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Office Hours: Mon - Fri: 6:00 - 7:20 a.m. and 8:30 - 9:20 a.m. MWF only: 10:30 - 11:20 a.m.
Columbia on Tues Eve after Fall Break: 5:00 - 5:30 p.m.
You may schedule visits by appointment.

Text: Sullivan; **Trigonometry**; 5th Edition **AND** an access code to **MyMathLab**

Course Description: PreCalculus is intended for students preparing for Calculus. Among the topics covered in this course are functions and their graphs including linear, polynomial, rational, exponential, and logarithmic functions; complex numbers; systems of equations and inequalities; matrices and determinants; basic properties and graphs of trigonometric functions; trigonometric identities; inverse trigonometric functions; trigonometric equations; Laws of Sine and Cosine; conics; parametric equations; vectors and polar coordinates. **Prerequisite:** MATH 1013.

Purpose: The purpose of MATH 1124, *PreCalculus*, is to provide a mathematics background necessary for success in higher-level mathematics courses. Specifically, the topics selected are aimed at developing manipulative skills. The course expectations are as follows:

The student should be able to: 1) solve pre-requisite college algebra type problems; 2) define exponential and logarithmic functions; 3) solve problems involving exponential and/or logarithmic functions; 4) define radian and degree measure; 5) define trigonometric functions of the unit circle; 6) define trigonometric functions of angles; 7) define and verify trigonometric identities; 8) apply trigonometric identities to solving trigonometric equations; 9) define the laws of sine and cosine; 10) apply the laws of sine and cosine to applied trigonometric problems; 11) determine the graphs of the six trigonometric functions; 12) identify characteristics of the graphs of trigonometric functions; 12) define inverse trigonometric functions; 13) solve trigonometric equations; 14) write the component form of a vector; 15) sketch a curve represented by a set of parametric equations; 16) plot points on the polar coordinate system; 17) solve systems of linear equations and inequalities.

In order to obtain the goals mentioned above, the majority of chapters 1 through 7 will need to be covered.

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|---------------|---------------|--------|
| Grade Policy: | MML HW | 30.0% |
| | Chapter Tests | 60.0% |
| | Final Exam | 10.0% |
| | Total | 100.0% |

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|---------------|---------------|---------------|
| | A (93 - 100%) | A- (90 - 92%) |
| B+ (87 - 89%) | B (83 - 86%) | B- (80 - 82%) |
| C+ (77 - 79%) | C (70 - 76%) | |
| | F (Below 70%) | |

The HW assignments will be accessed through MYMathLab. You will need to register using the instructions on the handout provided. For the first 10 - 15 minutes of each class meeting, homework questions are welcomed. For those who prefer more one-on-one attention, come see me at my office for additional help/tutoring. The math department usually has one or two student tutors available to assist you also. If all goes as planned, there will be six exams and 25 to 30 quizzes. The Final Exam is comprehensive and is a "signature assignment." Within this "signature assignment" you will be assessed using student learning outcomes. In addition to the obviously required pre-calculus, algebraic manipulation, and numeracy skills, on the following you will be assessed...

1. The student will perform the necessary calculations to solve quantitative problems.
2. The student will convert relative information into appropriate mathematical forms.
3. The student will explicitly describe assumptions in data analysis.
4. The student will explain information presented in mathematical forms.
5. The student will make judgments and draw appropriate conclusions based on the quantitative analysis of data.
6. The student will use quantitative information to support an argument or purpose of the work.

Attendance: Coming to class each time it meets is the key to successful completion of the course. However, this being a college-level mathematics course, attendance points will not be granted. **If you miss a test, you must make it up BEFORE the class meets again.** Failure to do so without making arrangements with me first will result in a score of zero for the test or quiz. Please refer to the course calendar on MyMathLab for tentative dates for each section of material and for each exam.

Special Note for Middle Grades Education Majors: This course is required for content preparation in the Middle Grades Education Program and helps prepare teacher candidates with the knowledge base for Mathematics required in the Kentucky Core Academic Standards and the College Career Readiness Standards. The Conceptual Framework for the Education Program, "Teacher as Leader for the 21st Century", is incorporated. The Division of Natural and Behavioral Sciences works with the Education Program in preparing the teacher candidates with the knowledge base required to meet Kentucky Teacher Standard I and the Education Program Student Learning Outcome for Content Knowledge. Teacher candidates will be equipped to teach middle grades and high school students and meet requirements for Unbridled Learning.

Deeper Integration with Tutor Services (MyMathLab & MyStatLab only)

Students can click a new learning aid, "Connect to a Tutor," from within their assignment to access Pearson Tutor Services directly, at the moment when they most need the help 24/7. The student will be connected with a tutor who has domain expertise and will be able to bring up the exact question the student is working on. Using whiteboard technology, the student will work with the tutor who will help that student with his/her learning objective. This learning aid will be ON in all courses, new and existing.

The remaining pages of this syllabus are the rules/reg's that the Dean's office makes us put on every syllabus.

AIM Schedule 2013-2014

Fall 2013

SESSION 1 - AUGUST 19 - OCTOBER 11

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|---------------|-----------|-------|--------------------------------------|
| Monday | August | 19 | Classes Begin - Session 1 |
| Friday | August | 23 | Last Date to Register or Add a Class |
| Monday | September | 02 | Labor Day Holiday (No Classes) |
| Friday | September | 06 | Make-up Sessions |
| Monday | September | 30 | Last Day to Drop a Class - Session 1 |
| Friday | October | 11 | Session 1 Ends |
| Monday | October | 14 | Final Grades Due - Session 1 |
| Monday-Friday | October | 14-18 | Fall Break (No Classes) |

SESSION 2 - OCTOBER 21 - DECEMBER 13

| | | | |
|-----------------|----------|-------|---|
| Monday | October | 21 | Classes Begin - Session 2 |
| Friday | October | 25 | Last Date to Register or Add a Class |
| Friday | November | 08 | Make-up Session |
| Thursday-Friday | November | 28-29 | Thanksgiving Holiday (No Classes) |
| Monday | December | 02 | Last Date to Drop a Classes - Session 2 |
| Friday | December | 13 | Session 2 Ends |
| Monday | December | 16 | Final Grades Due - Session 2 |

LINDSEY WILSON COLLEGE STATEMENTS FOR INCLUSION IN THE SYLLABUS 2013-2014

Academic Integrity

Academic integrity is essential to the existence of an academic community. Every student is responsible for fostering a culture of academic honesty, and for maintaining the integrity and academic reputation of Lindsey Wilson College. Maintaining a culture that supports learning and growth requires that each student make a commitment to the fundamental academic values: honesty, integrity, responsibility, trust, respect for self and others, fairness and justice.

To foster commitment to academic integrity, faculty are asked to require each student to place and sign the following Honor Code on tests, exams and other assignments as appropriate: **On my honor as a student, I have neither given nor received any unauthorized aid on this assignment/exam.**

Violations of the academic integrity policy include cheating, plagiarism or lying about academic matters. Plagiarism is defined as any use of another writer's words, concepts, or sequence of ideas without acknowledging that writer by the use of proper documentation. Not only the direct quotation of another writer's words, but also any paraphrase or summary of another writer's concepts or ideas without documentation is plagiarizing that writer's materials. Academic dishonesty is a profoundly serious offense because it involved an act of fraud that jeopardizes genuine efforts by faculty and students to teach and learn together. It is not tolerated at Lindsey Wilson College.

Students who are determined to have plagiarized an assignment or otherwise cheated in their academic work or examinations may expect an "F" for the activity in question or an "F" for the course, at the discretion of the instructor. All incidents of cheating or plagiarism are reported by the instructor to the Academic Affairs Office along with copies of all relevant materials. Each instance of cheating or plagiarism is counted separately. A student who cheats or plagiarizes in two assignments or tests during the same semester will be deemed guilty of two offenses. If the evidence is unclear, or if a second offense occurs, the VP for Academic Affairs or Associate Dean will work in cooperation with the Dean of Students to move the student before the campus Judicial Board for review. Violations will ordinarily result in disciplinary suspension or expulsion from the College, depending on the severity of the violation involved. **Note:** The College has purchased Turnitin.com, a web product used to detect plagiarized documents.

Questioning a Grade -- The Student Academic Complaint Policy

student, who wishes to question **an assignment grade, or other academic issue**, should follow the procedure below:

1. Whenever possible, the student will first go to the faculty member who has assigned the disputed grade. Complaints regarding grades should be made within seven (7) days of receipt of the disputed grade and, if possible, will be decided by the faculty member within seven (7) days of receipt. If the disputed grade is the final grade for the course, "receipt" is defined by when the final grade is posted online by the registrar. (Please refer to the next section for appealing a final grade.)
2. Unless there are extenuating circumstances, the student may, within seven (7) days request in writing a review of such decision by the Chair of the division in which the grade was assigned. Upon receipt of such request, that Chair will direct the faculty member and the student to each submit, within seven (7) days, if possible, a written account of the incident, providing specific information as to the nature of the dispute.
3. Upon receipt of these written accounts, the Chair will meet, if possible, within seven (7) days with the faculty member and the student in an effort to resolve the dispute and will render his or her decision in writing.
4. If either the student or the faculty member desires to appeal the decision of the Division Chair, the student or faculty member may, within seven (7) days by written request to the chair, ask that the matter be reviewed by a Grade Appeals Panel convened by the Academic Affairs Office.
5. If the disputed grade is assigned at the end of a fall or spring semester and the student and faculty member cannot meet to resolve the issue, the student should contact the faculty member by e-mail within seven (7) days of receipt of the disputed grade. If the issue cannot be resolved by e-mail within the time limit, steps 2, 3 and 4 of the appeal may extend into the beginning of the semester immediately following receipt of the disputed grade by following the timeline above.

student who wishes to question a **final grade** should follow the procedure below:

1. Confer with the faculty member who assigned the disputed grade.

2. If the disputed grade cannot be resolved, a written request for a grade appeal must be submitted to the Academic Affairs Office before the first day of the semester following the one in which the grade was issued. The written request must include the specific basis for the appeal.

3. The Academic Affairs Office will convene a Grade Appeals Panel, comprised of the Vice President for Academic Affairs, the Associate Academic Dean, and the chair of the academic unit which houses the course for which the grade is appealed. If one of the members is the faculty member who issued the grade, an alternate will be appointed. The student and the faculty member may appear separately before the panel to explain their positions. The hearing is non-adversarial. Neither the faculty member nor the student may be accompanied by other individuals to the meeting of the Grade Appeals Panel. The Grade Appeals Panel will notify the student of its decision, if possible, within seven (7) days of the meeting.

Policy for Verification of Student Identity and Protection of Privacy

In compliance with United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315, all credit-bearing courses and programs offered through distance learning methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. One or more of the following methods must be used:

- a) A secure login and pass code;
- b) Proctored examinations; and/or
- c) Remote proctoring of one or more examinations using Tegrity or other technologies

Verification of student identity in distance learning must protect the privacy of student information. Personally identifiable information collected by the College may be used, at the discretion of the institution, as the basis for identity verification. For instance, a student requesting that their learning system password be reset may be asked to provide two or more pieces of information for comparison with data on file. It is a violation of College policy for a student to give his or her password to another student.

Detailed information on privacy may be located at:

<http://www.lindsey.edu/media/319883/Online%20Services%20Privacy%20Policy%204.20.12.pdf>

Institutional Review Board (IRB) Policies

The Lindsey Wilson College Institutional Review Board (IRB) safeguards the rights and welfare of human participants in research and other research activities. Lindsey Wilson College faculty, staff, and students, which comprise its academic units, and facilities, are subject to the IRB policies. This includes any research for which a research agreement (e.g. MOU) identifies Lindsey Wilson College Institutional Review Board (IRB) as the IRB of record. All student-led human subject research must have a LWC faculty sponsor. All faculty members and students conducting human subject research are required to submit documentation of training on research involving human subjects that has been completed within two years of the onset of the proposed research. Online training is available at <http://php.nihtraining.com/users/login.php>.

Statement on Learning/Physical Disabilities

Lindsey Wilson College accepts students with learning disabilities and provides reasonable accommodation to help them be successful. Depending on the nature of the disability, some students may need to take a lighter course load and may need more than four years to graduate. Students needing accommodation should apply as early as possible, usually before May 15. Immediately after acceptance, students need to identify and document the nature of their disabilities. It is the responsibility of the student to provide to the College appropriate materials documenting the learning disability, usually a recent high school Individualized Education Program (IEP) and results from testing done by a psychologist, psychiatrist, or qualified, licensed person. The College does not provide assessment services for students who may be learning disabled. Although LWC provides limited personal counseling for all students, the College does not have structured programs available for students with emotional or behavioral disabilities. For more information, call Ben Martin at 270-384-7479.

Academic Success Center

The Academic Success Center, located in the Everett Building, offers peer tutoring to aid students in completing class assignments, preparing for exams and improving their understanding of content covered in a particular course. In addition, computers are available for student use.

Students are encouraged to utilize this Center as a resource for improving study strategies and reading techniques. The Center also offers assistance with other academic problems resulting from documented learning disabilities. All services are free of charge to all Lindsey Wilson College students (students with learning disabilities are responsible for providing documentation from an appropriate outside professional source such as a professional evaluation or school IEP). Please contact Maretta Garner, Tutor Coordinator at 384-8037 for further information and assistance.

Writing Center and Mathematics Center

The Writing Center (located in the Slider Humanities & Fine Arts Building), and the Mathematics Center (located in the Fugitte Science Building) are available for specialized tutoring at no charge to students. Please contact Jared Odd, Writing Center Coordinator, at 384-8209 or Linda Kessler, Math Tutor Coordinator, at 384-8115 for further information and assistance.

Final Exams

Final Exams for day classes are scheduled for the Fall 2013 semester on **December 9-13 and May 5-9** for the Spring 2014 semester. The academic calendar, which contains the schedule for finals, is in the College Catalog and course schedule listing. Please make any necessary flight arrangements **after** the final exam week. **Students will not be permitted to take early finals** unless extenuating circumstances exist. "Extenuating circumstance" means illness, a verified family emergency or participation in officially sponsored travel in support of an event arranged by the College. **Travel arrangements must be made in sufficient time** that tickets may be obtained after final exams and the semester is officially over. All requests for early finals must be made in person to the Academic Affairs Office.

Email Policy

All Lindsey Wilson College students are required to communicate with LWC faculty and staff via LWC (Lindsey.edu) email addresses only. Alternative email addresses should not be used when communicating with LWC faculty and staff.

Cell Phone Policy

Student cell phones will be off during class time unless prior arrangement is made with the instructor.

Adding/Dropping a Course

Students enrolled in the following courses cannot drop these classes during the semester: READ 0713, 0723, 0733, 0903, 1013 and 1023; STSK 1003; ENGL 0903 and 0904; and ESL 0803, 0804 and 0854.

For undergraduate classes at the Columbia campus, adding a course, dropping a course, or changing from one section of a course to another section of the same course requires the approval of the advisor and the instructor for each course involved as indicated on the Add/Drop Form. The change must be reported to the Business Office and the Registrar's Office on an Add/Drop Form, which may be obtained from the Registrar's Office. For **IM** courses, adding a course, dropping a course, or changing from one section of a course to another section of the same course requires the approval of the Director of the Evening Program. For courses taught at Community

sites, adding a course, dropping a course, or changing from one section of a course to another section of the same course requires the approval of the Site Coordinator for the campus. Permission to add courses will not be given after the last date for late registration. Authorization for dropping a course will not be approved after more than 75% of the instructional days for a course are completed, as outlined below:

| Course | Deadline | Submitted by the Student to |
|---|---|-----------------------------------|
| Columbia undergraduate and graduate full semester courses | Not later than 30 days before the end of the semester | Registrar |
| AIM courses | By the sixth week of class | Registrar |
| Courses at Community Campuses | By the third weekend of class | Site Coordinator or the Registrar |

If changes are not properly approved and officially reported as stated above, students will receive a grade of F in the courses for which they are officially registered, and they will be charged for all such courses. Students will not receive credit for changed or added courses unless they officially register for those courses.