

MAC 1140 Syllabus – Fall 2015

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Office Hours: Little 481, Monday 10:30am-11:20am;
Friday 10:40am-12:30pm

Advising Hour: Little 481, By appointment;

Discussion Leader: _____

E-mail: _____

Phone: _____

Office Hours: _____

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>.

Prerequisites

While there are not specific class prerequisites, students should be familiar with standard high school algebraic techniques and must be able to perform arithmetic without a calculator. Students should already be competent with the material in the Appendices A1-A7 in the textbook.

Class Structure

There are two main components to the class: Lecture and Discussion. The lecture meets on Monday and Wednesday and provides the main presentation of course material and will

follow, as closely as possible, the class calendar and lecture outline. 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. Discussion sections meet on Tuesdays or Thursday depending on sections and give 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.**

Textbook

Larson, *Precalculus* (9th Ed.). The textbook is available at the UF Bookstore. The text should also be available at the Florida Book Store or other local bookstores. When you go to make a purchase, be sure to give your section number and/or ISBN number and keep the receipts. ISBN: 9781305013490

E-Learning Sakai

E-Learning Canvas, a free UF tool, is located at <http://lss.at.ufl.edu>. You can find your grades, announcements, lecture outlines, office hours, free help information, test locations, etc. at this site. Sakai should be checked daily. Use your Gatorlink name and password to login.

WebAssign

WebAssign is a website for completing and submitting online homework and class participation. Starting in the second week, WebAssign access is required for this course and must be purchased. You must use the url <https://www.webassign.net/ufl/login.html> to access it. A free trial period of 14 days is provided.

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.**

Attendance

Attendance in discussion is required in order to return assignments without penalties and to participate in discussion quizzes. Lecture participation is highly recommended and is going to be checked by daily participation questions through WebAssign system.

Grades

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.**

Exams

This class will have three exams in addition to a final exam. All exams will be held out-of-class at locations to be posted. The dates and times of the exams are on the schedule below and on the course calendar. Students are responsible for material covered in the lecture notes, all assigned textbook homework problems, and all assigned WebAssign material. Due to time constraints, certain material such as practice problems may be omitted from lecture but still included on exams. The precise sections covered by each exam will be given in-class or posted on Sakai.

Exam dates are announced here, on our course's website, and in our courses calendar. Location of individual exams are going to be announced through the Sakai system.

Exam 1	:	9/17/15
Exam 2	:	10/23/15
Exam 3	:	11/20/15
Final Exam	:	12/15/15

Sample exams are available from the Teaching Center one week prior to the exam.

At each exam, you will need:

- UF Gator One card
- Soft lead pencils
- Pen
- Your section number

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 arm's reach. Any possession of a cell phone, calculator, 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.

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.

Quizzes

Quizzes covering class material will be given in discussion. They will take about 15 minutes. Questions will either be from the homework or very similar to those in the homework. Dates for the quizzes are on the class calendar.

Lecture Participation

At the end of lectures, at random times throughout the semester, short questions will be asked of the students. These measure lecture attendance and basic material comprehension. Answers must be submitted using WebAssign. Respective lecture participation assignments are going to be available on the day of these questions. These assignments will be due by the end of the day to give students enough thinking time. There are no make-ups for missed lecture participation.

For each answered class participation question a student will receive full points for a correct response and half the points for an incorrect response. A student can earn up to 30 points from this portion of grading, any score that is over 30 in the rescaling will be capped at 30.

WebAssign Assignments

As stated above, WebAssign access is required for this course. Assignments will be posted and due throughout the semester. Due dates will be visible in WebAssign once an assignment is opened to the students.

Textbook Homework

Homework problems will be listed on the course webpage and on Canvas. Problems will either be assigned from the textbook or they may be original problems. 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. Discussion leaders will collect homework assignments as listed on the class calendar.

Replacing an Exam Grade

At the end of the semester, each student's 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.

Consider the following two examples:

- Fred 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.
- Jamie 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.

Receiving a Grade of Incomplete

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.

Grade Scale

Item	Points
Quizzes, best 8 out of 10 (5 points each)	40
Textbook Homework, 5 assignments (4 points each)	20
WebAssign, 12 assignments (3 points each, max of 30 total)	30
Lecture Participation	30
Exams, 3 exams (50 points each)	150
Final Exam	100
Total	370

Your total points will be converted to a letter grade according to the following scale:

A	[333-370],	B	[296-311],	C	[259-274],	D	[222-237]
A-	[322-333],	B-	[285-296],	C-	[248-259],	D-	[211-222]
B+	[311-322],	C+	[274-285],	D+	[237-248],	E	[000-211]

Make-up Policy

Exams

If you have a documented scheduling conflict due to an official University of Florida event, such as an assembly exam in another class, contact the class coordinator with documentation at least one week in advance of the exam.

If you miss an exam due to a medical emergency, contact the course coordinator immediately. 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, or they may not be able to take the exam.

Quizzes

Since the two lowest quiz grades are dropped, no make-up quizzes are given unless (1) you have already missed at least two quizzes for valid, documented reasons, (2) you are observing a religious holiday, or (3) you are absent due to a court-ordered obligation. Contact your discussion leader if one of these four 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.

Textbook Homework

Homework may be submitted early. However, no homework will be accepted late.

Lecture Participation

There are no make-ups for lecture participation points.

WebAssign Assignments

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. **There are absolutely no extensions on WebAssign work.**

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.

Advising and Help

For all concerns with MAC 1140, your discussion leader 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 the TA for an appointment.

As stated above, 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>.

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.

Students with Disabilities

Students requesting classroom accommodation must first register with the Dean of Students Office. The DOS will provide documentation to the student who must then provide this documentation to the course coordinator, Mr. Uncu, Little 481, when requesting accommodation.