Disclaimer: This syllabus is current and accurate as of its posting date, but will not be updated. For the most complete and up-to-date course information, contact the instructor.

Instructor Information
Name: Mrs. Autumn Hoover Phone: 325-486-5431
email: autumn.hoover@angelo.edu Office: MCS 220M

Office Hours: Monday/Wednesday: 11:00 – 12:00; 1:30 – 2:30
Tuesday/Thursday: 8:30 – 9:30; 11:00 – 12:00; 1:00 – 2:00
Friday: None scheduled, but I am usually here 11:00 – 12:00 and 1:00 – 2:00.

Feel free to come by my office at any time for help. I will definitely be near my office during my office hours (or there will be a note telling you when I will be back). If my office hours are not convenient for you, meet with me, or send me an email, to arrange for another time that is more convenient. We may also be able to meet virtually through Blackboard Collaborate. You will need a webcam and microphone for this.

This class meets TR 9:30 – 10:45 in MCS 110.

Textbook: Precalculus: Mathematics for Calculus, 7th edition, by Stewart, Redlin and Watson. You must have a copy of the textbook (a digital copy is fine), but you do not need an access code for WebAssign.

Student Expectations: YOU are expected to…

- Attend class consistently and arrive on time. This applies to in-class and virtual attendance.
- Foster a learning environment by practicing common courtesy at all times.
- Pay attention fully during class.
- Complete each assignment by the specified due date.
- Maintain academic honesty.
- Work outside of class on homework, quizzes, and review materials to master concepts and adequately prepare for exams.
- Utilize, as needed, all available study-aid options (including visiting the math lab, meeting with the instructor, watching lecture videos, etc.) to resolve questions.
- Keep all course materials, notes, worksheets, reviews, syllabus, etc. in a 3 ring binder and bring to class daily.

Math Lab: The Math Learning lab is available on campus and provides FREE math tutoring. Please utilize this great resource- no appointment is necessary. There will also be some other tutoring options available. More information to come.

- MATH LAB- LIB C302 (upstairs)
  - Monday – Friday: 1:00 – 5:00 pm
Course Delivery

The plan is for all students to be able to attend class every day (TR) unless prevented from doing so due to illness, quarantine, etc. The goal is to provide face-to-face instruction to students who want to return to campus, while also allowing students who may need to learn remotely to participate via virtual class sessions or through recorded lectures of the content. You will be expected to complete coursework via Blackboard.1

Please refer to this Health and Safety web page2 for updated information about campus guidelines as they relate to the COVID-19 pandemic.

Lecture Notes: You will need to print all lecture notes from Blackboard and bring to class in a 3 ring binder. (I would do this at a computer lab on campus and save your ink.)

Blackboard/Email:

- I plan to post notes, videos, test reviews, grades, important announcements and other documents on Blackboard. I will expect you to print the lecture notes and bring them with you to class daily.
- Blackboard can be accessed through RamPort or by visiting Blackboard.3
- All electronic correspondence will be sent to your ASU e-mail account. It is your responsibility to regularly check your angelo.edu email account.

Attendance: Attendance will be taken daily and is mandatory for the entire class period. Excessive absences are reported to the administration and play a definite role in suspension considerations. Remember that I can teach you more in one hour than you can learn on your own in several hours. So, for your own sake, attend every class!! I count 3 tardies as an absence.

Technology Requirements

You will need a scanner or scanning app to upload homework into Blackboard. If you are going to be learning remotely, you will also need a laptop/desktop, webcam and a printer. If you cannot get a printer, we will need to work out something for your exams. Access to exams will be through Blackboard Collaborate and will be video recorded. For best results, use an ethernet cable to connect to your Internet source instead of relying on Wifi.

Communication

I will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

Written communication via email: All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. In your emails to faculty, include the course name and section number in your subject line.

Virtual communication: Office hours and/or advising may be done with the assistance of the telephone, Blackboard Collaborate, Zoom, Skype, etc.
Homework
Homework will be assigned over every section. Daily work will consist of worksheets and/or textbook problem sets. Homework is due at the BEGINNING of class. **I DO NOT ACCEPT LATE HOMEWORK.**

- You will need to scan pictures of every page of your homework. Convert it to a pdf and upload it into blackboard under the appropriate date in the homework assignments tab.
- If you are going to miss class, you still need to upload the assignment into blackboard **before class starts** on the day the assignment is due. **No late assignments** will be accepted.
- If you need assistance with an assignment, see me for help **before** it is due.
- Homework assignments will be posted daily on blackboard, on the Homework assignment tab.
- I will drop 3 homework grades at the end of the semester to compensate for unavoidable circumstances.
- **Write your answers on the answer sheet, which can be obtained at the top of the homework tab in Blackboard.**
- Write legibly. If your answer cannot be read, it is wrong. Show all necessary work.

Tests/Final Exam: There will be three regular exams during the semester and a cumulative final exam. If you leave the room during an exam, I may take your test and grade it AS IS! If you miss an exam, get in touch with me immediately.

Tentative Test Dates:
- Test 1: Thursday, September 17
- Test 2: Thursday, October 15
- Test 3: Thursday, November 12
- Test 4 (Final Exam): Tuesday, November 24, 8:00 – 1000

Drop Date: Tuesday November 10th is the last day to drop a class.

Grading: Grades will be determined as follows:
- Homework & Quizzes- 15%
- Tests (20% each) - 60%
- Final Exam- 25%

Final Grades: Final grades will be determined using the following scale
- A: 90% or above
- B: 80% - 89%
- C: 70% - 79%
- D: 60% - 69%
- F: Below 60%

Common Courtesy:
- Please turn off all cell phones or any other electronic devices before entering the classroom. Place these items in your backpacks. I do not want to see them on your desk or in your laps. I reserve the right to ask you to leave class if I catch you on your phone.
- Please refrain from carrying on personal conversations once class has started. Be courteous to your peers when they are responding in class by listening to what they have to say.
- You are not given a grade in a college course; you EARN your grade. It is your responsibility to put in as much effort as it takes to earn this grade. This includes utilizing (as needed) all available study aid options (my office hours, the Math Lab, watching lecture videos, etc.) to resolve any questions or concerns you might have about any aspect of the course.
What to do when you miss class:

- Upload into blackboard any assignments due the day you are going to be absent. They must be received by class time.
- Watch posted video to learn the material.
- Look under “Homework Assignments” in Blackboard and see what homework was assigned while you were out. You are still responsible for the assignment over the material covered.
- Go to math lab or see me during office hours if you are having difficulty with the assignment.

General Policies Related to this Course

All students are required to follow the policies and procedures presented in these documents:

Angelo State University Student Handbook
Angelo State University Catalog

Accommodations for Students with Disabilities

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
325-942-2047
dallas.swafford@angelo.edu
Houston Harte University Center, Room 112

Title IX at Angelo State University

The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at:

Michelle Boone, J.D.
Director of Title IX Compliance/Title IX Coordinator
Mayer Administration Building, Room 210
325-942-2022
michelle.boone@angelo.edu
For more information about Title IX in general you may visit www.angelo.edu/title-ix. You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

**Student Absence for Observance of Religious Holy Days**
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

**Incomplete Grade Policy**
It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

**Academic Integrity**
Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU. The College of Science and Engineering adheres to the Statement of Academic Integrity.

**Required Use of Masks/Facial Coverings by Students**
As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

**Modifications to the Syllabus**
This syllabus, including grade evaluation and course schedule, is subject to modification. In particular, the COVID-19 pandemic may require significant changes in course delivery and content on potentially short notice.
Mathematics 2312 - Student Learning Outcomes:

1. The students will demonstrate an understanding of factual knowledge including the mathematical notation and terminology used in this course. Students will read, interpret, and use the vocabulary, symbolism, and basic definitions used in precalculus pertaining to the real numbers; exponents and radicals; polynomials, factoring, and rational expressions; equations and inequalities; functions; polynomial and rational functions; inverse functions; exponential and logarithmic functions; and graphs and their transformations.

2. The students will describe the fundamental principles including the mathematical rules and theorems arising from the concepts covered in this course. Students will identify and apply the laws and formulas that result directly from the definitions; for example, rules of exponents, exponential and logarithmic properties, the quadratic formula, slope and formulas for the equations of lines, the Intermediate Value Theorem, and the limit laws.

3. The students will apply course material using techniques and procedures covered in this course to solve problems. Students will utilize the facts, formulas, and the techniques learned in this course to simplify algebraic expressions; graph functions; and solve equations and systems of equations.

4. The students will develop specific skills, competencies, and thought processes sufficient to support further study or work in this field or related fields. Students will acquire a level of proficiency in the fundamental concepts and applications in precalculus necessary for success in calculus.

Course Content:

Textbook: Precalculus: Mathematics for Calculus, 7th Edition, by Stewart, Redlin, and Watson. The following chapters including the particular sections listed are covered.

1. Fundamentals: Exponents and Radicals; Algebraic Expressions; Rational Expressions; Equations; Inequalities; The Coordinate Plane; Graphs of Equations; Circles; Lines.

2. Functions: Functions; Graphs of Functions; Getting Information from the Graph of a Function; Average Rate of Change; Linear Functions; Transformation of Functions; Combining Functions; One-to-one Functions and Their Inverse.

3. Polynomials and Rational Functions: Quadratic Functions; Polynomial Functions; Dividing Polynomials; Rational Functions.

4. Exponential, and Logarithmic Functions: Exponential Functions; The Natural Exponential Function; Logarithmic Functions; Laws of Logarithms; Exponential and Logarithmic Equations.

10. Systems of Equations and Inequalities: Systems of Linear Equations in Two Variables; Systems of Linear Equations in Several Variables; Partial Fractions; Systems of Nonlinear Equations; Systems of Inequalities.

Subject Matter: (tentative schedule- subject to change)
For current, updated information about course topics, contact the instructor or see Blackboard.

Tentative Course Schedule

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<th>Week</th>
<th>Topics</th>
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<td>29</td>
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1. [https://blackboard.angelo.edu/](https://blackboard.angelo.edu/)
3. [https://blackboard.angelo.edu/](https://blackboard.angelo.edu/)
5. [http://www.angelo.edu/catalogs/](http://www.angelo.edu/catalogs/)
6. [https://www.angelo.edu/services/disability-services/](https://www.angelo.edu/services/disability-services/)
7. [https://www.angelo.edu/services/title-ix/](https://www.angelo.edu/services/title-ix/)
8. [http://www.angelo.edu/incident-form](http://www.angelo.edu/incident-form)
10. [http://www.angelo.edu/content/files/14197-op-1011-grading-procedures](http://www.angelo.edu/content/files/14197-op-1011-grading-procedures)