through lecture quizzes posted in CANVAS (see section 4e).

Students in the "hybrid" sections are welcome to attend the live lecture, which meets 5th period in Norman 137. Students in the traditional live lecture may also watch the lecture videos, but are required to attend the live lecture to earn clicker points.

You can print out the lecture noteshells posted in CANVAS or purchase a hard copy from Target Copy Center. This will make it easier to take notes and to actively engage the lecture material. Within a day of class, completed lecture notes will be available in CANVAS.

Important: To make more time available in lecture for in depth problem solving and practice, some lecture notes may be presented in a video format which you will watch and take notes on outside of class. These videos will be available in CANVAS.

The lecture notes and other documents posted on Canvas are in PDF format which requires the Acrobat Reader. You may download at http://get.adobe.com/reader/.

2f. DISCUSSION SECTIONS. which meet once a week on Thursday for both the traditional lecture and "hybrid" class provide a valuable opportunity for open discussion of the lecture material and assigned problems in a smaller class setting. **Attendance in discussion is required;** a significant portion of the points that determine your grade in the course are earned in your discussion class. However, one period per week is generally not adequate to answer all questions. Be sure to take advantage of the opportunities outside of class for additional help.

Your main resource person 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 and WebAssign. Your TA is responsible for grading/recording all written quiz, homework, and test scores. As mentioned above, **you should check CANVAS regularly and consult with your TA if you have any questions about recorded grades. All grade concerns must be addressed <u>within one week</u> of receiving the score.** Your grade is subject to being raised or lowered if there is a recording error, computational error, bubbling error, "padding" error, etc. You must retain <u>all</u> returned papers in case of any discrepancy with your course grade.

If you have concerns about your discussion class which cannot be handled by your TA please contact the course coordinator Professor Smith, in her office LIT 378 or email <u>jysmith@ufl.edu</u>.

2g. FREE HELP and UF RESOURCES!

• **OFFICE HOURS.** Both your lecturer and the course teaching assistants have regular weekly office hours which will be announced in class and posted on the MAC 1140 homepage in CANVAS. These are open hours; you do not need to make an appointment. You may visit the office hours of any MAC 1140 TA. If you have a class conflict with scheduled hours, you may make a separate appointment with your lecturer or TA. Office hours are NOT a time to reteach course material. If you must miss class, first review the lecture material from your text and class notes (available on CANVAS under Course Materials), then bring specific questions to office hours.

• **BROWARD TEACHING CENTER**, located in SE Broward Hall, is a tutorial service staffed by trained math and science students to provide help with course material, exam reviews, and homework. Tutors will be glad to provide guidance on specific problems **after you have attempted them on your own**. You may want to attend different hours to find the tutors with whom you feel most comfortable. You can also request free one-on-one tutoring.

The Broward Teaching Center holds reviews on the evenings before each exam, and provides videos of review and sample test problems. Check the webpage, https://teachingcenter.ufl.edu/, for a map of the location, tutoring hours and test review dates and locations.

The Teaching Center also offers a more structured tutoring program called **supplemental instruction**. A tutor, assigned specifically to MAC 1140, leads weekly help sessions and helps with exam reviews. More details will be provided in lecture.

• The Little Hall Math Lab, located in LIT 215, provides free drop-in tutoring for math courses, Monday through Friday. Hours will be posted in CANVAS.

All students are encouraged to use the free help available through office hours, the Broward Teaching Center and the Little Hall Math Lab. Do not wait to get questions answered–we are here to help!

• **Private tutors:** If you feel that you need more individual help, you may obtain a list of qualified tutors for hire at `https://math.ufl.edu/`. Search for "tutors".

• **PUBLISHER RESOURCES** Solutions, interactivity, videos, and tutorial help are available for free at `www.larsonprecalculus.com/precalc10e/`.

• **OFFICE OF ACADEMIC SUPPORT** offers free one-on-one and small group tutoring to UF students. See `http://oas.aa.ufl.edu/programs/tutoring/` for details.

• **COMPUTER AND TECHNICAL ISSUES** For difficulties with computer problems, Gatorlink, etc. contact the UF Computing Help Desk at `http://helpdesk.ufl.edu/` , 352-392-help.

• **UF COUNSELING CENTER** provides information and workshops on developing Math Confidence. Go to `http://www.counseling.ufl.edu/cwc/Developing-Math-Confidence.aspx` for more information or to join the Academic Confidence Group.

The center also offers counseling support in case of issues with academics, adjusting to the stress of college life, or personal challenges. You may contact the center at `www.counseling.ufl.edu/cwc/` or 352-392-1575. In the case of emergency you may contact the University Police Department: 392-1111 or 9-1-1.

• **U Matter, We Care** Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and proactively help. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

You may also talk to Professor Smith or an advisor in your college about these issues. Please use these resources before you get overwhelmed!

2h. SUCCESS. Other than having a strong algebra background, success in MAC 1140 depends largely on your attitude and effort. Attendance and participation in class is critical. It is not effective to sit and copy notes without following the thought processes involved in the lecture. For example, you should try to answer the questions posed by your instructor. Students who do not actively participate have much more difficulty.

However, be aware that much of the learning of mathematics at the university takes place outside of lecture. You need to spend time reviewing the concepts of a lecture **before** you attempt homework problems. Look over the textbook sections to be covered in the next class to become familiar with its vocabulary and main ideas. That way you will better be able to grasp the material presented by your instructor. As with most college courses, you should expect to spend a **minimum** of 2 hours working on your own for every hour of classroom instruction. That is, **you should spend at least 9 hours per week working on MAC 1140–two lectures, discussion, and six hours outside of class**.

It can also be very helpful to study with a group. This type of cooperative learning is encouraged, but be sure it leads to a better conceptual understanding. **You must be able to work through the problems on your own.** Even if you work together, **each student must turn in his or her own work, not a copied solution, on any collected assignments**.

In studying precalculus techniques, you must be careful not to let a tutor, friend, or calculator "think" for you. Be sure that you can work problems completely on your own, without help, by the time of a quiz or exam.

If you are having difficulty in MAC 1140, do not get discouraged!. Be sure to use the resources listed above as you study. And see your lecturer or discussion leader right away when you have questions.

Our hope is that through focused study and practice you will gain confidence in your precalculus skills and feel comfortable applying them. We want you to succeed in this class! But you must keep up with the course material and take the initiative to see us and get help in time, before you get too far behind. Students with a positive attitude who are intellectually engaged in learning the material will get the most from the course.

2i. STUDENTS WITH LEARNING DISABILITIES. Students requesting class and exam accommodations must first register with the Dean of Students Office Disability Resource Center(DRC), www.dso.ufl.edu/drc/ or 352-392-8565. That office will provide a documentation letter to the student to present to the course coordinator, Professor Smith, through the online system. This must be done as early as possible in the semester, **at least one week before the first exam**, so there is adequate time to make proper accommodations.

2j.   ACADEMIC HONESTY. Remember that you committed yourself to academic honesty when you registered at the University of Florida. All students are bound to

The Honor Pledge

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:
"On my honor, I have neither given nor received unauthorized aid in doing this assignment."

Academic Honesty Guidelines: "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. Exhibiting honesty in academic pursuits and reporting violations of the Academic Honesty Guidelines will encourage others to act 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 Mathematics Department expects you to follow the Student Honor Code. We are bound by university policy to report any instance of suspected cheating to the proper authorities. This includes clicker points submitted in lecture. Each student must enter his or her own response; clicking for another student is a violation of the Academic Honesty Guidelines and will be reported. Minimum penalty: zero for Class Participation Points.

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/.

In addition, we remind you that lectures given in this class are the property of the University/faculty member and may not be taped without prior permission from the lecturer nor used for any commercial purpose. Students found to be in violation may be subject to discipline under the Student Conduct Code.

3. TESTING

3a. SEMESTER EXAMS. During the semester, three tests will be given from 8:30 – 10PM on the dates shown on the calendar in this guide. These will be scored on a scale of 0 to 80 points and will consist of both a multiple-choice section and a free response, partial credit section (tearoff sheet).

3b. FINAL EXAM. A mandatory, comprehensive final examination will be given during the regularly scheduled exam time for MAC 1140 as shown on the calendar and the online Schedule of Courses. This two hour exam is scored on a scale of 0 to 100 and consists of multiple choice questions only (no tearoff sheet). The registrar's office determines which exam has priority in the case of a conflict.

We allow the final exam score to improve your grade on one of the semester exams. That is, if your final exam grade is higher than the lowest of your three semester exam scores, its score, prorated to 80 points, will replace that lowest test. For example, suppose your lowest semester exam score is 60/80 (75%) but you prepare well and earn 85/100 (85%) on the final. We multiply 80 (total point value of a semester exam) by that scaling factor 85/100 to get a prorated score of 68. Your lowest score of 60 will then be replaced by 68 in the gradebook.

Also, your final exam grade cannot be adjusted. The percent score for the final exam will not be replaced by any other score in this course.

Note: If the prorated final exam score is lower than any of your semester exams, the original three semester test scores will count. To do this in the gradebook, you will see the final exam, scaled from 100 to 80 points as indicated above, listed as exam 4. In determining your grade, the top 3 of 4 exam scores will count.

So the final will be in the gradebook twice, once as the final worth 20%, and as exam 4, where is scaled to 80 points and may be used to replace a lower exam score.

Missing the final exam due to negligence will result in a <u>minimum 10 point-penalty.</u>

3c. IMPORTANT EXAM POLICIES.

• MAC 1140 requires that students take evening exams on the listed dates. There are no exceptions to this. Students with conflicts, including regularly scheduled classes, must make advance arrangements to be present at the test.

• The location of each exam will be announced in lecture and posted in CANVAS under Exam Information the week prior to the test.

• **The following applies to all exams:**

(1) Students are responsible for material covered in lectures, reading assignments, text and WebAssign problems. Questions will test mastery of concepts and include challenging calculation problems.

(2) There are sample exams posted in CANVAS under Exam Information. Exams from the previous semester are available from the Teaching Center one week before each semester test.

(3) Bring only the following to the exam:

    a. Number 2 pencil (or softer) for bubbling your scantron

    b. Ink Pen (To sign your test)

    c. Knowledge of your SECTION NUMBER and UFID

    d. Picture ID (UF Gator One card or driver's license) with a **legible signature**

    NO CALCULATORS ARE PERMITTED ON EXAMS.

DO NOT BRING ANYTHING OF VALUE TO THE EXAM, since all backpacks must remain at the front of the exam room during testing. Do not bring books or other aids; scratch paper is provided. **Cell phones and other electronic devices must be turned off and out of sight. If any such device rings, buzzes, or otherwise causes a distraction during the exam, your test will be considered to be compromised.**

(4) Students should be at the testing location at least 10 minutes early. No student will be admitted to the test later than 15 minutes after its starting time, and no one will be permitted to leave the exam room until 30 minutes after the exam starts.

(5) You must take your exam in the test location assigned to you as indicated in CANVAS. The instructions for completing the answer sheet must be carefully followed. **The TEST FORM CODE and SPECIAL CODE, as well as your UFID and SECTION NUMBER must be encoded correctly and the test signed in ink for ID comparison. If not, you will lose points from your exam total score.**

(6) An answer key will be posted in CANVAS within one day after each exam. To check your answers, record them on the test or scratch paper that you keep after turning in your scantron and tear off sheets.

(7) Graded tearoff sheets will be returned in discussion and exam scores posted in CANVAS. You have **one week** after the test scores are posted to see your discussion leader if you have questions about your exam grade.

See Section 4f for the Exam Conflict and Makeup Policies.

4. GRADING AND COURSE REQUIREMENTS

4a. COURSE GRADE. Your course grade is based on 500 points accumulated as follows:

WebAssign online homework	52	(10.4%)
8 quizzes (best 8 of 10, 8 points each)	64	(12.8%)
Written/Group work	22	(4.4%)
Class participation points	22	(4.4%)
3 semester exam scores*	240	(48%)
Final exam	<u>100</u>	(20%)
	500	(100%)

*The lowest exam score will be replaced with the final exam score, prorated to 80 points, if the final percent score is higher.

The total sum of points is your numerical score, which will be converted to a letter grade according to the following scale.

A	450 - 500 pts.	90% - 100%	C	335 - 364 pts.	67% - 72.8%
A−	435 - 449 pts.	87% - 89.8%	C−*	320 - 334 pts.	64% - 66.8%
B+	420 - 434 pts.	84% - 86.8%	D+	310 - 319 pts.	62% - 63.8%
B	400 - 419 pts.	80% - 83.8%	D	285 - 309 pts.	57% - 61.8%
B−	380 - 399 pts.	76% - 79.8%	D−	280 - 284 pts.	56% - 56.8%
C+	365 - 379 pts.	73% - 75.8%	E	less than 280 pts.	or below 56%

*IMPORTANT A grade of C− DOES NOT give Gordon Rule or General Education credit!

The course grade is determined by the number of points you earn, which the CANVAS gradebook converts to percents. There will be no additional curve in this course, and extra assignments for individual students to improve a grade are NOT possible.

For those taking the S-U option: S [335 – 500 pts.]   U [0 to 334 pts.]

Approval of the S-U option must be obtained from your instructor. The deadline for filing an application with the Registrar and further restrictions on the S-U option are given in the UF undergraduate catalogue.

NOTE: For information about dropping and course withdrawals go to
https://catalog.ufl.edu/ugrad/current/regulations/info/drops.aspx#drop

A complete explanation of current grade policies is found at
https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

REMEMBER: We will not review disputed points at the end of the semester. All grade concerns must be settled within one week of the return of the paper. Retain all returned papers. We cannot correct mistakes in grading or recording of scores without the original document.

4b-c. HOMEWORK POLICIES

Homework is assigned online through WebAssign and complemented by problem sets from the textbook and additional written assignments.

An important part of each assignment is reading and understanding the concepts of the lecture and text material. Of course working problems is essential. You should complete each assignment as thoroughly as possible before your next lecture. It is also helpful to preview the textbook section covered in the upcoming lecture before class.

If you are having difficulty with any assignment, you may seek help from your lecturer or TA during scheduled office hours as well as the tutors at the Little Hall Math Lab and the Broward Teaching Center. Be sure to start problems early so you have time to get your questions answered. Do not get behind!

Some homework problems may suggest the use of a graphing calculator. They are designed to help you visualize important concepts and to reinforce the mathematical processes involved. The use of a calculator is recommended but not required.

4b. ONLINE HOMEWORK: WebAssign homework assignments will be posted 24 times during the semester and must be completed by the specified due date. You may access WebAssign through CANVAS or through the UF login at http://webassign.net/ufl/login.html You will need to enter your Gatorlink username and password.
Your score on each assignment will count up to a maximum 52 points, but the total number of points available is higher to offset credit lost due to technical difficulties or a missed assignment.

The homework problems are graded by WebAssign and you see your score immediately after submitting your work. You will have multiple attempts for each problem; there are aids and a link to the e-book within individual questions for immediate help. WebAssign counts your best attempt on each problem.

If you feel your answer is correct, but WebAssign marks it wrong, contact your discussion leader. **You have one week from the due date to resolve WebAssign grading issues.**

There are no makeups or drops for online homework. Do not try to complete an assignment in one sitting; start early instead of waiting until the due date to avoid missing the deadline. We do not make allowances for last minute issues with your computer or the WebAssign server being offline.

If you cannot finish an assignment on time, you can request an extension on WebAssign and you will have 48 hours after the due date to complete it. The extension button is visible after the due date; click on Past Assignments and the extension link. There will be a 5% grade penalty for those problems completed after the original due date.

4c. WRITTEN/GROUP WORK. Carefully writing out mathematics helps you learn the steps involved and clarifies your thinking on a problem. Each of the three semester exams has a tearoff section that is graded on the quality of your worked out solutions. To help you prepare we will assign written work that is collected in your discussion class. Some of this may be done in groups. You can earn a maximum of 22 points out of the total available. More details will be given in class.

Textbook assignments for each lecture are posted in CANVAS under Course Materials. These represent the minimum number of problems you should do in each section to master algebra skills, and to be prepared for exams. There are additional practice problems at the end of each lecture. These will not be collected unless announced.
Late work will be accepted only according to the makeup policies in section 4f.

4d. QUIZZES. Your discussion leader will administer ten quizzes in class on the dates listed in the course calendar. Each will be graded on a scale of 0 to 8 points, and the top eight scores will count, to total up to 64 points. The quiz will be based on previous lectures and homework assignments as indicated on the course calendar.

4e. CLASS PARTICIPATION POINTS. Up to 22 points may be earned by participating in lecture.

• Traditional Live Lecture: Points are earned by attendance and completing problems in lecture (without advance notice). Points will be collected through the use of the H-itt course responder system (clicker) starting approximately the second week of the semester. You will receive a weekly report of your clicker points through email; **it is your responsibility to verify your scores and to fix any problems immediately**. More details will be available in class and on the CANVAS home page. **YOU MAY NOT TURN IN WORK FOR A STUDENT WHO IS NOT IN CLASS (see section 2j)**. There will be extra points available to account for an occasional absence or technical difficulties with your clicker. However, total points will be capped at 22.

• "Hybrid" class (lectures watched on video): Points are earned by completing lecture quizzes in CANVAS. These must be done by the deadline (usually 24 hours after the lecture video is posted). There will be extra points available to account for an occasional absence, but your total points will be capped at 22.

Following university policy, you may expect a grade penalty for attending fewer than 75% of your classes. You may also lose the opportunity to earn bonus points.

NOTE: Homework, quizzes and class participation points account for 160 points of the total to be earned in the course. They are a significant part of your grade (32%), to reflect their importance in understanding course concepts.

4f. MAKEUP POLICIES. All makeup work must be approved by the course coordinator Professor Smith in LIT 378 during office hours. You must provide documentation of your absence.

• **Exam Time Conflicts:** The **UNIVERSITY OF FLORIDA DURING TERM ASSEMBLY EXAM POLICY** states:

"Exams may be held Monday – Friday from 8:20 – 10:10PM (periods E2–E3) for the fall and spring terms. If other classes are scheduled during an exam time, instructors must provide make-up class work for students who miss class because of an assembly exam. If two exams are scheduled at the same time, assembly exams take priority over time-of-class exams. When two assembly exams conflict, the higher course number takes priority. Instructors giving make-up exams will make the necessary adjustments." See the complete policy at (https://catalog.ufl.edu/ugrad/current/regulations/info/exams.aspx).

If MAC 1140 is the lower course number, students must inform Professor Smith in person at least ONE WEEK in advance of the exam date so that appropriate accommodations can be made. Otherwise it may not be possible to reschedule.

You may also take a conflict exam if you are participating in a UF sponsored event during the regular exam time. You must provide documentation of the conflict to the course coordinator in person at least ONE WEEK in advance of the exam date to sign up.

The conflict exam will be offered from 6:40 – 8:25 on the same night as the regular exam. You must sign up with Mrs. Smith as indicated above. You will not be permitted to leave the exam room before 8:25PM.

• **Makeup Exams:** If you are participating in a UF sponsored event or religious observance*, you may make up an exam only if you make arrangements with Professor Smith in LIT 378 at least ONE WEEK PRIOR to the event. You must present documentation of a UF sponsored event.

If illness or other extenuating circumstances cause you to miss an exam, contact the course coordinator immediately (no later than 24 hours after the exam) by email. Then, as soon as possible after you return to campus, bring the appropriate documentation to Professor Smith in her office to schedule a makeup exam. You will be permitted to take this exam if you have received at least half of the class participation points available so far.

• **Make-up Quizzes:** Since we drop two quizzes there are no make-ups except:

1) you are participating in a UF sponsored event, for which you must bring your documentation at least **one week prior** to the course coordinator.

2) you miss at least three discussion quizzes for which you have valid, documentable excuses. You will be allowed to make up the quizzes for those absences that are in excess of two. To be eligible for a make-up you must have received credit for
at least half of the lecture participation points. Bring your documentation to the course coordinator **within one week of your third discussion quiz absence.**

3) you miss because of a religious holiday*. You must notify the course coordinator **within the first three weeks of class** if you will be missing discussion.

4) you miss because of a court-ordered obligation − see the course coordinator.

• **Makeup WebAssign Homework:** There are no make-ups. You can request an extension on WebAssign homework and you will have 48 hours to complete it. Remember there will be a 5% grade penalty for those problems completed after the original due date.
Exception: if you must miss class for an extended period of time due to illness or a family emergency, see Professor Smith to discuss an extension of the due date for online assignments. You must provide documentation.

• **Makeup Written/Group Work:** If you have an excused absence, are observing a religious holiday*, or are participating in a University of Florida sponsored event, you may turn in a written assignment within 48 hours of its due date. Bring your documentation and the assignment to Professor Smith in her office, LIT 378.

• **Makeup Class Participation Points:** There are no makeups for class participation points. We collect extra points to allow for clicker issues or occasional missed lecture.

*We allow makeup work if you must miss an exam or written homework collection because of a religious holiday. You do not need to provide documentation. However you must notify the course coordinator of the dates you will be out of class **within the first three weeks of the semester** for this accommodation.

Note that your discussion leader cannot give makeups without the authorization of the course coordinator.

4g. 10-MINUTE POLICY: Only students who are present in the first 10 minutes of the class and stay for the entire period will be allowed to participate in the class activities (including submitting clicker questions, taking quizzes, and turning in written work).

4h. ONE WEEK POLICY: All grades are posted in the Canvas gradebook (except individual WA and H-ITT points which are accessed through those programs directly). You are responsible for verifying that all of your grades are accurate. You have one week after a score is available to resolve any grade concerns.

4i. INCOMPLETE GRADE: A student **who has completed a major portion of the course with a passing grade** but is unable to complete the final exam or other course requirements due to illness or emergency may be granted an incomplete, indicated by a grade of "I". This allows the student to complete the course within the first six weeks of the following semester. The student must contact the course coordinator before finals week to sign an incomplete contract, and must provide documentation of the extenuating circumstances preventing him or her from taking the final exam. The form is available at http://clas.ufl.edu/forms/incomplete-grade-contract.pdf
The grade of "I" is never used to avoid an undesirable grade, and does not allow a student to redo work already graded or to retake the course. See the official policy at http://www.math.ufl.edu/department/incomplete-grades/

5. COURSE EVALUATION The university asks students to provide feedback on their courses by completing an online evaluation at https://evaluations.ufl.edu. Evaluations are typically open during the last two to three weeks of the semester; you will be notified of exact dates. We value your input to help us improve the quality of instruction.

Be sure to check the Prerequisite concepts and formulas on the next pages.

MAC 1140 CONCEPTS

This course assumes that you have a sound algebra background. The following is a summary of some important concepts used in solving precalculus problems. The textbook and lectures provide a more complete review of these essential topics.

1. **Basic Geometric Formulas:** (b = base, l = length, h = height, w = width)

   Triangle: area = $\dfrac{1}{2}bh$

   Circle: area = πr^2; circumference = $2\pi r$

   Parallelogram: area = bh
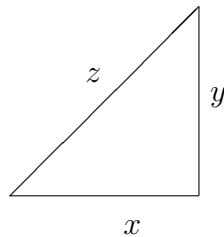
   Rectangular box: volume = lwh

   Sphere: volume = $\dfrac{4}{3}\pi r^3$; surface area = $4\pi r^2$

   Right circular cylinder: volume = $\pi r^2 h$;   surface area = $2\pi r h + 2\pi r^2$

   Right circular cone: volume = $\dfrac{1}{3}\pi r^2 h$;   surface area = $\pi r\sqrt{r^2 + h^2}$

   Facts about similar triangles

   Pythagorean theorem: for the right triangle below, $x^2 + y^2 = z^2$

2. **Factoring:**

$$x^3 + y^3 = (x + y)(x^2 - xy + y^2); \; x^3 - y^3 = (x - y)(x^2 + xy + y^2); \text{ etc.}$$

3. **Fractions:**

$$\frac{a}{b} + \frac{c}{d} = \frac{ad + bc}{bd}, \text{ etc.}$$

4. **Exponents:** For appropriate values of x, m and n,

$$x^n y^n = (xy)^n; \; x^n x^m = x^{n+m}; \; \frac{x^n}{x^m} = x^{n-m}; \; (x^n)^m = x^{nm}$$

5. **Roots**, including rationalizing the denominator or numerator (for appropriate values of x, m and n).

$$\sqrt[n]{x} = x^{\frac{1}{n}}; \; x^{-n} = \frac{1}{x^n}, \text{ etc.}$$

6. **Inequalities and absolute values:**

$$|x| \leq a \iff -a \leq x \leq a; \qquad |x| > a \iff x > a \text{ or } x < -a$$

7. **Equation solving:** Finding solutions for x if

$$ax + b = 0; \; ax^2 + bx + c = 0; \text{ etc.}$$

8. **Basic Functions and their graphs:**

$$f(x) = x; \; f(x) = x^2; \; f(x) = x^3; \; f(x) = |x|; \; f(x) = \sqrt{x}; \; f(x) = 1/x;$$

9. **Exponential Functions:** $f(x) = b^x$, $b > 0$ and $b \neq 1$, such as $f(x) = 2^x$

10. **Logarithms:** For a given base $a > 0$, $a \neq 1$:

1) if $x > 0$, $\log_a x = y$ if and only if $x = a^y$

2) If $m > 0$ and $n > 0$, then

$$\log_a (nm) = \log_a (n) + \log_a (m) \qquad \log_a \left(\frac{n}{m}\right) = \log_a (n) - \log_a (m)$$

$$\log_a (n^c) = c \log_a (n)$$