MATH 105 Precalculus **Fall 2019 Section DL1 and DL2**

INSTRUCTOR Catherine Sausville *Email:* csausvil@gmu.edu
Exploratory Hall - 4418

OFFICE HOURS

Tuesday	11:00am-12:00pm
Thursday	11:00am-12:00pm

Please email me for additional appointments.

I am usually on campus Tuesday, Thursday and Friday and would be more than happy to make an appointment to meet in person. Please do not hesitate to contact me if you would like to come in with any questions or concerns you may be having. I will also hold online office hours as well based on requests. Once I get a request for online office hours I will post it on BlackBoard and any students from the class are welcome to attend. There will also be additional office hours scheduled by the Learning Assistants.

TEXTBOOK The textbook is *Precalculus*, 1^{st} edition, by Miller and Gerken. You will also need a student access code for ALEKS which is available in the bookstore.

PREREQUISITE You must have either passed the Math Placement Exam or completed the Self-paced Algebra Tutorial, Math 008, no later than Friday, August 30 in order to add the course.

MATERIAL TO BE COVERED Generally, Chapters 1-6 in the textbook, including: Algebra review, Polynomial, Rational, Exponential and Logarithmic Functions, and Trigonometry.
The pace of the course is very fast. A comfortable working knowledge of algebra is assumed. The demands of the course will require a serious time commitment. You are encouraged to sign on to Blackboard multiple times throughout the week so that you do not get behind.

NATURE OF COURSE DELIVERY The majority of course materials and activities will be held online. We will have mandatory meetings on Fridays and all students are expected to attend. The lecture portion of this course will be delivered asynchronously using the following tools:

- Textbook
- Internet based activities and problem solving
- Publisher provided videos and activities

Students may ask questions about the material in a variety of ways. I can meet for office hours on campus, email is also a very good way to get a quick response to questions, and I try to answer emails as soon as I get them. I am also willing to set up online office hours using BlackBoard Collaborate if there are requests for this from students. If a Collaborate session is scheduled, I will post the date and time on the announcements page so that other students may also join. Please to not hesitate to ask for help or the schedule office hours, either in-person or online. You are also welcome to and encouraged to attend any office hour sessions that the Learning Assistants hold.

LEARNING ASSISTANT We are lucky enough in this class to have been assigned three Learning Assistants. It is strongly recommended that you visit the scheduled Learning Assistant office hours at least once per week.

Calculators

Because this course is designed as preparation for the Calculus 113-114 sequence, one of its primary goals is to help students acquire competence with basic algebraic and functional concepts and relationships. Accordingly, we will use calculators sparingly. I encourage you to attempt all homework problems without calculators, though some questions may require one. With rare exceptions, **use of calculators <u>will not</u> be permitted during tests or the final exam.**

Required Technology

We will be using the online learning system ALEKS. To sign up, please go to the BlackBoard course and click the link on the left for ALEKS. Once in the ALEKS tab click the link that says "ALEKS". This will take you to the registration page for ALEKS. Create an account and complete the initial knowledge check. You will want to make sure to have paper and something to write with to complete this. Make sure you have set aside time and are in a quiet, distraction free place.

You are required to have signed up for ALEKS by Friday, August 30.

This course uses BlackBoard as the learning management system. You will need a browser and operating system that are listed compatible or certified with the BlackBoard version available on the myMason Portal. Log in to MyMason at mymason.gmu.edu to access this course.

Course Grades

Your final grade will be calculated as follows:

Assignments	30%
Quizzes	15%
Tests (15% each)	30%
Final Exam	25%

Assignments & Quizzes

You must complete each weekly learning unit by reading the textbook, watching any online videos and completing the pie on ALEKS.

One thing that makes ALEKS unique is the ALEKS Pie. As you complete assignments, problems in the pie, knowledge checks and quizzes the Pie will adapt to the content that you have mastered. There are due dates assigned to particular objectives (based on chapters in the textbook) so you will want to keep up with the assignments. You should be spending 2-3 hours on this class every day and a lot of this time will be spent on working through the pie and on weekly online assignments. Homework will be due before the Friday class. There will also be worksheets for you to complete each week in class. These will be hand written worksheets, usually based on graphing, that you will be expected to complete during the Friday class period. Makeups will not be given for these worksheets.

There will be weekly quizzes assigned at the beginning of each week on Monday and due on Sunday at 11:59pm. The material for each quiz will contain material from the week, but can also contain random questions about material that has already been covered. Do not be shocked to see questions from past weeks. No late quizzes will be accepted and no quizzes will be dropped.

Tests & Final Exam

There are 3 on campus tests scheduled in this class. It is expected that students will take the tests on campus on the scheduled date. There will be no make-up exams available. Each test must be taken in the **Math Testing Center in Exploratory Hall room 4107**. A sign up sheet will be made available the week before the exam and students are expected to take the exam during their scheduled block. Late students will not be allowed to makeup the time in the block.

If you are unable to be on campus on the day of a test you must ask me beforehand (by email) so that I can determine if your situation warrants a make-up test. **Do not assume you will**

be given a make-up unless you get confirmation from me. You must be able to validate your excuse with documentation or you will not be allowed a make-up.

Below is the tentative schedule of the tests, any changes will be announced in class or on Blackboard. The final exam will be cumulative.

Test 1	Saturday, September 21
Test 2	Saturday, October 19
Test 3	Saturday, November 23
Final Exam	December 10-12th (details to come)

You must bring a photo ID to each exam. If your picture is faded or cracked the ID will not be accepted.

HONOR CODE

THIS IS IMPORTANT. It is expected that each student in this class will conduct himself or herself within the guidelines of the Honor Code. Among other things, this means that sharing information of any kind about exams or quizzes (either before or during the exam) will result, at a minimum, in a grade of zero for all parties involved. See academicintegrity.gmu.edu for a copy of the Honor Code. The right is reserved to check a picture identification during any of the exams. Internet capable devices and other electronics are not allowed to be used or within your sight during exams. This includes but is not limited to calculators, computers, cell phones, tablets and smart watches. Any of these must be turned off and put away BEFORE an exam starts. Calculators may be used on the homework or homework if necessary, but students are not to work with anyone else on quizzes.

CELL PHONES AND COMPUTERS

I expect to receive the same level of respect that I give to you. This means that cell phones and computers are not to be used during class. Your cell phone should be on silent or vibrate during lecture and I should not see them at all during tests or quizzes. If I notice you using a cell phone during a test or quiz then I will assume that it is an Honor Code violation and take appropriate action. This could result in you failing the assignment, failing the class or being suspended from the university.

OBTAINING HELP

There are many outlets available for you to get help in this class. This is a primarily online, 4-credit math course and will require 16-20 hours of work per week. In addition to my set weekly office hours, I am very happy to schedule appointments. The learning assistants also have scheduled office hours throughout the week. **The Math Tutoring Center, is in the Johnson Center room 344 and offers free tutoring to Math 105 students.** I highly recommend using it. The schedule of the tutoring center can be found at http://math.gmu.edu/tutorcenter.htm.

ACCOMMODATIONS

If you are a student with a disability and you need academic accommodations, please see me and contact the Office of Disability Services. All academic accommodations must be arranged through that office. Office of Disability Services Student Union Building I (SUB I), Room 4205 Phone: 703.993.2474

E-MAIL & BLACKBOARD

E-mail is an effective form of communication outside the classroom. I frequently send announcements through email so make sure that you activate and check your GMU email account regularly. **All students are required to use their George Mason email for communication and for ALEKS.** Please put Math 105 in the subject field anytime you send me an e-mail. If you want to discuss your grade via e-mail it *must* be done using your GMU e-mail account. I will be using Blackboard 9.1 in this class to post class announcements, grades and other important information pertaining to the class. You can access this by going to mymason.gmu.edu and logging in using your NetID.

Unscheduled and Late Closings

If the university has an unscheduled closing-because of weather or some other unforeseen occurrence you should assume that we will pick up with the schedule where we left off. In particular, if a test was scheduled for a day in which school was canceled or an assignment was due that day you should assume that the test will be given or the assignment will be collected the next time class meets. A test scheduled for a day the university opens late will be postponed until the next class day. Make sure you check your GMU e-mail account for any announcements.