MAC 1114 Trigonometry Summer B 2012

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Office Hours: MTWR 12:00 to 1:00 pm  Math Office Phone: 941-752-5224

Academic Resource Center Information: http://scf.edu/StudentServices/pages/144.asp

On-Campus Meetings: Tuesday 6/26, 2:00pm - 3:00pm; Tuesday 7/17 and 8/7, 1:00pm - 3:00pm
Building 27, Room 137.

GORDON RULE
This course meets the Florida State Board of Education Rule Number 6A-10.30. For the purpose of this rule, a grade of “C” or better shall be considered successful completion.

COURSE DESCRIPTION
This course meets Area II requirements for both the A.A. and the A.S. general education requirements. Topics include the study of trigonometric functions and applications, analytic trigonometry, vectors, trigonometric form of complex numbers, parametric equations, and polar coordinates and equations. This course is intended for students whose major requires the calculus sequence. Use of a graphing calculator is integrated throughout this course. Additional special fees are required. Students already with credit for MAC 2147 or 2142 cannot subsequently get credit for MAC 1114, or vice versa. Course performance standards are available online at http://www.scf.edu/content/Docs/CouPerSta/MAC1114.doc and in the mathematics labs.

PREREQUISITES
MAC 1105 or equivalent. Student Enrollment in any mathematics course is contingent upon approval of the mathematics department. This means that students who have been misplaced may have their schedule changed.

REQUIRED COURSE MATERIALS

Textbook  
*Trigonometry 6th Edition*, by Charles McKeague
An electronic version of the textbook is available with the WebAssign software that is required for the course. Students are not required to buy a hardcover copy of the textbook.

Calculator  
A graphing calculator is required; a TI-83, TI-83 Plus or TI-84 Plus is strongly recommended. Calculators can be used during exams with the exception of those calculators with symbolic manipulation capabilities (e.g., TI-89, TI-92). Cell phones cannot be used as calculators during exams.

Software  
Instructional software with access to homework problems and chapter quizzes will be used in this course. Your online section requires all students to use the instructional software called WebAssign. The software must be purchased by the end of the first week of classes. The WebAssign access code is available for purchase either at the college bookstore or online at www.webassign.net. The class key for this course is ___________. Do not open any packages unless you are certain you have the correct materials. Open packages will not receive full refund at the bookstore.

ANGEL ACCESS
You are already enrolled in the ANGEL account for this course. You can access ANGEL through SCF Connect using your regular User ID and Password. This syllabus will be posted in ANGEL, and detailed instructions for enrolling in WebAssign will be posted in ANGEL under the “Lessons” tab. Students should not contact the instructor through ANGEL, instead send e-mails to samuelj@scf.edu.
COURSE FORMAT
This is an online course requiring submission of online assignments and projects. It is NOT self-paced. You will be learning through the use of a textbook, course notes, and WebAssign software. You will work outside of a classroom to complete the course material as outlined in the attached schedule and come to the campus (or a pre-approved testing center) to take a Midterm and Final exam. An instructor will interact with the students throughout the course and assess all assignments.

E-MAIL
You must use your SCF e-mail account and check your e-mail regularly. Your instructor will send you regular e-mails with pertinent course information. It is your responsibility to make sure you receive these e-mails. If you do not appear to be receiving e-mails, contact your instructor immediately. All e-mail replies must be sent from your SCF e-mail address. They must be written using correct English structure, grammar and punctuation and be signed with your first and last name. Additionally, the course name, MAC 1114-Online, should be included on the subject line of the e-mail. Please do not e-mail your instructor through ANGEL. Students can typically expect to receive a reply within 24 hours, M-F.

For questions on homework or general course concerns, please post in the General Class Discussion board.

REQUIRED INITIAL ASSIGNMENT
To be a student in this course, you must complete all parts of the assignment by Tuesday, July 3, 11:59pm. To complete this assignment, students must:

1. Complete the Syllabus Quiz in Angel.
   • You will find the syllabus quiz in the Initial Assignment folder under the Lessons tab in Angel.
   • You are allowed two submissions with no time limit to complete the quiz.

2. Write an “Introduction Post”.
   • You will find the “Class Introduction” discussion forum in the Initial Assignment folder under the Lessons tab in Angel.
   • Read the instructions, then create your own post in the forum.

3. Enroll in WebAssign and complete the first assignment.
   • Enroll in WebAssign.
   • Download any required plug-ins for WebAssign.
   • Click on Notifications in the top right, and check all options under “Notify me immediately when…”
   • Complete the homework assignment for section 1.1.

Students who fail to complete all parts of the Required Initial Assignment by the due date will be marked as a no-show and dropped from the course.

In accordance with US Department of Education guidance regarding class participation, The State College of Florida requires that all students complete an orientation and submit their required Week 1 assignments within each course(s) during the first 8 calendar days of class. The first calendar day of class is the official start date of the course as posted on the course syllabus. Assignments submitted prior to the official start date will not count toward your participation. Financial Aid cannot be released without class participation as defined above. Students who have already taken, and successfully completed, at least one or more class(es) with The State College of Florida will be dropped ONLY from any class(es) in which they are not participating. If you have any questions about your assignments, or you are unable to complete your assignments, please contact your instructor at samuelj@scf.edu.
LESSON PROCEDURE
Weekly assignments will typically be due each at 5:00 am, on the day specified on the syllabus. Every week, sections are assigned according to the Syllabus calendar. For each assigned section:
1. Read the section in the Textbook.
2. Watch the Lecture Videos for the section in WebAssign.
3. Go through the section exercises in the handouts on Angel.
4. Complete the Homework in WebAssign. Homework assignments will count toward your course grade.
5. Complete weekly test and/or project.

HOMEWORK
Doing homework is a critical part of learning mathematics. Assignments are provided through the WebAssign software. The online homework will have an impact on your course grade. Assignments will typically be due each at 5:00 am, see above. Assignments with due dates that are past can still be submitted up to 3 days past the due date with a 25% penalty on late problems. Online homework is required and counts as 100 points toward your course grade.

There will be a WebAssign homework assignment due for every textbook section covered.

ONLINE TESTS
Four online 2-hour tests, each worth 50 points toward your course grade, will be assigned through the WebAssign software. You will be allowed two submissions on each test to correct for any technical issues. To prepare for these tests, students can (1) complete the reviews in Angel and/or (2) redo previously completed Homework assignments for practice in WebAssign without penalty to their grades.

- From the time that you click on the Test, you will have only two hours to submit your completed answers. Do not click on the quiz or test unless you are prepared to take it at that time.
- Unlike your homework you should answer all questions and then click “Submit”. After that you will be given the chance to submit a second time to allow for any correction that might need to be made because of WebAssign formatting issues.

PROJECTS
You will have a weekly project. The projects will be available under Resources in WebAssign. The due dates for the projects are listed in the syllabus calendar.

ON CAMPUS EXAMS
There will be a required Midterm exam and a required comprehensive Final exam. The Midterm exam will be on July 17th, 1:00 to 3:00 pm, and the Final exam will be on August 7th, 1:00 to 3:00 pm. All exams will be in Building 27 room 137 on the Bradenton campus.

What you must bring: an approved graphing calculator, pencils, and your student ID card or driver’s license. Students cannot share calculators or use a cell phone as a calculator during exams!

For students with time/location conflicts: If you are not able to attend an on-site test session, you must make an appointment with the SCF Testing Center or find a proctored testing center in your area. Contact your instructor with the necessary information for sending the test to the testing center at least one week prior to the exam. Please be aware that most independent testing centers will charge for proctoring services. Regardless of location, you must still take the exam on the same date as the rest of the class.

NO MAKE-UP EXAMS WILL BE GIVEN for any reason. Any missed online or on campus test will result in a zero. A student who does not sit for the Midterm exam will be withdrawn from the course.
GRADING  Your grade in the course is determined by the total number of points earned during the semester. Homework and quizzes will be submitted through WebAssign, and traditional paper-and-pencil exams will be taken in person at the Bradenton Campus.
You must earn a 60% or higher on the final exam to pass the course.

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<tr>
<th>Points</th>
<th>Grading Scale</th>
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<tbody>
<tr>
<td>200</td>
<td>90-100% = A</td>
</tr>
<tr>
<td>150</td>
<td>80-89% = B</td>
</tr>
<tr>
<td>50</td>
<td>70-79% = C</td>
</tr>
<tr>
<td>200</td>
<td>60-69% = D</td>
</tr>
<tr>
<td>200</td>
<td>0-59% = F</td>
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<tr>
<td><strong>Total 800 points</strong></td>
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TECHNICAL SUPPORT Help for WebAssign is available at https://www.webassign.net/user_support/student/. For fast assistance, choose chat to “talk” to a technical support person. Students can also call 1-800-955-8275 for assistance from WebAssign or ask their instructor or inquire at the Academic resource center.

ATTENDANCE Since this is an online course, attendance will be measured by completion of WebAssign assignments as well as sitting for exams.
• During the first week of class, student attendance will be measured by completion of all parts of the Required Initial Assignment (described above).
• After the first week, students must display weekly activity in WebAssign (i.e. Complete homework problems every week) and sit for both exams. Students who are inactive for one week are subject to withdrawal from the course.

WITHDRAWAL In accordance with the State College of Florida policy, as stated in the college catalog, students may withdraw from any course, or all courses, without academic penalty, by the withdrawal deadline listed in the State College of Florida academic calendar. This semester, the withdrawal date is July 23, 2012. Students should take responsibility to initiate the withdrawal procedure but are strongly encouraged to talk with their instructors before withdrawing from the course. In addition, students should note that faculty may also withdraw students for violating policies, procedures or conditions of the class as outlined in individual class syllabi or if they have been inactive in the course for two weeks. Such action could affect financial aid status.

MISCONDUCT Students are required to adhere to the Student Code of Conduct as outlined in official State College of Florida publications including the Catalog and the Student Handbook and Planner. Violations of any Student Codes of Conduct may result in a disciplinary sanction. These sanctions can be found on pages 110-111 in the Student Handbook and Planner.

ACCOMODATION SERVICES State College of Florida, Manatee-Sarasota, in accordance with the Americans with Disabilities Act will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please see me or contact the Disability Resource Center (DRC). The DRC is located in 300-326 on the Venice campus and in the Student Services Center (01-219) on the Bradenton campus. The phone number is 941-408-1448 Ext # 61448 (TTY 941-480-3420) on the Venice campus and 941-752-5295 Ext # 65295 (TTY 941-751-8179) on the Bradenton campus.
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<tr>
<th>Week</th>
<th>Sections Covered</th>
<th>Topics Covered</th>
<th>WebAssign</th>
<th>Suggested Due Dates</th>
<th>Suggested Homework Assignments</th>
</tr>
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**Note:** Monday, July 23rd is the last day to withdraw without academic penalty (no refund).
Frequently Asked Questions

1. **Will there be an orientation during the first week?**
   There will be an *optional* orientation session on Tuesday 6/26, on the Bradenton Campus, Bldg. 27 Room 137, from 2:00 pm to 3:00 pm.

2. **How do I get started in the class?**
   Read the syllabus and e-mail your instructor at *samuelj@scf.edu* with any questions. Do the Syllabus Quiz on ANGEL and the “Class Introductions” discussion. Use the “Enrolling in Enhanced WebAssign” instructions posted in ANGEL under Lessons on the first day of class to sign up for Enhanced WebAssign (or EWA). Complete the assignment for Section 1.1 in EWA under “My Assignments”. These activities must be completed by January 17th. From then on, follow the Lesson Procedures (outlined above) each week and see the Syllabus calendar for due dates.

3. **How is an online class different from a face-to-face class?**
   Successful online students must be much more organized and self-disciplined than traditional students. Students should expect to spend a *minimum* of 3 hours per week reading the textbook lesson and viewing lecture videos, and a *minimum* of another 3 hours per week completing practice problems in the Course Notes as well as Homework and Quizzes in WebAssign.

4. **How can I prepare for quizzes and tests?**
   (1) Complete the Test Reviews, and check the solutions posted in WebAssign. (2) You can redo past homework assignments in EWA for extra practice without affecting your grade.

5. **This was supposed to be an online class and I can’t take the exams on campus! What should I do?**
   You can take the exams at a proctored testing center with a more convenient location for you. It is your responsibility to find the testing center, pay any applicable fees, and contact your instructor immediately (no less than one week prior to the exam) with information on sending test materials to the test center. Students must take the exam on the same day as the rest of the class but can take the exam earlier in the day due to a time conflict. If students have just a time conflict but live near campus, it may be possible to schedule a test free of charge at an SCF Testing Center.

6. **How can I get help with a tricky Homework problem?**
   You can post the problem on the General Class Discussion or send an e-mail to *samuelj@scf.edu* with your question. For extra tricky problems that many students have questions on, a detailed solution can be e-mailed to the class, so remember to check your SCF e-mail regularly.

7. **I couldn’t submit my Homework assignment by the due date because [insert reason here]. Can I turn it in late?**
   Yes – for up to three days past the due date, you can click “Extension Requests” in an assignment to turn it in late. For problems completed after the due date, a 25% penalty will be applied. After three days past the due date, homework assignments can no longer be submitted late.

8. **Can I submit Online Tests late?**
   Nope! Unless you have a documented and valid excuse, tests must be submitted by the due date. Unlike homework, tests are timed (2 hour) and students must submit all answers at once, rather than question by question. Students are allowed 2 submissions per test to account for the unlikely possibility of technical glitches. It’s a good idea to work out all test questions with their answers on paper in case of a technical issue occurring.

9. **Since this is an online class and we won’t interact much… who are you?**
   Glad you asked! My name is Janet Samuels, and I have lived in the Tampa Bay area for 14 years. I have a Masters degree in Mathematics from USF and have worked at SCF the past 5 years. I live in Palmetto with my husband, three children, one cat, three dogs, seven chickens and a pig. I’d love to get to know my students better, so feel free to send me a “hello” e-mail at *samuelj@scf.edu* to tell me a little about yourself. Better yet, if you get a chance stop by my office in Bradenton, 27-111. My office hours are printed at the top of the syllabus. Best of luck this semester!