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Contact Information

Professor: Carrie Naughton

Office: Library L247

Office Hours: MWF 11:30 am – 12:30 pm in L 247, Monday 9-10 pm (online) and Thursday 8-9 pm (online)

Phone: 651-450-3785

Email: cnaught@inverhills.edu (preferred method of communication)

Website: <http://faculty.inverhills.edu/cnaught/> (similar material and gradebook available on D2L)

Prerequisite

Placement in Math 1127 from the IHCC Assessment, or successful completion with a B or better of Math 940.

Learning Outcomes

The students will be able to demonstrate the:

1. Ability to understand the concept of function, and functional attributes such as domain, range, oddness/evenness, increasing/decreasing, and symmetry. Ability to determine these attributes for a function given its graph and/or equation. Ability to perform the algebra of functions: sum, difference, product, quotient, composite, and inverse.
2. Ability to graph absolute value, reciprocal, square root, polynomial, rational, piecewise defined, logarithmic, exponential, and trigonometric functions and the ability to use such graphs to solve applied problems and to understand the significance of attributes of the graph to such applied problems.
3. Ability to solve appropriate applications of determining maximum or minimum of a quadratic function, zeros of polynomials, compound interest, and exponential growth and decay. The ability to identify and articulate the significance of graphical components such as x-intercepts, horizontal asymptotes, intervals of increasing or decreasing in a mathematical model/application.
4. Ability to verify trig identities, solve trig equations, and solve applied trig problems.
5. Ability to analyze data and use technology to find functions which best describe the data.

Critical thinking will be incorporated throughout the course.

Text

You must have a MyMathLab access code (REQUIRED). You can buy the MyMathLab access code at the bookstore or at www.pearsonmylab.com. The MyMathLab access code gives you access to the multimedia textbook. We will be using the following textbook: ***Precalculus, Enhanced with Graphing Utilities***, 6th Edition by Sullivan and Sullivan, published by Pearson/Prentice Hall. If you prefer to also buy a hard copy of the textbook (OPTIONAL), it can be purchased at the bookstore or you can buy a copy online through various vendors. A slightly older edition (5th Edition) of the textbook would also work just fine. A hard copy of the textbook is portable and can be taken anywhere and used in the future, but is expensive. The multimedia textbook available through MyMathLab is free with the MyMathLab access code, but can only be accessed with an internet connection and you will not have access to it after this course is over.

You will need a Math 1127 coursepack with my name on it available from the bookstore.

You will also need to access course materials from Desire2Learn (D2L).



Calculators

A graphing calculator is required. I recommend a TI 83 or TI 84, if you don't already own one. Cell phone calculators are not allowed on exams.

Math Center

Help is available in the Math Learning Center (2nd floor of the Library). Math tutors are available M-Th: 9-6, and F: 9-4. You can also sign up for a free peer tutor in the 2nd floor of the Library for additional help.

Important Dates

August 24, Classes begin	October 15 & 16, No class (EdMinn)
September 7, Holiday	November 11, Holiday
September 11, No Class	November 26 & 27, Holiday
September 30, Student Success Day	December 15, Final Exam 2-5 pm

Note: Precalculus students are strongly encouraged to participate in Student Math League. The benefits include free food, monetary awards and extra credit points!

Grading Policy

Your final grade is based on the percentage of earned points out of the total number of possible points. You will earn points on the criteria listed below. **No late submissions are allowed on any of these criteria.**

Grading Criteria

Weekly Activity Homework:	19 activities worth 15 points each (two lowest scores are dropped)
D2L Discussion Post:	1 posting worth 5 points
MyMathLab Online Quizzes:	11 quizzes each worth 20 points (retakes allowed, lowest score dropped)
Graphing Gateway Exam:	worth 40 points (one retake allowed)
Paper-pencil Exams:	4 exams worth 100 points each (no retakes allowed)
Paper-pencil Final Exam:	worth 200 points (no retakes allowed)

Total Points Possible

The table below shows the total number of points possible in this course. There may also be the opportunity to earn at most 20 points of extra credit during the semester. Further details about extra credit will be announced on D2L and in your e-mail.

Grading Criteria	Total Points Possible
Weekly Activity Homework	255 points
D2L Discussion Post	5 points
MyMathLab Online Quizzes	200 points
Graphing Gateway Exam	40 points
Paper-pencil Exams	400 points
Paper-pencil Final Exam	200 points
TOTAL	1100 points

Grading Criteria may be subject to change by the instructor. Please check e-mails and announcements for any changes in the grading criteria and grade scale. The instructor will announce any changes.

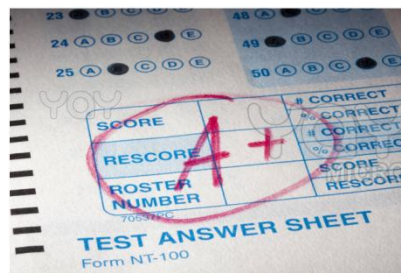
Grade Scale

The table below shows how your final grade will be computed. You will see the relationship between each letter grade, its percentage and the corresponding range of points that will achieve that grade. **Please note that you must earn a minimum grade of "C" (70%) in order to qualify for the next math course.** If you would like the Pass/No Credit option instead of a letter grade, you must contact me within the first week of the semester so that the appropriate forms can be filled out. You may not choose a Pass/No Credit option later in the semester. An Incomplete Grade may only be given after consultation with the instructor and will only be considered in special circumstances.

Letter Grade	Percentage	Range of Points
A	90-100%	990 – 1100 points
B	80-89%	880 – 989 points
C	70-79%	770 – 879 points
D	60-69%	660 – 769 points
F	Below 60%	< 660 points
P (Pass)	Minimum of 70%	>769 points

Satisfactory Academic Progress

Students need to maintain both a cumulative GPA of 2.0 and cumulative completion rate of at least 67% of all attempted credits for each term of attendance. If a student fails to meet these requirements, they will be placed on academic and/or financial aid warning. Please refer to the [IHCC policy on Satisfactory Progress](#).



Homework

There are three types of homework in this class:

1. Textbook Homework

You are expected to read any section of the book covered in class, and then attempt the assigned exercises at the end of that section. These assigned exercises from the textbook will not be graded, however it will be imperative that you keep up with your assignments, because daily work done completely will make test and quiz preparation significantly easier. **Note: This textbook homework is not graded, but highly recommended and very helpful.**

2. MyMathLab Homework

The homework sets found on MyMathLab contain problems that are identical in style and format as the MyMathLab online quizzes that are required. This homework is excellent practice for learning concepts and learning how to correctly type in your answers in the way that the quizzes will require. The MyMathLab homework also provides immediate feedback and assistance on each problem. **Note: This MyMathLab homework is optional and not graded, but highly recommended and very helpful.**

3. Weekly Activity Homework

These activities are found in your coursepack and are also posted online on D2L. **Seventeen weekly activities and two review sheets will be assigned and collected. Due dates for the Weekly Activity Homework are listed on the Calendar.** These activities often contain more challenging problems than what you would find on MyMathLab. They also give you practice showing your work as you will be expected to do on your exams and final. **Each of these activities will be graded on effort and correctness and will be worth 15 points each.** You may work with others in the class on these activities, but you must write up your own solutions and turn in your own work. **Seventeen homework activities will be counted for points and your two lowest scores will be dropped.** You may occasionally have time in class to work on these activities and be expected to turn in some of the problems for points as classwork as well. **Note: The Weekly Activity Homework is required and graded!**

Please note that on all activities and paper-pencil Exams and Finals, I will be evaluating your **solutions**, not just your **answers**. A correct answer with no supporting work will earn little credit, but an incorrect answer with good reasoning and a small error will earn more credit. I expect that you will be showing work as completely as you can.

Quizzes

There will be 11 quizzes given online through MyMathLab. Each quiz is worth 20 points. Your lowest quiz score throughout the semester will be dropped. **The online quizzes must be completed by the deadline or a score of zero will be received. No make-up quizzes will be given!** You may retake these quizzes as many times as you want until the deadline. Try to score the highest score that you can before the quiz closes. Sample HW problems are available on MyMathLab as well. I highly recommend that you use the HW as practice before the quiz and make use of the help buttons available for any problems that you are struggling with. **You must show all work on a separate piece of paper for all of the online quizzes and turn in this work on the Monday after the quiz is due. You will get a score of zero on the quiz if you do not turn in your work for that quiz!!**

Exams

There will be four exams worth 100 points each. These exams may consist of in-class and take home questions and are **closed book with no notes** allowed. Portions of the exams will be taken without the use of a calculator. The final exam will be comprehensive and worth 200 points. A graphing gateway exam will be used to determine if the student has mastered the topic of graphing. The maximum value of this gateway exam will be 40 points. If you do not score at least 80% on the graphing gateway, you will need to retake the exam a second time with the maximum number of points possible decreasing. **YOU MUST CALL, E-MAIL OR NOTIFY ME ON THE DAY OF THE EXAM OR EARLIER IN ORDER TO BE ALLOWED TO SCHEDULE A MAKE-UP EXAM. All make-up exams need to be completed before I hand back the exams. IF NO CONTACT IS MADE, THEN NO MAKE-UP WILL BE ALLOWED.** There are no retakes allowed on exams so please be prepared to put your best effort forward on the day of the test.

Please refer to the Weekly Schedule to see due dates of all Weekly Activity Homework, Quizzes and Exams.

I will be available on campus during my office hours to help with any questions on the activities or HW problems. You are also encouraged to ask questions about the activities on the discussion board.

Student Accountability

- **Manage your time carefully.** Start work early enough in the week to get help from the instructor and tutors before the assignment is due.
- **Use the discussion board to ask questions and get help in a timely manner.** Waiting until the last hour to post a question will not get you the help you need in time and it does not help build a helpful online classroom community.
- **Even though this is a face-to-face class, you may not always get all your questions answered in class.** You may need to get some one-on-one help in office hours, in the math center or with a peer tutor, so make sure you have time during the week where you can come in for help. If you are working all day, it may be an issue for you to find time to meet with someone for help when the college is open, so you may need to find some help outside of the college.
- **Be in class for all of the lectures.** If you have to miss class, then you are expected to watch the video lectures on D2L to get caught up.
- **Your grades reflect the quality of your understanding of the material.** If your homework and tests are below average (below 75%), then your grade will also be below average.
- **You are graded on your performance in the class, not on your personal life decisions.** If you get a bad grade because of a personal situation that caused you to miss work or fail a test, your instructor can only judge the work that you accomplished in the course. You are graded on your actual performance in class, not on your potential. You must demonstrate your ability to your instructor.
- **This course is a prerequisite for other math courses, so your performance is very important.** You must demonstrate your ability in order to be ready for the next course and be successful.
- **If you are having problems or struggling with the material, it is your responsibility to get the help that you need.** There are lots of resources available to help you on campus and online. Start your work early enough so that you can recognize when you need help and still have time to get it before an assignment is due.

Discussion Board

You are required to make one Getting To Know You post to the D2L discussion board during the first week of class. You will earn 5 points for this introductory post as long as it is submitted on time. I would encourage you to use the discussion board more often, and use it as an additional resource to get help from me and your classmates on any questions you have about the activities and quizzes. An example of a good post might be, “I keep getting #10 wrong. Here is what I did... Can anyone tell me where I went wrong?” I strongly encourage you to begin looking at the weekly activities and online quizzes as early as possible so you can ask questions as early as possible. I encourage you to post questions related to the activities, the course material in general or any other course information/details. Please be polite with your posts, using correct English and a respectful tone.



Netiquette Guidelines

Netiquette, or Internet etiquette, are guidelines for maintaining civilized and effective communication in online environments and e-mail exchanges. All of us, instructors and students alike, will demonstrate appropriate netiquette when interacting with each other. Here are some netiquette guidelines:

- Online messages can be quite informal, but try, nevertheless, to express yourself using proper spelling, capitalization, grammar, usage and punctuation. Do not use all capitals (it is considered shouting). Do not use abbreviations or slang, as some of your peers may not understand it.
- Always think before you write. In an online format, it is easy for your message to be misinterpreted, so always think twice before you hit submit.
- Use titles that accurately and concisely describe the contents of your e-mail or posting.
- When sending an e-mail, please include a salutation (“Hi Carrie,”), list what course you are in, and sign your name.
- Read existing follow-up postings and **don’t repeat what has already been said**.
- Treat people the same as you would face-to-face. It is easy to hide behind the computer. In some cases it empowers people to treat others in ways they would not in person. Treat all with dignity and respect and you can expect that in return.

You may also refer to the [IHCC policy on Acceptable Use of Technology](#).

Communication

Each student must have an e-mail account set up. Your preferred e-mail address should be listed next to your name on the Classlist of D2L (under Communication → Classlist). This is how I will be contacting you throughout the semester. If you do not know your e-mail address or it is not showing up on D2L, please visit the Inver Hills computer lab (1st floor of the Library) for help. I will be sending you e-mails at least twice a week, so I would recommend that you **check your e-mail** several times a week for updates. If I need to speak with you individually or discuss your grades, I will be sending you an e-mail through the Classlist on D2L. It is your responsibility to regularly check this e-mail. **If you miss information or opportunities because you did not read your e-mail, there will be no chance to make it up.** Please refer to the [IHCC Policy on the Use of E-mail for Official Communication](#).

If you need to contact me, I would encourage you to e-mail me or stop by during my office hours. You can leave me a voice mail, but e-mail will get you a quicker response and is my preferred method of communication. I am only on campus Mondays, Wednesdays and Fridays. I may also not be able to respond to an e-mail sent over the weekend until Monday. I will respond to all e-mails and discussion board posts within 24-48 hours (usually less) Monday-Friday. I will grade all activities and exams and post grades within 1-2 days of the due date (usually sooner).

Video Lectures

Online video lectures created by your instructor are available on D2L (under Content) and also on the instructor's webpage, YouTube channel and under HOMEWORK on MyMathLab. These are meant to provide you with additional resources for learning the content of the course if you missed class or need to listen to the content again. These videos correspond to the lectures given in class. The course expectation is that you are in class every day to hear the lectures and that you use the video lectures only as a resource if you have to be absent or if you need to hear the content again. The lectures covered in class or in the videos should be one of the major resources you use to learn the material. The content covered in the lectures may provide some examples and content that is not necessarily covered in the textbook, yet is required for the course and exams. To watch the videos on D2L, you will need to click on the video under Content. You can also download the videos under Content as well. If you can't get the videos to play through D2L, then the easiest option would be to access the Video Lectures by clicking on HOMEWORK on MyMathLab and clicking on the Instructor's Video Lectures for each chapter. You can also access these [videos from my faculty webpage](#). Or you can access my videos by going to [my YouTube channel](#). Click on Videos, then Playlists to access each video by course and chapter. **If you are having trouble getting the Video Lectures to play on your computer, please click on "HELP! I can't get the video lectures to work!" found on D2L under Content.**

Additional video lectures created by the textbook publishers (Pearson) can be found on MyMathLab. You can access them by going to HOMEWORK and clicking on the MML Videos, Textbook and MML Resources link for each chapter. You can also access them through the Multimedia Library or through the HW sets created for each chapter. These resources including videos, animations, power point presentations, chapter test prep videos, and the study plan are all available through MyMathLab. They are not required, but feel free to explore and use as needed.

Technology

1. To watch the Video Lectures and take your online quizzes, you will need daily access to a **high-speed internet connection** (DSL, cable modem, or equivalent).
2. You will need to have **minimal technical skills** downloading, uploading, printing, and scanning pdf and Word files. You also need minimal skills using e-mail, D2L and online software, including MyMathLab. You will also need to be able to download and watch windows media or flash format videos.
3. You will need to **download all plug-ins for MyMathLab**. Once you purchase the MyMathLab access code and register on MyMathLab, you can go through the Browser Check to download all necessary plug-ins. These are required to watch video lectures, work through guided practice problems and take Chapter Tests. You will only need to do this once on your home computer.
4. **The videos found in Content on D2L should play on either a PC or Mac computer. If you are watching the videos from my faculty webpage, then you will want to play the Windows Media Video (wmv) lectures if you have a PC. If you have a Mac, then you will need to play the Flash format videos.** If you are experiencing any trouble getting the videos to work through D2L, you can also access the video lectures from [my faculty webpage](#) (both formats are available). Or you can access my videos by going to [my YouTube channel](#). Click on Videos, then Playlists to access each video by course and chapter. Another option would be to access the Video Lectures by clicking on HOMEWORK on MyMathLab and clicking on the Instructor's Video Lectures for each chapter.
5. If you are watching the wmv videos from my faculty webpage, then you may need to [upgrade to the latest version of Windows Media Player](#) in order to view my Video Lectures.
6. You may want **access to a screen capture program like Jing** in order to more easily post HW questions on the D2L Discussion Board.
7. You need to **have a back-up plan** in case your main computer access is not available. Make sure that you know of a library, coffee house, friend, computer lab, or some other source where you can get online to access course materials and take tests. **Internet disruptions or computer malfunctions are NOT acceptable excuses for missing deadlines.**

Technical Assistance

- 1) For issues with D2L, e-mail, or login and password information, visit the Inver Hills Computer Lab (1st floor of the Library) and speak personally with a computer lab assistant. You can also fill out a [Student Help Desk ticket](#) or call the Computer Lab at 651-450-3653. The Technical Support Team strives to respond within 1 business day. For Computer Lab hours, please go to the [Inver Hills Computer Lab website](#).
- 2) For D2L help, you can visit the [D2L Customer Helpdesk](#). This site may get you a quicker response to D2L questions, especially at night or on weekends.
- 3) For issues with MyMathLab, go to [Pearson Technical Support](#) for 24 hour, 7 days a week technical support. You can send an e-mail or do an online chat with a service representative.



College Policies

Do not cheat. This implies that you are always doing **your own work** on all HW, online exams, midterms and finals. Any cheating will result in a zero on that test, exam, or homework. Other actions may be taken at the discretion of the instructor. For more information about this, please refer to the Academic Integrity Policy and Code of Student Conduct below. Some important college policies include:

[Academic Integrity Policy](#)

[Code of Conduct for Student Behavior](#)

[Student Data Practices](#)

[Student Rights and Responsibilities](#)

[Grade Appeal Policy](#)

[Student Complaints & Grievances](#)

Additional college policies may be located at the [Inver Hills College Policy website](#).

Other Policies

1. As a courtesy to all, please be sure that your cell phone and pager are turned off during class.
2. Be on time. It is very disruptive to those around you if you come in late.
3. Be courteous.
4. Be in class to be successful.
5. You are responsible for what happens in class whether you are in attendance or not.
6. Smoking is prohibited in all college facilities except in designated parking lots.



Attendance

Regular attendance is recommended and crucial in a mathematics class since subsequent classes are based on ideas developed in previous classes. **If you do have to miss a class, you are still responsible for learning the material that was taught in that class and for any exams, quizzes, classwork or homework missed or due the next class. YOU WILL STILL BE EXPECTED TO TAKE AN EXAM OR QUIZ ON THE SCHEDULED DAY EVEN IF YOU WERE ABSENT THE DAY BEFORE.** All make-up work needs to be completed in a timely manner at the discretion of the instructor. If an absence is unexcused, then make-up work may not be accepted. Please refer to the [IHCC Class Attendance Policy](#).

Access/Accommodations

The current IHCC college policy on serving students with disabilities can be found at [IHCC Access for Individuals with Disabilities](#) and the current MnSCU policy can be found at [MnSCU Access for Individuals with Disabilities](#). It is the policy and practice of Inver Hills Community College to create inclusive learning environments, and provide students with disabilities reasonable accommodations so they have equal access to participate in educational programs, activities, and services. If there are aspects of the instruction or design of this course that result in barriers to your inclusion, please notify your instructor as soon as possible.

If there are any other requests that you would like to make in order to ensure your accessibility to any part of this course, please see the instructor, or contact the Counseling and Advising Department at 651-450-3508 or use your preferred relay method.

- 1) Counseling and Advising Department: 651-450-3508
- 2) Kayla Swenson, Disability Services Coordinator: kswenso@inverhills.edu, College Center 211
- 3) E-mail: dss@inverhills.edu or kswenso@inverhills.edu
- 4) [Disability Resources webpage](#)

I would like to make sure that all the materials, discussions and activities that are part of the course are accessible to you. My course will include the following:

- 1) Alternate tags that contain appropriate information about the link and/or activity.
- 2) Appropriate color combinations that minimize color blindness effects.
- 3) Appropriate font and font size combinations to improve readability.
- 4) Links to descriptions of accommodation features for our learning platform, e.g. [D2L Accessibility](#), and any additional third party tools, e.g., [MyMathLab Accessibility](#).
- 5) Minimal use of bullets and/or charts that may be confusing to participants who use electronic readers.



Academic and Student Support Services

Please visit the [Inver Hills Community College Student Resources page](#) for links to the following resources and others:

1. Assessment Center – The Assessment Center administers a variety of testing services to prospective and current students. Phone: 651-450-3687 Location: Library - 2nd floor
2. Bookstore – Information about textbook purchases and buybacks. Phone: 651-450-8533 Location: College Center – 1st floor
3. Career & Employment Services - The Career and Employment Services Department helps students and alumni with their vocational and career exploration and searches. Phone: 651-450-3874 Location: College Center 209
4. Counseling – Counselors help students with academic progress, educational planning and goals, and transfers. Phone: 651-450-3508 Location: College Center
5. Disability Services - Disability Services provides access, accommodations and services to students with disabilities. Phone: 651-450-3628 Location: Library 224
6. Enrollment Center - The Enrollment Center handles college application forms, course registration, tuition and payment, transcripts, transfer evaluation, and enrollment verification. Phone: 651-450-3503 Location: College Center
7. Financial Aid – The Financial Aid Office provides information about financial assistance. Phone: 651-450-3495 Location: College Center 257
8. Library – Provides links to all library services. Phone: 651-450-3625 Location: Library
9. Math Center - The Math Center is an open work area where students can work on math assignments with assistance available. Phone: 651-450-3895 Location: Library - 2nd floor
10. Peer Tutoring - Peer Tutoring is a free service that provides Inver Hills students with scheduled academic assistance. Phone: 651-450-3693 Location: Library, Room 244
11. Smarthinking Online Tutoring - Smarthinking is an online tutoring service available to all Inver Hills students to use from both on and off campus.
12. Veteran Services – Information for current and prospective veteran students on resources and benefits. Phone: 651-450-3862 Location: Library 213
13. Writing Center - The Writing Center offers students individual tutoring in every phase of the writing process, from generating ideas to drafting and editing a paper to documenting sources. Phone: 651-450-3598 Location: Library - 2nd Floor

Suggestions for successfully completing this course

1. Follow the Weekly Schedule; don't take weeks off from the course.
2. Start working on HW and activities as soon as possible. I have no problem with students working together to complete activities; in fact, I strongly encourage it! I expect to see many discussion board posts or questions asked in class or office hours, especially related to the activities.
3. Watch all of my Video Lectures posted on the Content page of D2L if you are not fully understanding the lecture given in class.
4. Make sure you use all of your resources to learn the course material. Read through the text; watch my Video Lectures as well as those on MyMathLab; work through guided problems on MyMathLab; work through suggested homework problems in the text and on MyMathLab; and use the Multimedia Library on MyMathLab to view sample problems, animations, video clips, etc.
5. Attend on-campus and online office hours.
6. Get help on HW and activities in the Math Center or with a free Peer Tutor. Work together with fellow students!
7. **SHOW YOUR WORK** on all Activities, Quizzes, Exams and the Final.
8. Take your quizzes as soon as you feel you understand the material that the quiz covers well; don't leave quizzes until the day or night before the deadline. If you are having trouble figuring out how to type in answers correctly, try doing the HW on MyMathLab first.
9. **DON'T FALL BEHIND!!!** (It bears repeating!)
10. Ask for help when you need it. Use the discussion board to ask your questions – chances are good that at least a few other students have the same questions, and you will be doing them a favor by asking.

