This is a sample syllabus for MAC1140. Students should reference the section syllabus provided at the beginning of the semester for specifics regarding assignments and grade assignments.
COURSE INFORMATION

Students are expected to attend all lecture class and lab class meetings. All lab tests and quizzes will be proctored in lab class.

<table>
<thead>
<tr>
<th>Lecture/Lab class section</th>
<th>Lecture/Lab Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1140-00**</td>
<td>Lecture meeting time MWF or MW</td>
</tr>
<tr>
<td>1140-00**</td>
<td>Lab meeting time Thursday</td>
</tr>
</tbody>
</table>

Credit Hours: 3 hours

A minimum grade of C– in 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 calculus, might consider taking MGF 1106 or MGF 1107.

Prerequisites: MAC 1105 and/or ALEKS placement test

In addition to attending class, expect to spend 8 - 12 hours per week on assignments. Some students may need to spend more time to go through all of the material and fully understand the concepts.

COURSE INSTRUCTOR

Instructor: name
Email address: @fsu.edu
Office Location: also edit office hours and tutoring page
Office Hours and Tutoring
Emails will be responded to within 24 to 48 hours. Include any restrictions for when you read and respond to email. Do you respond over the weekend? late at night?

Include a brief introduction, let your students know who you are.

ELIGIBILITY

You will be deemed eligible for MAC1140 if at least one of the following is satisfied.

- You have credit for MAC 1102 or MAC 1105 (or an equivalent course in College Algebra) with a grade of C- or better.
- Your overall score is 61% or higher on the ALEKS placement test. For more information about the ALEKS placement test, click on the following link: https://www.math.fsu.edu/Undergraduate/ALEKS/

It is the student's responsibility to check and prove eligibility.

- Ineligible students will not be allowed to take this course.
- Students who have credit for MAC 2311 or any higher-level math course cannot receive credit for MAC 1140.

See the math advisor in 205-D LOV if you have questions about your eligibility for MAC1140 or if you need to resolve eligibility issues.

COURSE DESCRIPTION

WHY STUDY PRE-CALCULUS?

Pre-Calculus is a springboard for many math and science courses. The main purpose of a course in Pre-Calculus is to ensure one has the necessary foundation to study calculus. Calculus is the study of how things change over time. The algebraic skills needed for calculus are studied in MAC1140. To be fully prepared for calculus you also need MAC1114 Trigonometry.
Not only do the topics covered in Pre-Calculus develop mathematical skills necessary for higher-level math courses, many of the concepts covered this semester are used in chemistry, biology, physics, economics, and computer science.

In chemistry, exponential growth and decay is beneficial in estimating functions like radioactive decay and reaction rate. Aspects like death rate and birth rate can be predicted in biology with exponential functions.

Mathematical models that use polynomial and rational functions are used frequently in physics, economics, and computer science. For example, the path of any projectile can be modeled by a quadratic function. Polynomial functions are used in economics to model marginal revenue and marginal cost. A popular method of computer security known as public key cryptography involves algebraic encryption. Virtually any encryption scheme involves a system of polynomial equations.

Another goal of Pre-Calculus is to connect and deepen your prior understanding of algebra and geometry. The concept of end behavior is connected to limits, the basis of all calculus. This concept is also used in computer science to understand how quickly computer error will grow.

WHAT IS IN THIS COURSE?

MAC1140 covers functions, graphs, and real-world applications. We begin with polynomial, rational, exponential, and logarithmic functions. Next, we examine matrix algebra followed by conic sections and their applications in the real world. Finally, we examine sequences, mathematical induction, and the binomial theorem.

The course will explore functions numerically, algebraically, graphically, and verbally. Skills and concepts needed for Calculus will be emphasized.

MAC1140 may be taken concurrently with MAC1114; both courses are prerequisites for the Calculus I, II, and III series.

LEARNING OBJECTIVES

At the completion of this course, students will be able to:

1. Describe the concept of a function and explain its various properties.
2. Define a function by ordered pairs, by a graph, and algebraically. Use transformations, symmetry, function operations, and inverses.
3. Translate between numerical, graphical, and algebraic representations of functions.
4. Apply a variety of techniques to find solutions to equations and inequalities.
5. Simplify algebraic and transcendental expressions.
6. Graph polynomial and rational functions; find the zeros of functions, and reconstruct a polynomial from its given zeros.
7. Graph and analyze graphs of exponential and logarithmic functions; solve exponential and logarithmic equations
8. Find equations of populations that obey the law of exponential growth and decay.
9. Analyze conic sections and solve problems with real-world applications.
11. Understand notation and applications of Sequences and Series.
12. Correctly write AND explain mathematics quantitatively and conceptually.

STUDENT LEARNING OUTCOMES (SLO)

MAC 1140 is required to collect student data on Quantitative and Logical Thinking. There will be two SLO assignments this semester. Students will complete SLO assignments in ALEKS outside of class.

Click here for more details about the SLO Assignments.

CLASS EXPECTATIONS

LECTURE CLASS

- Before lecture, students watch short video clips on synopsis page in Modules to become acquainted with the lesson.
- During lecture, the instructor will present new material, go over Lecture Outline Notes examples, and take questions on homework problems. Students may also work in pairs on class activities, as time allows.

LECTURE CLASS PLAN

<table>
<thead>
<tr>
<th>Week</th>
<th>ALEKS Sections</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>R.6, 1.7</td>
<td>Complex Numbers, Piecewise Functions</td>
</tr>
<tr>
<td>2</td>
<td>2.1, 2.2</td>
<td>Quadratic Functions, Polynomial Functions</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>3</td>
<td>2.3</td>
<td>Polynomial Division</td>
</tr>
<tr>
<td>4</td>
<td>2.4, 2.5</td>
<td>Zeros of Polynomials, Rational Functions</td>
</tr>
<tr>
<td>5</td>
<td>2.6</td>
<td>Polynomial &amp; Rational Inequalities</td>
</tr>
<tr>
<td>6</td>
<td>3.1, 3.2</td>
<td>Inverse Functions, Exponential Functions</td>
</tr>
<tr>
<td>7</td>
<td>3.3, 3.4</td>
<td>Logarithmic Functions, Properties of Logarithms</td>
</tr>
<tr>
<td>8</td>
<td>3.5, 3.6</td>
<td>Exponential &amp; Logarithmic Equations, Exponential Growth &amp; Decay</td>
</tr>
<tr>
<td>9</td>
<td>9.3</td>
<td>Matrix Algebra</td>
</tr>
<tr>
<td>10</td>
<td>9.5, 10.3</td>
<td>Determinants, Conic Sections: The Parabola</td>
</tr>
<tr>
<td>11</td>
<td>11.1, 11.2</td>
<td>Sequences &amp; Series, Arithmetic Sequences</td>
</tr>
<tr>
<td>12</td>
<td>11.3</td>
<td>Geometric Sequences</td>
</tr>
<tr>
<td>13</td>
<td>11.4</td>
<td>Mathematical Induction</td>
</tr>
<tr>
<td>15</td>
<td>11.5</td>
<td>The Binomial Theorem</td>
</tr>
</tbody>
</table>

**LAB CLASS**

**Lab classes are never rescheduled:** not even on a one-time basis. If you miss your lab class time, you miss the activity, quiz, or test scheduled for that day.

Lab quizzes and tests are proctored, taken in person, and are NOT available remote/online.

- Cell phones may NOT be out during lab class except when needed for DUO authentication.
- Student's using a cell phone during a lab quiz or test will be in violation of the [Academic Honor Policy](https://psy.fsu.edu/php/undergraduate/requirements/AHP2010Revision.pdf).
- Important: You must attend the lab section for which you are registered. You may change sections only during DROP/ADD.
- **It is not possible to take a lab quiz or test, or complete a lab activity, with another lab class section.**

During Lab Class time students have one of three types of assignments.

1. **FIVE (5) LAB QUIZZES**

   - On quiz days, the first half of class is spent reviewing practice problems. The instructor will answer questions on problems as time permits. Your instructor cannot provide individual instruction for students who are unprepared.
   - Quizzes will be given during the last 25 minutes of lab. The quiz will not be given early and students must be present from the beginning of class in order to take the quiz.
   - Students will only see their score immediately after submitting their quiz. Students can review their graded test any time after the due date in ALEKS.
2. THREE (3) LAB TESTS

- On test days there will be no time for practice in lab; the test will start promptly at the beginning of class.
- Students will only see their score immediately after submitting their test. Students can review their graded quiz/test any time after the due date in ALEKS.
- To receive maximum points for questions, students need to follow the instructions carefully and use proper notation.

3. FIVE (5) SMALL GROUP LAB ACTIVITIES

Lab activities are carefully designed group activities to elicit rich discussions between you and your fellow classmates. Lab activities allow students to develop skills with solving non-routine problems collaboratively.

Each Lab Activity is worth 100 points, consists of three parts, and is organized in a graded discussion.

(1) Pre-lab Entry Ticket (10 points)
- The Pre-lab Entry Ticket becomes available on Canvas at least two days before lab class meeting.
- Students complete the entry ticket in Canvas Discussions on their own prior to lab class.
- Students discuss their problem approaches with their group during each lab.
- Pre-lab Entry Tickets are graded on completion. You should spend quality time thinking about the task and be ready to share your ideas, but don't be concerned about having the "right" answer.

(2) Lab activity group work (70 points)
- Students work in groups to answer a set of prompts in Desmos.
- Students enter answers in lab class after group consensus.
- Lab activity group work is graded primarily on completion. If you attend lab class, participate in the activity, and enter reasonable answers you should receive all 70 points.

(3) Lab Exit Ticket (20 points)
- At the end of the lab activity there is an exit ticket to complete in Canvas.
- Students can reference any notes made during the group work, but the answers must be entered individually.
- Exit Tickets will be graded on correctness.
<table>
<thead>
<tr>
<th>Lab Class</th>
<th>Topic/ALEKS sections</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Lab Class</td>
<td>Initial Knowledge Check</td>
<td>8/25/22</td>
</tr>
<tr>
<td>Lab Quiz 1</td>
<td>R.6, 1.7</td>
<td>9/01/22</td>
</tr>
<tr>
<td>Lab Activity 1</td>
<td>Linear &amp; Quadratic Growth</td>
<td>9/08/22</td>
</tr>
<tr>
<td>Lab Quiz 2</td>
<td>2.1, 2.2, 2.3</td>
<td>9/15/22</td>
</tr>
<tr>
<td>Lab Test 1</td>
<td>R.6, 1.7, 2.1 - 2.5</td>
<td>9/22/22</td>
</tr>
<tr>
<td>Lab Activity 2</td>
<td>Exponential Growth/Decay</td>
<td>9/29/22</td>
</tr>
<tr>
<td>Lab Activity 3</td>
<td>Exponential Growth/Decay</td>
<td>10/06/22</td>
</tr>
<tr>
<td>Lab Quiz 3</td>
<td>2.6, 3.1, 3.2, 3.3</td>
<td>10/13/22</td>
</tr>
<tr>
<td>Lab Test 2</td>
<td>2.6, 3.1 - 3.6</td>
<td>10/20/22</td>
</tr>
<tr>
<td>Lab Activity 4</td>
<td>Logarithmic Growth</td>
<td>10/27/22</td>
</tr>
<tr>
<td>Lab Quiz 4</td>
<td>9.3, 9.5, 10.3</td>
<td>11/03/22</td>
</tr>
<tr>
<td>Lab Test 3</td>
<td>9.3, 9.5, 10.3, 11.1, 11.2</td>
<td>10/10/22</td>
</tr>
<tr>
<td>Lab Activity 5</td>
<td>Sequences &amp; Series</td>
<td>11/17/22</td>
</tr>
<tr>
<td>Lab Quiz 5</td>
<td>11.3, 11.4, 11.5</td>
<td>12/01/22</td>
</tr>
</tbody>
</table>

Note all Lab Quiz & Test dates on your calendar. Sections covered on quizzes and tests is tentative and subject to change. Tests and Quizzes are expected to be products of individual students as per the [FSU Academic Honor Policy](http://registrar.fsu.edu/bulletin/undergraduate/information/integrity/).

### REQUIRED COURSE MATERIALS

### FOLLETT ACCESS TO ALEKS

This course participates in the Follett Access program. You are automatically enrolled to receive your materials at the lowest cost. Students will be charged through their FSU portal. All homework assignments, quizzes, and tests are taken in ALEKS.

- ALEKS 360 for MAC1140 integrated access ISBN: 9781266751905
  - [FSU Bookstore link to ALEKS 360 information](https://www.bkstr.com/floridastatestore/product/aleks-360-for-college-algebra---trigonometry-9781266751905)
- Fee is charged to your FSU account when you register in the class.

- For questions concerning Follett Access, please contact your campus bookstore at follettaccess@fsu.edu (mailto:follettaccess@fsu.edu).

- Students should opt-out only if they want to pay a non-discounted higher price for ALEKS at the bookstore.

- If you have opted out and need to opt back in, click here to visit the Opt-in/Opt-out portal (https://accessportal.follett.com/0208).

- Click here for a detailed student guide to Follett Access.

Extensions will not be granted to those who miss assignment deadlines due to not having registered for ALEKS. The ALEKS Placement Exam used for eligibility is not the same platform as the ALEKS system we use in class.

**ALEKS 360**

More information about ALEKS and the registration process for our class can be found in our ALEKS Information Module.

**MAC1140 LECTURE OUTLINE NOTES**

This is a fast-paced course and students need to bring the lecture outline notes to complete in class. Lecture Outline notes can be obtained in a variety of ways.


- PDFs for each section covered in MAC1140 are also available on the Home page. Click here to go to our Lecture Outline Notes Module.
  - Students may download notes to a tablet and use a note-taking app to fill in and complete.
  - Students may print out notes themselves to fill in and complete.

**TECHNOLOGY REQUIREMENTS**
Students should have access to high-speed internet and updated software. Mobile devices may be used to view course content, upload assignments, and take assessments as determined by the instructor. To view the most current technology requirements, visit the FSU Canvas support site (http://support.canvas.fsu.edu/).

Students experiencing financial hardship related to acquiring the appropriate technology should contact Case Management Services at casemanagement@fsu.edu (mailto:casemanagement@fsu.edu). For free and discounted WiFi, check out the ITS F (https://its.fsu.edu/article/free-and-discounted-wi-fi-options-available) ree and Discounted WiFi Options (https://its.fsu.edu/article/free-and-discounted-wi-fi-options-available) page.

ITS provides vital technology support to students at Florida State University. Browse the ITS site (https://its.fsu.edu/) for more information about the services offered as well as step-by-step training and tutorials. If you have any questions, reach out to the ITS Service Desk (https://its.fsu.edu/its-service-desk) and they will be happy to help!

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**STUDENT RESPONSIBILITIES**

Student responsibility occurs when students take an active role in their learning by recognizing they are accountable for their academic success. Student responsibility is demonstrated when students make choices and take actions which lead them toward their educational goals.

Studies show that students who attend class get higher grades than those who skip classes. Students are expected to get to class on time and not to leave class until class has been dismissed. If you must leave class early, please let your instructor know before class begins. You are expected to attend class regularly. A student absent from class bears the full responsibility for all subject matter and procedural information discussed in class. Students whose names do not appear on the class roll may not attend classes.

- Log on to Canvas at least every other day to check for course updates.
- Keep up with the class and engage with the course material.
- Communicate in a careful and respectful manner with instructors, TAs, and peers.
- Complete all required assignments in a timely manner with attention to quality of work. Begin assignments before the due dates; don't procrastinate.
- Quizzes and Tests are expected to be products of individual students per the FSU Academic Honor Policy (https://registrar.fsu.edu/bulletin/undergraduate/information/integrity/).

Doing problems and keeping up with the material is an important part of any mathematics course. Regular and thoughtful working of assigned problems, with an emphasis on learning the
math concepts and allowing time to ask questions, is very important to your success in this course. Mathematics builds on itself and mastery of the previous material is needed to learn new material.

## GRADING SCHEME

The following grading standards will be used in this class:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100% to 92.5%</td>
</tr>
<tr>
<td>A-</td>
<td>&lt; 92.49% to 89.5%</td>
</tr>
<tr>
<td>B+</td>
<td>&lt; 89.5% to 86.5%</td>
</tr>
<tr>
<td>B</td>
<td>&lt; 86.5% to 82.5%</td>
</tr>
<tr>
<td>B-</td>
<td>&lt; 82.5% to 79.5%</td>
</tr>
<tr>
<td>C+</td>
<td>&lt; 79.5% to 76.5%</td>
</tr>
<tr>
<td>C</td>
<td>&lt; 76.5% to 72.5%</td>
</tr>
<tr>
<td>C-</td>
<td>&lt; 72.5% to 69.5%</td>
</tr>
<tr>
<td>D</td>
<td>&lt; 69.5% to 62.5%</td>
</tr>
<tr>
<td>D-</td>
<td>&lt; 62.5% to 59.5%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 59.5% to 0%</td>
</tr>
</tbody>
</table>

For more information on a plan to succeed in Pre-Calculus please click [here](#).

## GRADING POLICY

Your course grade is comprised of *Engage* assignments, *Practice* assignments, Lab Quizzes, Lab Tests, and a comprehensive Final Exam.

**15% *Engage* assignments**
• 10% Lab Activities (2% each)
• 3% Lecture Attendance/Participation
• 2% Other (Syllabus Quiz, Mindset Quiz, Study Plan Schedule Upload, SLO Quiz 1, SLO Quiz 2)

20% Practice assignments

• 18% ALEKS Homework
• 2% Practice Quizzes/Tests

65% Lab Assessments

• 5% Lab Quizzes (1% each)
• 45% Lab Tests (15% each)
• 15% Final Exam

All students must take a cumulative final exam. If your final exam grade is higher than your lowest test grade, your final exam grade may replace the lowest test grade. In other words, your final exam grade counts either 15% or 30%. Your lowest test grade will be replaced by your final exam grade if and only if all unit tests were taken.

ATTENDANCE POLICY

Attendance will be taken for all lecture and lab class meetings. Students are more likely to succeed in academics when they attend class consistently. Students will not be penalized for excused absences. Students will receive zeros for unexcused absences.

Lecture class attendance is one of your Engage grades.

• Please stay home and seek medical attention as needed if you are sick.
• Material covered in lecture class is available in Modules.

EXCUSED ABSENCES

Absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse.

Excused absences include documented illness, deaths in the family and other crises, call to active military duty or jury duty, religious holy days, and official University activities.

Students shall notify their instructor no later than two weeks before a religious holy day observance.
Students shall notify their instructor no later than two weeks before a religious holy day observance of their faith to be excused from class. Click on link for Religious Holy Day Policy (https://fda.fsu.edu/sites/g/files/upcbnu636/files/Media/Files/Academic%20Policies/Religious_Holy_Day_Policy_10-19-1.pdf).

Official University activities include official events at which the student is representing the University, such as athletic competitions and academic activities sponsored by a student’s academic department or college.

Consideration will also be given to students whose dependent children experience serious illness.

**ATTENDANCE GUIDELINES**

1. Students must provide advance notice of absences (when possible) as well as relevant documentation regarding absences to the instructor as soon as possible following the illness or event that led to an absence.
2. Regardless of whether an absence is excused or unexcused, the student is responsible for making up all work that is missed.
3. A test absence or quiz absence will be excused only if the student presents sufficient verifiable evidence of acceptable, extenuating, unavoidable circumstances.
4. An acceptable medical excuse must state explicitly that the holder should be excused from class on the day of the absence.
5. Students absent because of a family death must show evidence of the relationship to the deceased via an obituary or other documentation.
6. Contact Case Management (https://dsst.fsu.edu/cms) to help manage your academic demands, especially if your illness lasts more than a day or two or if you experience other crises.

**Students will not be given excused absences to attend family functions or other non-academic events.**

**Registered Student Organizations (RSO’s) and Greek Life activities are not considered official university activities.**
FLORIDA STATE UNIVERSITY

FLORIDA STATE UNIVERSITY

Florida State University's top priority is the health and safety of the campus community. "Stay Healthy FSU (https://stayhealthy.fsu.edu/)" is a public health portal for individuals living, working, or studying on the FSU campus.

All students are encouraged to get the COVID-19 vaccine and recommended booster shots. We also suggest those who are concerned about potentially contracting or spreading coronavirus or other viruses wear masks indoors, especially in situations where there are large gatherings. Anyone who is feeling ill or has been exposed to COVID-19 should be tested and follow CDC guidance for quarantine or isolation.

Please follow public health protocols to keep everyone healthy!

DO NOT ATTEND CLASS IF YOU ARE SICK!

Please stay home when sick. Anyone who tests positive for COVID-19, or monkeypox, must isolate immediately. Due to the broad availability of COVID-19 vaccines and personal protective items such as face coverings, Florida State University has adopted a position like other State University System institutions to no longer offer COVID-19 isolation spaces for students who test positive for COVID-19.

If absence is COVID-related follow Stay Healthy FSU (https://stayhealthy.fsu.edu/20) guidelines and provide one of the following to be excused.

1. Daily Wellness Check screenshot showing recommendation to stay home.
3. Results of COVID test.

Monkeypox is a virus that can spread through close, personal, skin-to-skin contact and is caused by a virus similar to smallpox but symptoms are usually much milder. Anyone who has symptoms of monkeypox should contact University Health Services at (850) 644-4567 (tel:8506444567) or see a health care provider for a medical evaluation. Anyone who is diagnosed with monkeypox will be advised to isolate at home until cleared to return to activity.

For more information about COVID-19 or monkeypox, please visit the Stay Healthy FSU website (https://click.message.fsu.edu/?qs=d099c91dd27f2d794d7dd5f3d1d718e890d8938636157c3dc212509b62ec7235123bb37462152b10d79134i).
CALCULATOR POLICY

This course tests student’s basic mathematical skills along with the progressive skills needed for Calculus. Students should get into the habit of simplifying answers and writing out exact solutions.

- Students may use a basic scientific calculator when working problems.
- Students can use the scientific calculator provided in ALEKS when working problems.
- Graphing calculators that do the work for you are NOT allowed.
- Students should get in the habit of using a scientific calculator ONLY when asked to round or approximate an answer.
- Please note that students continuing on to Calculus need to add, subtract, multiply, divide, simplify radicals, and compute fractional and exponential values by hand.

You may also use the calculator provided on the Mac computers in the lab rooms for tests, quizzes, and activities.

No hand-held calculators are allowed in lab class on quiz or test days. The use of unauthorized calculators is a violation of the Academic Honor policy and will be dealt with accordingly.

On quizzes and tests students are expected to give exact answers, not decimal approximations, when solving equations. Never approximate an answer to a given number of decimal places unless the instructions explicitly say to do so.

HOMEWORK POLICY

ALEKS is an adaptive homework product and thus individualizes homework for each student. After taking the Initial Knowledge Check, students will be asked to “Start your path.” ALEKS will begin by asking you to work through topics you are most ready to learn. Click here to learn best practices when working in ALEKS.

Continue on your path to learn and master new topics. Weekly section homework assignments are due every Tuesday at 11:59 pm after the previous week's topics are covered in lecture class. If students finish an objective early or are between objectives, they can catch up on past objectives first, then work ahead. Students who keep up with homework assignments or work ahead do much better than students who procrastinate. Watch your progress as you begin to fill in your pie!
In addition to the adaptive homework in ALEKS, students have practice tests and quizzes to complete before each quiz and test. Practice quizzes and tests become available Friday and are due Wednesday by 11:59 pm.

- Begin homework assignments as soon as the section is completed in class.
- Do NOT wait until the day assignments are due to begin working homework problems!

Students may use their notes when working homework problems. However, students need to be able to work problems on their own without any assistance in order to succeed in this course.

**MISSED HOMEWORK ASSIGNMENTS**

- Due dates for homework assignments completed outside of class are usually NOT extended because they are available for more than 24 hours.
- However, due date extensions will be considered on a case-by-case basis for extended absences that are properly documented.

**LAB ACTIVITY POLICY**

On Thursdays in which neither a quiz nor test is scheduled, a lab activity will be given.

On days there is a lab activity, students work with their lab section classmates.

- Students may ask their lab instructor or classmates for assistance.
- Seeking help on a solution website is not allowed and will be considered an Academic Honor Policy (https://sccs.fsu.edu/policies/academic-honor-policy) violation.

**MISSED LAB ACTIVITY**

If a student misses a lab, they can make up the missed lab for full points by working through the lab on their own.

- Students must meet briefly with their instructor to discuss questions/takeaways and complete the exit ticket.
- Students must makeup the lab activity within a week of the original due date to receive credit.

Students who do not complete a lab activity will receive a 0 in the gradebook.
LAB QUIZ POLICY

On Thursdays in which neither a lab activity nor test is scheduled, a quiz will be given. Your FSU photo ID card and sharpened pencils are needed for all tests and quizzes. All other materials must be put away and be off the table during lab quizzes and tests.

On days in which there is a Lab Quiz, students should bring their notes from lecture, scrap paper, pencils, eraser, and picture ID. The first half of lab class you will have time to review objectives on the practice quiz & ask questions.

MISSED LAB QUIZ POLICY

- **Excused absence:** "Excused" will be recorded in Canvas. No grade will be assigned to the missed quiz.
- **Unexcused absence:** A grade of zero will be assigned for an unexcused quiz grade.
- No early quizzes will be given.
- No quiz grades will be dropped.
- No make-up quizzes will be given.

LAB TEST POLICY

On Thursdays in which neither a lab activity nor quiz is scheduled, a test will be given.

On days in which there is a Lab Test, students should bring picture ID, pencils and eraser. All other materials must be put away and be off the table during lab tests.

Scrap paper will be provided. Students have the entire lab time for the Test. Students may not study or practice in the lab classroom on test days. Notes must be put away before entering the room.

MAKE-UP TEST POLICY

Students who miss a Lab Test must contact their instructor within a week of the test date. Make-up Tests will be scheduled for excused lab tests. Students with unexcused test absences need to meet with their instructor to determine what options are available.
• **Excused absence:** Make-up Test grade will be used. Contact your instructor as soon as possible to schedule a make-up test.
• **Unexcused absence:** With instructor permission, an unexcused absence for one test may be replaced with the student's final exam grade minus a 15% penalty.

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**FINAL EXAM POLICY**

All students are required to take a computerized final exam during the week of ___. Students must register online for exam times and locations. The University supplied exam schedule does not apply to MAC1140 because your exams are taken in a computer-equipped lab room. All students are required to take the final exam.

Your Final Exam will be given in one of the math departments six computer-equipped classrooms: 104 HTL, 105 HTL, 113 HTL, 114 HTL, 319 HCB, or 107 MCH. You will be randomly placed in one of those lab rooms, which may or may not be the same lab classroom you took your lab quizzes and tests. The Final Exam will be given during finals week. You will register online for a final exam time. Additional information about the online registration process will be given in class before the online registration site opens.

Here's a link for Final Exam Registration information: [https://www.math.fsu.edu/~maltby/MAC1140/FinalExamRegistration.htm](https://www.math.fsu.edu/~maltby/MAC1140/FinalExamRegistration.htm)

Exam Registration will open at 8:00 am on Wednesday, November 2nd. You must schedule an exam time before noon on Wednesday, November 23rd. During this three-week period, you can change your exam time at the online registration site, depending on available times. Please check your exam schedule for your other classes carefully to avoid scheduling conflicts.

After final exam registration closes at noon on ___ changes without penalty will be made only for conflicts that involve documented changes in the exam schedule for your other classes. That is, changes will be made only if an instructor in one of your classes changes the time of the final exam from that given in FSU's Final Exam Schedule, and this change conflicts with your selected MAC1140 exam time.

A 15-point penalty will be imposed on your final exam grade for any other changes made after the online registration site closes.

- This includes students who fail to register before the deadline, miss their exam, changes in travel plans, or because of airline ticket purchases, etc.
• Students must meet with their instructor if they need to schedule or reschedule their final exam time after the registration site closes.

The link for the online registration is given below. This URL will not open until 8:00 am on 11/02/22.  [https://www.math.fsu.edu/FERS/exam/](https://www.math.fsu.edu/FERS/exam/)

STUDENTS WITH ACCOMMODATIONS TESTING AT THE OAS

Students registered with the Office of Accessibility (OAS) wanting to use their accommodations for the final exam do NOT use the same online registration procedure. OAS students will schedule their final exam through AIM and wait for approval. Once your time slot is confirmed, send notification of Testing Request Approved to your instructor. OAS students are responsible to get the approval sheet showing their final exam day/time to their instructor before ___.

---

OFFICE OF ACCESSIBILITY

Your experience in this class is important to me. It is the policy and practice of Florida State University to create inclusive and accessible learning environments consistent with federal and state law.

If you have already established accommodations with the Office of Accessibility Services (OAS, formerly known as SDRC), please e-mail your accommodation letter via the AIM student portal to your instructor. Contact OAS at [https://dsst.fsu.edu/oas](https://dsst.fsu.edu/oas), if you have any questions.

Once your instructor receives your accommodation letter, he/she will arrange a meeting to discuss how your accommodations can be implemented in this course.

• Please contact your instructor at the beginning of the semester if you have OAS accommodations, whether you plan to use the accommodations or not.
• You must arrange a private meeting with your instructor to discuss your accommodation letter at least a week before any accommodations can be granted.

If you have not yet established services through OAS, but have a temporary health condition or permanent disability that requires accommodations contact OAS directly [https://dsst.fsu.edu/oas](https://dsst.fsu.edu/oas) to set up a plan.
COMMUNICATION POLICIES

COMMUNICATIONS/NETIQUETTE

When using Discussion Boards in Canvas:

- Please use polite, respectful behavior when posting your responses to prompts in the Discussion Boards.
- Be mindful of how you express your emotions and humor, and be sensitive to cultural and ability differences of your online peers.
- Keep postings to the point, and make sure your comments are relevant to the topic of discussion.
- Avoid messages such as, "Wow," "Way to go," or "Ditto" and aim for comments that validate other members’ ideas through careful explanation of why.
- When replying, give a short description in the subject line of what you are replying to, and use correct punctuation and spelling throughout your post.

For Email Communication:

- For email, please respond to your instructor’s and peers’ messages within a 24-hour period.
- Use a brief description in the subject line that outlines the topic of discussion.
- Avoid using slang or profane words.
- Use your instructor’s correct title he or she prefers for communication.
- Avoid using emoticons, such as smiley faces, and maintain a professional demeanor.
- Sign your email messages using your full name.
- AVOID USING ALL CAPS. This makes the message visually difficult to read and is perceived by the reader as "shouting."
- Use correct spelling, grammar, and punctuation, just as you would for any communication.
- Ask yourself whether you would be comfortable if someone other than the intended receiver were to read your message. Remember, email is not a completely secure form of communication.
- Refrain from "flaming," which is expressing a strongly held opinion without tact or regard for others. Don’t assume that recipients will know the intent of the message (e.g., "just kidding"). It reads differently when it’s in print (electronic or not).
- Report any inappropriate communication considered to be of a serious nature to your instructor, as it may be a violation of University policy.
- Treat others with respect by making messages clear and succinct.
FREE TUTORING

Academic Center for Excellence (ACE) and the Learning District

ACE and the Learning District are tutoring services that are free for all FSU students. Tutoring begins the second week of classes and continues through final exam week.

ACE

- [https://ace.fsu.edu/math-studio](https://ace.fsu.edu/math-studio)
- call 850-645-9151
- ACE provides drop-in peer-math tutoring for students up through Calculus III.
- ACE also provides appointment-based tutoring (30 minutes or 50 minutes) for mathematics and many other subjects.
- MAC1140 Group Review Sessions for quizzes and tests are also offered: [https://ace.fsu.edu/tutoring/group-tutoring](https://ace.fsu.edu/tutoring/group-tutoring)

The Learning District:

- [https://www.lib.fsu.edu/tutoring-information/math](https://www.lib.fsu.edu/tutoring-information/math)
- call 850-644-2706
- The Learning District at Strozier library hosts drop-in tutoring for math, physics, and chemistry Sunday to Wednesday 9 pm - 1 am.

Additional information about free tutoring at FSU can be found on our [Help Resources page](https://ace.fsu.edu/math-studio).

CLASS LECTURE RECORDINGS

In this class, consistent with state law and university policy, students are permitted to make recordings of class lectures for personal use only.

Sharing, posting, or publishing classroom recordings may subject you to honor code violations and legal penalties associated with theft of intellectual property and violations of other state law.

To protect a learning environment in which everyone feels free to experiment with ideas, we ask you refrain from recording in ways that could make others feel reluctant to ask questions, explore new ideas, or otherwise participate in class. Students must monitor their recording so that they do not include participation by other students without permission.
Students with disabilities will continue to have appropriate accommodations for recordings as established by the Office of Accessibility Services.

**SEXUAL MISCONDUCT STATEMENT**

Our school is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibits discrimination on the basis of sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our school.

Our school encourages anyone experiencing sexual misconduct to talk to someone about what happened, so they can get the support they need and our school can respond appropriately.

If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact our Title IX Coordinator, which can be found on our school’s website. [https://knowmore.fsu.edu/title-ix/meet-title-ix-office-staff/](https://knowmore.fsu.edu/title-ix/meet-title-ix-office-staff/)

Our school is legally obligated to investigate reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible.

As an instructor, I am also required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident.

**CANVAS SUPPORT**

Need help with Canvas? Contact FSU Canvas Support:

- **Email:** canvas@fsu.edu
- **Phone:** (850) 644-8004
- **Website:** support.canvas.fsu.edu
- **Hours:** 8am to 5pm, Monday - Friday
UNIVERSITY POLICIES

UNIVERSITY ATTENDANCE POLICY

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

ACADEMIC HONOR POLICY

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "...be honest and truthful and... [to] strive for personal and institutional integrity at Florida State University." (For more details see the FSU Academic Honor Policy and procedures for addressing alleged violations [http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy].)

ACADEMIC SUCCESS

Your academic success is a top priority for Florida State University. University resources to help you succeed include tutoring centers, computer labs, counseling and health services, and services for designated groups, such as veterans and students with disabilities. The following information is not exhaustive, so please check with your advisor or the Dean of Students office to learn more.

PROCESS FOR RESOLVING ACADEMIC PROBLEMS OR GRIEVANCES

Please use the Resolving Academic Problems: A Step-by-Step Guide for Students in the Academic Honor Policy and Grievances section of the Office of Faculty Development and Advancement’s website [https://fda.fsu.edu/academic-resources] to begin the process of communicating with your instructor to resolve any confusion or difficulty you may be having in the course. Detailed
information on FSU's grievance procedure, including special instructions for students enrolled in an FSU branch campus, is maintained on the General Bulletin's Academic Integrity & Grievances (https://registrar.fsu.edu/bulletin/undergraduate/information/integrity/index.cfm) webpage. Out-of-state distance learning students should review the Office of Distance Learning Complaint Resolution (https://distance.fsu.edu/about-us/complaint-resolution) page for additional procedures.

AMERICANS WITH DISABILITIES ACT

Florida State University (FSU) values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive, and welcoming. FSU is committed to providing reasonable accommodations for all persons with disabilities in a manner that is consistent with academic standards of the course while empowering the student to meet integral requirements of the course.

To receive academic accommodations, a student:

(1) must register with and provide documentation to the Office of Accessibility Services (OAS);
(2) must provide a letter from OAS to the instructor indicating the need for accommodation and what type; and,
(3) should communicate with the instructor, as needed, to discuss recommended accommodations. A request for a meeting may be initiated by the student or the instructor.

Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Office of Accessibility Services has been provided.

This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the

Office of Accessibility Services (Tallahassee Campus) (https://dsst.fsu.edu/oas)
874 Traditions Way
108 Student Services Building
Florida State University
Tallahassee, FL 32306-4167
(850) 644-9566 (voice)
(850) 644-8504 (TDD)
oas@fsu.edu (mailto:oas@fsu.edu)
https://dsst.fsu.edu/oas

Student Accessibility Services (Panama City Campus)
(https://pc.fsu.edu/students/student-affairs/sas)
Office of Student Affairs
4750 Collegiate Drive
2nd Floor Barron Building (Room 215)
Florida State University Panama City
Panama City, FL 32405
(850) 770-2172 (office)
(866) 693-7872 (toll free)
Email: sds@pc.fsu.edu (mailto:sds@pc.fsu.edu)
https://pc.fsu.edu/students/student-affairs/sas

FREE TUTORING FROM FSU

On-campus tutoring and writing assistance are available for many courses at Florida State University. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

Tallahassee Campus

For more information, visit the Academic Center for Excellence (ACE) Tutoring Services' comprehensive list of on-campus tutoring options - see the Academic Center for Excellence (ACE) Tutoring Services' website (http://ace.fsu.edu/tutoring) or contact tutor@fsu.edu (mailto:tutor@fsu.edu).

Panama City Campus

The PC campus provides both in-person and remote tutoring. In-person tutoring is available at the Robbins Center for Academic Excellence and Innovation in the Holley Building (which also houses the Digital Design Studio). Remote tutoring will be available through Zoom. To inquire about tutoring options for the PC campus, please visit the Peer Tutoring website (https://pc.fsu.edu/students/academic-advising-student-success-center/peer_tutoring) or contact an academic advisor in the Advising Center in the Holley Building to discover your options.

CONFIDENTIAL CAMPUS RESOURCES

Various centers and programs are available to assist students with navigating stressors that might impact academic success. These include the following:
Victim Advocate Program  (https://dsst.fsu.edu/vap)
University Center A,
Room 4100, (850) 644-7161,
Available 24/7/365,
Office Hours: Monday-Friday 8am-5pm
https://dsst.fsu.edu/vap

Counseling & Psychological Services (Tallahassee Campus)  (https://counseling.fsu.edu/)
Askew Student Life Center, 2nd Floor
942 Learning Way
(850) 644-8255 / (850) 644-TALK
https://counseling.fsu.edu/

FSU PC Counseling Center (Panama City Campus)  (https://pc.fsu.edu/students/student-affairs/counseling-Center)
Rebecca Whitfield, LSCW
Assistant Director for Treatment Coordination
Counseling & Psychological Services
Florida State University
Phone: (850) 644-TALK (8255)
rjwhitfield@fsu.edu
https://pc.fsu.edu/students/student-affairs/counseling-Center

University Health Services  (https://uhs.fsu.edu/)
Health and Wellness Center,
(850) 644-6230
https://uhs.fsu.edu/

FSU FOOD PANTRIES

FSU has established Food Pantries where students in need can pick up non-perishable food items freely and anonymously. The Food Pantry is available during the pandemic, and it is free and open to all students to take what they need. Donations for collection of non-perishable food items are encouraged.

For more information about the Tallahassee Food Pantry, visit the Tallahassee Food for Thought Pantry website  (https://dos.fsu.edu/resources/food-for-thought-pantry) (https://dos.fsu.edu/resources/food-for-thought-pantry). The pantry is located at University Center A, Suite 4148. If you have questions or concerns, contact the Department of Student Support and Transitions at dsst@fsu.edu or (850) 644-2428.
For more information about the Panama City Food Pantry, visit the PC Food Pantry website (https://pc.fsu.edu/students/student-services/food-pantry). The pantry is located at Holley West Hall. If you have questions or concerns, contact Kathleen Duval LCSW at krduval@fsu.edu or (850) 770-2174.

**SYLLABUS CHANGE POLICY**

"Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice."

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**COURSE SUMMARY**

To be successful in this course, be sure to complete all required assignments and tests by the due date.

### Course Summary:

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<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Due</th>
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<tbody>
<tr>
<td></td>
<td><a href="#">Study Plan Schedule Upload</a></td>
<td>due by 11:59pm</td>
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<td><a href="#">Syllabus Quiz</a></td>
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<td>Lab Activity 1: Covariational Reasoning</td>
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<td>Lab Activity 4: Inverses and Logarithms</td>
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<td>Lab Activity 5: Sequences &amp; Series</td>
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<td>11.4 Mathematical Induction</td>
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<td>2.1 Quadratic Functions</td>
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