MATH 15900 Precalculus
Fall 2018 TR Course Policy

See instructor for section-specific course materials

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

    MATH 15900 is an intensive review of college algebra and trigonometry. 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 15900.

OFFICIAL IUPUI COURSE DESCRIPTION: MATH 15900 Precalculus (5 credits) P: MATH 11100 (with a minimum grade of B) or placement. MATH 15900 is a one-semester version of MATH 15300-15400. Not open to students with credit in MATH 15300 or MATH 15400. This course covers college-level algebra and trigonometry and provides preparation for MATH 16500, MATH 22100, and MATH 23100.

MORE ON PREREQUISITES: It is assumed that you have recently mastered the material of MATH 11100 (Algebra) with a grade of B or better within the last year or have placed directly into MATH 15900 by your placement score (MATH 11000 is not the proper perquisite for MATH 15900). 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 15900 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. If you feel the pace of MATH 15900 is too fast for you, then you may also elect to take the two-semester version MATH 15300-15400. A decision to "drop-back" to MATH 15300 should be discussed with your instructor well within the first 3 weeks of classes (the earlier the better).

REQUIRED TEXTBOOK: The correct textbook for all sections of MATH 15900 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 MATH 16500, the only technology that can be used on in-class, closed-book assessments (problem sets, exams, and final exam) is the **Texas Instruments TI-30XA** scientific calculator.
- In all calculus and calculus-related courses at IUPUI with numbers MATH 16500 or above, no calculators or other forms of technology can be used on in-class, closed-books assessments (exams, final)
- For courses with numbers above MATH 26600, it is up to the instructor's discretion as to what forms of technology may be used on in-class, closed-book assessments.

ATTENDANCE: Attendance is required of all students without exception. A student absent from class bears full responsibility for all material covered in class. This includes, but is not limited to, visiting office hours to collect any and all problem sets and/or exams returned during the missed lecture as well as materials that were distributed. Do not expect these materials to be forwarded to you via Canvas or email. Regular attendance is crucial for success in this course.

EMAIL CORRESPONDENCE: All email correspondence should be sent to university faculty using your university e-mail account and not from a non-university email provider such as yahoo, gmail, hotmail, etc. IUPUI faculty is instructed to **only** communicate via established university student email accounts. If you wish to receive a reply, check that you are using your university email account.

MATH HELP OUTSIDE OF CLASS: There will not be enough time to answer all questions from the homework assignments, exams, 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 (mac.iupui.edu). And lastly, private tutors are available. If you need more information about the above services you can call the Mathematics Department at (317) 274-6918, visit the Mathematics Department website (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 beforehand. 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 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 your study buddy, study group, the answers in the book or 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. Exercises for the problem sets in this course are algorithmically the same as problems on your homework list. Periodically reviewing errors on old papers is a valuable study skill.

QUIZZES: To receive full credit for exercises on a quiz, you must show all your work. If you are absent or miss part of the class on the day a that a quiz is administered, that quiz will be counted as zero. During the course, you may find that you must be absent all or part of a class period when a quiz is administered due to personal or family illness, accident, business trip, etc. For this reason, only your top ten quizzes will contribute to your grade in this course and be weighted the same as one exam. Absolutely no quiz will be permitted to be made up except for the following <u>documented</u> situations: 1) IUPUI sponsored event, for example athletic competition, 2) US military training or deployment, 3) jury duty, and 4) death in the immediate family. ***Documentation must be provided and, in most cases, the quiz must be completed in <u>advance</u>.***

PROBLEM SETS: To receive full credit for exercises on a problem set, you must show all your work. If you are absent or miss part of the class on the day a that a problem set is due, that problem set will be counted as zero. During the course, you may find that you must be absent all or part of a class period when a problem set is collected due to personal or family illness, accident, business trip, etc. For this reason, only your top ten problem sets will contribute to your grade in this course and be weighted the same as one exam. Absolutely no problem set will be permitted to be submitted early except for the following documented situations: 1) IUPUI sponsored event, for example athletic competition, 2) US military training or deployment, 3) jury duty, and 4) death in the immediate family. ***Documentation must be provided and, in most cases, the quiz or problem set must be completed in _advance_.*** If your work on a problem set is copied, illegible, or does not show all the work, then no credit will be given.

IN-CLASS EXAMS: To receive full credit for exercises on an exam, 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 personal or family illness, accident, business trip, etc. For this reason, you are allowed to drop one exam score. Absolutely no make-up exams will be given except for the following documented situations: 1) IUPUI sponsored event, for example athletic competition, 2) US military training or deployment, 3) jury duty, and 4) death in the immediate family. ***Documentation must be provided in _advance_.*** THERE ARE NO EXCEPTIONS.

> ***The purpose of the dropped problem sets and dropped exam is not to boost or artificially inflate your grade, but rather to give you some flexibility in the event a personal situation prevents you from being present on the day a problem set is due or that an exam is administered.***

FINAL EXAM: The common departmental final exam will be on **Friday, December 7, 2018, from 6:00P-8:00P**. The location will be announced later. The MATH 15900 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. More information about the common departmental final exam (practice problems, practice finals, etc.) can be found on the Mathematics Department's course web pages at math.iupui.edu/math/undergraduate/courses. The IUPUI university final exam schedule can be found at 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.

REMINDER: To receive credit for exercises on quizzes, problem sets, and/or exams, you must show all your work. Check your answers carefully before submitting your problem set/exam. Problems involving units must have the units represented on the answer to receive full credit. Keep all returned graded problem sets, quizzes, and exams until after you receive your final course grade. Throughout the semester, scores will be entered in Canvas and you should immediately call to your instructor's attention any discrepancies between the grade entered and the grade you have received on a returned paper. Your current grade will always be visible in Canvas so that you can easily see how well you are performing in the class.

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		GRADES	
Best 3 out of 4 in-class exams	300	630-700	A's
Quizzes	100	560-629	B's
Problem Sets	100	490-559	C's
Final exam	200	420-489	D's
Total	700	0 - 419	F

Pluses and minuses will be awarded on the final grades.

IUPUI CAMPUS-WIDE POLICES: Students are expected to read carefully the IUPUI policies concerning attendance, academics, and conduct. **Students are expected read the university policies 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 be accessed in Canvas under the "Syllabus Supplement", "Campus Course Policies" and "IUPUI Academic and Student Support Services" links.

ADMINISTRATIVE WITHDRAWAL: 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 me 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 me, 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.

LAST WITHDRAW DATE: Last day to withdraw with automatic grade of W is Sunday, October 21, 2018. Requires advisor approval via the late drop/add classes link in One.IU. UCOL students or Engineering/Techology freshmen must see advisor by 5:00PM on the prior Friday. In person transactions must be processed by 5:00P on the prior Friday (October 19, 2018).

Beginning October 22, 2018, drops will be approved only in serious, extenuating circumstances and requires the approval of the student's advisor, instructor, Chair or Associate Chair in Mathematics, and the School of Science Dean's Office. If you stop attending class without officially withdrawing by the last withdraw 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. Students should read carefully the withdraw information found on the Registrar's website (registrar.iupui.edu) under the Academic Calendar.

INCOMPLETES: A grade of "Incomplete" (I) will only be given in accordance with the Department of Mathematical Sciences Grade of Incomplete Policy. An incomplete (grade of I) is only allowed for special circumstances: the student must have a passing grade in 75% of the course work. Specifically, students must be passing at the 3/4 mark of the session 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.

IUPUI POLICY ON DISABILITY ACCOMMODATIONS Students needing accommodations because of 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.

IUPUI POLICY ON RELIGIOUS HOLIDAYS IUPUI respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances. Students seeking accommodation for religious observances MUST submit a request in writing to the course instructor by the end of the second week of the semester and should use the Request for Course Accommodation Due to Religious Observance Form. More information on the IUPUI Policy on Religious Holidays is available here: registrar.iupui.edu/religious.html. Failure to comply with the university policy will result in no accommodations given later in the semester.

IUPUI POLICY ON ACADEMIC INTEGRITY: The IU Code of Student Rights, Responsibilities, and Conduct states that students must uphold and maintain academic and professional honesty and integrity; the code defines academic misconduct as any activity that tends to undermine the academic integrity of the institution. Students engaging in academic misconduct may therefore receive penalties from their course instructor and disciplinary action from the university. Policies against academic misconduct apply to all course-, department-, school-, and university-related activities. Academic misconduct may involve human, hard-copy, or electronic resources and includes but is not limited to the following: cheating, fabrication, plagiarism, interference, violation of course rules, and facilitating academic dishonesty. For definitions of these activities, visit studentcode.iu.edu/responsibilities/academic-misconduct.html. Additional information about the rights and responsibilities of IU students is available at studentcode.iu.edu/.

STUDENT ENGAGEMENT ROSTER: This semester your instructor will be using the Student Engagement Roster (SER) 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. Students can view their submitted SER data through the One.IU tile, Student Engagement Roster (Student).