MATH 15300 ALGEBRA & TRIGONOMETRY I
Fall 2015 Course Policy

**See instructor for section-specific course materials**

INSTRUCTOR: 
OFFICE: 
OFFICE PHONE: 
OFFICE HOURS: 
E-MAIL: 

A working knowledge of the concepts of college algebra and trigonometry is essential for all parts of science, engineering, and technology. Many other courses, (e.g. business, economics, health sciences, and more), will require you to apply the mathematical tools you learn in your college algebra and trigonometry courses, so keep in mind that success in future courses may depend heavily on your ability to apply the material from MATH 15300.

OFFICIAL PREREQUISITE/COURSE DESCRIPTION: MATH 15300 Algebra and Trigonometry I (3 cr.) P: 11100 (with a minimum grade of C) or placement. Fall, spring, summer. 15300-15400 is a two-semester version of 15900. Not open to students with credit in 15900. 15300 covers college-level algebra and, together with 15400, provides preparation for 16500, 22100, and 23100. NOTE: All math courses have a prerequisite. The prerequisite can be met by Math Placement up to MATH 16500.

MORE ON PREREQUISITES: It is assumed that you have recently mastered the material of MATH 11100 (Algebra) with a grade of C or better within the last year. If this is not the case then you should talk to your instructor as soon as possible to decide if this is the correct class for you. The main reason people have difficulty with MATH 15300 is because of insufficient background. Again, if you are not sure if this is the right class for you, talk to your instructor early. It is not difficult to determine which class you should be in.

TEXTBOOK: The correct textbook for all sections of Math 15300 is, Algebra and Trigonometry with Analytic Geometry, Classic 12th Edition, by Swokowski and Cole, with Enhanced WebAssign Access Card, ISBN: 9781305525849, Loose-leaf 3-ring textbook, Cengage Publisher. There are over a dozen different editions and formats of this textbook so it is important that you get the correct one.

IUPUI DEPARTMENT OF MATHEMATICAL SCIENCES CALCULATOR POLICY:
• In all developmental and introductory courses at IUPUI numbered below 16500, the only technology that can be used on in-class, closed-book assessments (quizzes, tests, final exam) is the Texas Instruments TI-30XA scientific calculator.
• In all calculus and calculus-related courses at IUPUI with numbers 16500 or above, no calculators or other forms of technology can be used on in-class, closed-books assessments (quizzes, tests, final)
• For math/stat courses with numbers above 26600, it is up to the instructor’s discretion as to what forms of technology may be used on in-class, closed-book assessments.

MORE ON CALCULATOR POLICY: The TI-30Xa is the only calculator allowed on quizzes and exams. No other calculator is allowed in the classroom. It does not matter what you were allowed to use in your previous math course. Bring your TI-30Xa scientific calculator with you to every class period. The calculator slide cover must be removed and put away when taking an exam or quiz.

ATTENDANCE: Attendance is required of all students without exception. A student absent from class bears full responsibility for all material covered in class. Quizzes will be given at the beginning of class, so please be on time. If you anticipate having to leave class early, please let your instructor know before the beginning of class. Regular attendance is crucial for success in this course.

MATH HELP OUTSIDE OF CLASS: There will not be enough time to answer all questions from the homework assignments, tests, etc.. If you need more time to ask questions there are several options for help that are available. First, you can seek help during your instructor’s office hours. Second, tutoring/mentoring is available in the Math Assistance Center (MAC). The MAC is located in Taylor Hall (UC), Room B001. To find out more about the tutoring/mentoring schedule and other general information about the MAC, check out the MAC web page (http://mac.iupui.edu). And lastly, private tutors are available. If you need more information about the above services you can call the Department of Mathematical Sciences at (317) 274-6918, visit the Mathematics Department website at http://math.iupui.edu, or drop by the Mathematics Department Office at LD270.
STUDYING FOR THE CLASS: This is a college class and is much different than one taught in high school. We cover a lot of material and have limited time in class. You should expect to spend at least two hours studying on your own for each hour spent in class. Try to read the section(s) to be covered in class before hand. Read the section, not like a novel, but like instructions for putting together a clock--very slowly and carefully. Make sure every word makes sense. The most important part of your learning of the material will be the time you spend working outside of class. You cannot expect to digest the material from just seeing it explained in class. Sometimes it will click and the lecture will have been useful--other times the lecture will not make sense until you go over the material later. Talking about mathematics with classmates is very useful.

HOMEWORK: Homework is very important in any math course. There will be daily nongraded textbook assignments and it is important that you do them as the material is covered. We will only have time to go over a few problems from each section in class, but the answers to the odd numbered problems are in the back of the book. However, you should try to work through all problems by yourself before consulting the answers in the book or from a solution manual. There is also an on-line WebAssign system with exercises tied to the textbook that you may wish to use for additional homework practice. Homework (textbook or WebAssign) is not collected or graded. However, exercises for the quizzes in this course will be taken directly from those on your homework list. Periodically reviewing errors on old papers is a valuable study skill.

To perform as well as you can in this class, you should expect to spend several hours each day working problems and reading the sections before they are discussed in class. After working through a set of problems, sit back and ask yourself what you have just learned. Is there a common thread, concept, or technique that runs through the problem set? All problems (Homework, Quiz, and Exam) should be done completely, neatly, and accurately.

QUIZZES: To receive full credit for quiz problems you must show all your work. If you are absent the day of a quiz, that quiz will be counted as zero. During the course, you may find that you must be absent the day of a quiz due to a personal situation, for example, personal or family illness, accident, business trip, etc. For this reason, you are allowed to drop your 2 lowest quiz scores. THERE WILL BE NO MAKE-UP QUIZZES. NO EXCEPTIONS. SO USE YOUR DROP QUIZZES WISELY. Quizzes will be given at the beginning of class time, so please try to be on time. Total quiz score is weighted the same as one exam.

EXAMS: To receive full credit for exam problems you must show all your work. There will be four in-class exams. Each exam will be based on 100 points. If you are absent the day of an exam, that exam will be counted as zero. During the course, you may find that you must be absent the day of an exam due to a personal situation, for example, personal or family illness, accident, business trip, etc. For this reason, you are allowed to drop one exam score. THERE WILL BE NO MAKE-UP EXAMS. NO EXCEPTIONS. SO USE YOUR DROP EXAM WISELY. No make-ups will be given except for the following documented situations: 1) IUPUI sponsored event, for example athletic competition, 2) Military training or deployment, and 3) Jury duty. Documentation must be provided in advance.

The purpose of the drop exam and drop quizzes is not to boost your grade, but rather to give you some flexibility in the event a personal situation prevents you from being present on the day of an exam or quiz.

FINAL EXAM: The common departmental final exam will be on Friday, December 11, 2015, from 6:00P-8:00P. The location will be announced later. The final exam is a departmental comprehensive exam. It will be worth 200 points, i.e., it will be weighted the same as two in-class exams. Be sure that you do not have a conflict (work, personal, or class) with the time and date of the common departmental final exam. More information about the common departmental final exam (practice problems, practice finals, etc.) can be found on the Math 15300 course web pages at http://math.iupui.edu/courses/math-15300 or by visiting the Math Department web page http://math.iupui.edu (click on the “UNDERGRADUATE” tab, then “COURSES” for a list of all courses). The IUPUI university final exam schedule can be found at: http://registrar.iupui.edu/accal.html. No make-ups will be given except for the following documented situations: 1) IUPUI sponsored event, for example athletic competition, 2) Military training or deployment, and 3) Jury duty. Documentation must be provided in advance.
GRADES: Your letter grade for the course will be determined from your total scores which will be computed as follows. Exam scores and/or the final course grades may be adjusted.

**TOTAL POSSIBLE POINTS**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best 3 out of 4 in-class exams</td>
<td>300</td>
</tr>
<tr>
<td>Quizzes</td>
<td>100</td>
</tr>
<tr>
<td>Final exam</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>600</td>
</tr>
</tbody>
</table>

**GRADES**

- A's: 540-600
- B's: 480-539
- C's: 420-479
- D's: 360-419
- E's: 0 - 359
- F

Pluses and minuses will be awarded on the final grades as follows:

- 90-92% A-, 93-96% A, 97% and above A+
- 80-82% B-, 83-86% B, 87-89% B+
- 70-72% C-, 73-76% C, 77-79% C+
- 60-62% D-, 63-66% D, 67-69% D+
- 0-59% F

IUPUI CAMPUS-WIDE COURSE POLICIES: Students are expected to read carefully the IUPUI course policies concerning attendance, academics, and conduct. Students are expected to visit the Office of the Registrar’s website for university course policies at [http://registrar.iupui.edu/course_policies.html](http://registrar.iupui.edu/course_policies.html) within the few days of classes as some policies have early deadlines. Information on university campus-wide course policies related to attendance (Administrative Withdrawal, Disabilities, Emergency Withdrawal, Military Service, Religious Holidays), academic policies (Auditing a class, Final Exam Scheduling, Grade Replacement, Grade Forgiveness, and Pass/Fail Option), and conduct (Academic Integrity, Academic Misconduct, and Code of Conduct) and related policies can also be accessed through Canvas/Oncourse under the “Campus Course Policies” link.

FLAGs EARLY STUDENT PERFORMANCE ALERT: This semester your instructor will be using the FLAGs System to provide real-time feedback on your performance in this course. Periodically throughout the semester the instructor will be entering data on factors such as your class attendance, participation, and success with coursework, among other things. This information will provide feedback on how you are faring in the course and offer you suggestions on how you might be able to improve your performance. You will be able to access this information in the student center: Student Services page > Student Center > My Academics and Grades > My Grades. [http://registrar.iupui.edu/flag_eas.html](http://registrar.iupui.edu/flag_eas.html)

LAST WITHDRAW DATE: November 13, 2015 (Friday) Advisor and instructor (or math department member) signatures required. November 13 is the last date to withdraw for Fall 2015. "Withdrawal after this date requires extraordinary circumstances and rarely is granted. Poor performance in a course is not considered grounds for a late withdrawal."--IUPUI Registrar's Office. If you stop attending class without officially withdrawing by the last withdrawal date, your grade will be an F for the course. If you find it necessary to withdraw from the course, we encourage you to first talk to your instructor or to your advisor so that they can assist you in deciding what alternative options best fit your needs.

ADMINISTRATIVE WITHDRAWAL POLICY: A basic requirement of this course is that you will participate in all class meetings and conscientiously complete all required course activities and/or assignments. Keep in touch with your instructor if you are unable to attend, participate, or complete an assignment on time. If you miss more than half of the required activities within the first 25% of the course without contacting your instructor, you may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point during the semester, please contact your instructor. [http://registrar.iupui.edu/withdrawal-policy.html](http://registrar.iupui.edu/withdrawal-policy.html)
UNIVERSITY COLLEGE FRESHMAN DROP POLICY: University College first-year students (25 credit hours or below) may not drop more than one course per semester. This policy will be enforced through advisor sign-off on drop requests. This policy does not include course adjustments made during the first week of class nor does it apply to classes in which a student has been administratively withdrawn.

GENERAL WITHDRAWAL POLICY: If you decide to withdraw from the course, be sure to process all paperwork by the appropriate deadlines outlined in the following table:

<table>
<thead>
<tr>
<th>Times</th>
<th>Required Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Week</td>
<td>None</td>
</tr>
<tr>
<td>After First Week</td>
<td>Advisor</td>
</tr>
<tr>
<td>1/2 mark of Semester</td>
<td>Advisor and Instructor</td>
</tr>
<tr>
<td>3/4 mark of Semester</td>
<td>Associate Chair, LD 270*</td>
</tr>
</tbody>
</table>

Official details can be found at: [http://registrar.iupui.edu/accal.html](http://registrar.iupui.edu/accal.html)
* After the 3/4 mark of the semester, course instructors cannot sign a drop slip. The student must see the Associate Chair of the Department of Mathematical Sciences. The School of Science Dean’s Office will not endorse a withdrawal after the 3/4 mark of the semester for students unless an extremely serious and documentable excuse is established.

INCOMPLETES: Grades of Incomplete will only be given in accordance with the university policy available at [http://registrar.iupui.edu/incomp.html](http://registrar.iupui.edu/incomp.html). Specifically, students must be passing at the 3/4 mark of the semester to qualify for assigning an incomplete. The instructor must agree that an incomplete is appropriate and it must be approved by the Associate Chair of the Department of Mathematical Sciences.

ACCOMMODATIONS: Students needing accommodations because of a disability will need to register with Adaptive Educational Services (AES) and complete the appropriate forms issued by AES before accommodations will be given. The AES office is located in Taylor Hall, UC 100. You can also reach the office by calling (317) 274-3241. Visit [http://aes.iupui.edu/](http://aes.iupui.edu/) for more information.

REQUEST FOR COURSE ACCOMMODATION DUE TO RELIGIOUS OBSERVANCE: Students seeking accommodation for religious observances MUST make a request in writing by the end of the 2nd week of the semester to the course instructor and MUST use the IUPUI Registrar’s “Request for Course Accommodation Due to Religious Observation Form” (see [http://registrar.iupui.edu/religiousholidayform.html](http://registrar.iupui.edu/religiousholidayform.html)). Make-up exams must be taken prior to the regularly scheduled exam date and time. Failure to comply with the university policy will result in no accommodations given later in the semester.

DISHONESTY AND STUDENT MISCONDUCT: The IUPUI Department of Mathematical Sciences expects all students to adhere to the regulations put forth in the “IUPUI Code of Student Rights, Responsibilities, and Conduct” concerning academic misconduct or personal misconduct. Procedures for imposing academic and disciplinary sanctions are outlined in the Code. The Code can be found at: [http://life.iupui.edu/conduct/](http://life.iupui.edu/conduct/).