

MATH 1324-001 Algebra and Trigonometry
Fall 2016 COURSE SYLLABUS

Instructor: Shelley Hamilton Office: 438 PKH Phone: (817) 272-7137

Office Hours: M-Th 12:30-1:30

Class Hours: TR 9:30-10:50 PKH 102

Email: shelley@uta.edu

Required Textbook: Fundamentals of Algebra and Trigonometry(9th edition) by Swokowski and Cole.

Calculator: A scientific calculator is needed.

Other Supplies: Scantron forms 882-E or 882-ES

Course Description:

(3 hour credit) This course represents a fast-paced summary study of the topics of Math 1302(College Algebra) and 1303(Trigonometry). This course is not intended for calculus track students. Credit cannot be received for Math 1324 AND Math 1302 or 1303.

Class Expectations:

1. Attend all class meetings promptly.
2. Ask questions during lecture if you do not understand something.
3. Read a chapter before the corresponding lecture.
4. Do the assigned homework problems immediately following coverage of the corresponding material in class. Ask questions as needed during office hours.
5. Bring your calculator to classes and tests. No sharing of calculator during tests.
6. Remain in class until dismissed or until class time expires.

Study Suggestions:

1. Attend class every day and do the assigned homework problems.
2. Math Clinic Tutors are available in Room 314 PKH.
3. Cost-Sharing tutoring is available at SOAR, 132 Hammond Hall
4. Tutoring is available at the Science Learning Center, 106 Life Science
5. A list of private tutors is available in the Math Office, 478 PKH
6. If necessary, visit your instructor during office hours for help well before exam time.

Drop Policy and important dates:

Labor Day Holiday: Sept. 5

Census Date: Sept. 12

Last day to drop courses: Nov. 2 by 4 pm

Thanksgiving Holidays: Nov. 24 - 27

Last class day: Dec. 7

Note: A student will not be dropped automatically for failure to attend class. It is the student's responsibility to initiate a drop from a course.

Grade Calculation

Grade Component	Percentage	Date
Exam I	20%	Tuesday, September 27th
Exam II	20%	Tuesday, October 25th
Exam III	20%	Tuesday, November 22nd
Quizzes	10%	N/A
Final Exam	30%	TBA

Grading Scale

Grades will be computed based on the following distribution. Grades are rounded up accordingly.

90 — 100%	A
80 — 89%	B
70 — 79%	C
60 — 69%	D
Below 60%	F

Homework and Quizzes

- **Homework will not be graded. However, practicing problems is the best way to learn the concepts and skills**
- Around 13 quizzes will be given, and around 3 will be dropped.
- Scantrons may be needed for these, so you should keep some with you.
- Quizzes can be in-class, take-home, or attendance.
- No makeup quizzes will be given.

Tests

- There will be three regular tests throughout the semester.
- These will be multiple-choice and work-out questions, and a scantron is needed for these tests.
- The average of these tests will account for 60% of your final grade.
- No makeup tests will be given, unless approved by instructor.
- If you have a school sponsored away-event, religious, work, or military conflict with the tests, you must provide me with sufficient documentation of your conflict no later than one week BEFORE the testing date...you must fill out the Test Date Exception Form located in Blackboard.

Final Exam

- The final exam will count for 30% of the course.
- A scantron is needed for this exam.
- The final exam is comprehensive and will consist of multiple-choice questions.

Attendance Policy

- As the instructor of this section, I will take attendance by using a sign-in sheet.
- Poor attendance usually results in lower grades, so students who do not attend class, as a rule, are not successful.

Drop Policy

- Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

Drop Date

- Wednesday, November 2 by 4 pm.

Electronic Communication

- UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

START STRONG Freshman Tutoring Program

- **University Tutorial and Supplemental Instruction (UTSI)/University College**
- All first time freshmen can receive five FREE hours of tutoring for this course and other selected subjects for this semester. **Students must sign up and complete their first hour of tutoring by September 23, 2016.** To sign up, visit UTSI in 205 Ransom Hall/University College. Upon completion of your first tutoring appointment, you will receive five hours of additional free tutoring. Flexible tutoring hours are available from 7:00am – 9:00pm, seven days a week at secure locations on campus. All tutors receive extensive training. Find out more at www.uta.edu/Startstrong
- The Math Department operates the **Math Clinic**, a free tutoring service staffed by upper level undergraduate students. The Math Clinic is on the 3rd floor of Pickard Hall; the phone number is 817-272-5674; and the hours of operation for fall and spring are

Monday – Thursday	8 am – 9 pm
Friday	8 am – 1 pm
Saturday	1 pm – 6 pm
Sunday	1 pm – 9 pm

- Go to the Math Clinic webpage <http://www.uta.edu/math/clinic/> to get more information or to access assignment sheets for the courses for which tutoring is offered.

Americans with Disabilities Act

- The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "**reasonable accommodations**" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364. Student responsibility primarily rests with **informing faculty at the beginning of the semester and in providing *authorized* documentation through designated administrative channels.**

- If you require an accommodation based on disability, I would like to meet with you in the privacy of my office, during the first week of the semester, to make sure you are appropriately accommodated.

Counseling and Psychological Services, (CAPS)

- www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy

- *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos. For information regarding Title IX, visit www.uta.edu/titleIX.*

Title IX Policy

- The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.*

Academic Dishonesty

- Students enrolled in this course are expected to adhere to the UT Arlington Honor Code:
- *I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*
- *I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*
- UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including

(but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Grade Replacement and Grade Exclusion Policies

- These policies are described in detail in the University catalog and can also be found online at
- http://web.uta.edu/catalog/content/general/academic_regulations.aspx#10
- (Scroll about half way down the page).

Student Disruption

- The University reserves the right to impose disciplinary action for an infraction of University policies. For example, engagement in conduct, alone or with others, intended to obstruct, disrupt, or interfere with, or which in fact obstructs, disrupts, or interferes with, any function or activity sponsored, authorized by or participated in by the University.

Campus Carry

- Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

Student Feedback Survey

- At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week

- A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures

- Should we experience an emergency event that requires us to vacate the building, students should exit the room and take an immediate right or left, walk down the hallway toward the corner of the building and descend the stairs. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.
- Students are encouraged to subscribe to the MavAlert system that will send information in case of an emergency to their cell phones or email accounts. Anyone can subscribe at <https://mavalert.uta.edu/> or <https://mavalert.uta.edu/register.php>

Student Support Services

- [Required for all [undergraduate courses](#)] UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](#), [major-based learning centers](#), developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

The IDEAS Center (2nd Floor of Central Library)

- offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593

