

## Syllabus Guidelines and Information for Math 111 Summer 2019

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Please refer to the universities' requirements for syllabi

<https://policies.ncsu.edu/regulation/reg-02-20-07/>

Please see and adhere to the code of student conduct, students with disabilities and the attendance policies

**NCSU POL11.35.01 – Code of Student Conduct**

**NCSU REG02.20.03 – Attendance Regulation**

**NCSU REG02.20.01 – Academic Accommodations for Students with Disabilities**

### Specific Notes:

1. State your **name**(write it as you would have them use it; Ms. Dempster for example, not Elizabeth. Whatever you prefer but I'd recommend last names with your students.)  
State **your office and your office hours**. You may want to give your email and also your email "directions"
  - I write to please sign all your emails with your full name and the class and section you are in.
  - You may also want to manage expectations about how often you'll read and respond to emails; remind them they can always come up to you before or after class if there was an email that you have not responded to yet but they want to check you got it. I've had emails go to spam or trash for no apparent reason; we don't want to miss an email that might have sensitive or personal information. I've also gotten "avalanches of emails" and again, you don't want to ignore something important like the loss of a family member, sickness, hospitalizations....
  - I also tell them that if it is "just a question about homework", I might just wait and respond in class. Remind that email is not a "help desk" for homework questions.
2. State "**other places for help**" after the office hours since our schedules cannot always fit with our students' schedules. I also like them to go to these places for help with specific homework questions; I think its good for them to work in groups and to get help somewhere; either in office hours, help rooms; dorm rooms; etc. I believe working together on homework and studying is why you come to a university! (Or at least one good reason. )
  - MMC - Math Multimedia Center Sas 2105
  - <https://math.sciences.ncsu.edu/undergraduate/courses-faq/math-multimedia-center/>
  - UTC – Undergraduate Tutorial Center

<https://tutorial.dasa.ncsu.edu/>

3. State the **attendance policy** for your course. You must take attendance but you can decide how you'll weigh it into your grading.
  - Some teachers say fewer than 3-5 absences and your exam score can replace a test score
  - My policy is that if they miss fewer than 5 times, I add a 5 point bonus to their Webassign averages.
4. You'll want a course description Math 111; here is the description that has been used by many in the department.

**Course Description:** Study of real numbers, polynomial, rational, exponential, logarithmic, trig functions and all their graphs. The course is designed to prepare the student for Math 141 Calculus. The courses should also improve and refine mathematical problem solving abilities and develop logical reasoning skills. By the end of the semester the student should be able to analyze word problems, graph basic sketches of all kinds of functions, solve equations and understand when to use the skills they've acquired.

5. Explain the policy on **homework**; it is administered through **Webassign** and that their **textbook** is purchased at the same time as when they purchase access to their homework in Webassign.
  - Your homework will be submitted online. You must purchase access to the homework for this course at <http://webassign.ncsu.edu>
  - Text: Posted on your Webassign website and the interactive version is on Moodle.
  - Precalculus: Algebra and Trigonometry; 1<sup>st</sup> Edition by Burns-Williams;  
The book is delivered through WebAssign. Students will pay for the pdf version of the book and the homework assignments in one sum at the beginning of the semester through the WebAssign site for the course; <http://webassign.ncsu.edu>
  - The course content of the book is also on Moodle once the semester starts. The moodle site is where the interactive features of the book are found and where you'll mainly work.
6. State the percentages of how the **course components make up their final grade**.  
Give the percentages of what you want each element of the course to count. Mine is as follows:
  - Webassign Homework 10%
  - Moodle Quizzes Homework Average 10%
  - Test Average 60% (3 tests in summer so 20% each)
  - Exam 20%

Make sure you decide ahead of time what your make up test policy is and how you will decide if an absence is excused or not. (please see reference to how students can get excuses verified through the office of Academics and Students' Affairs)

You'll also want to give the conversion of what percentage earns what final grade. I use a 10 point scale with 2% points at top and bottom for + and - grades. So 98% and above is A+; 92-97% is A etc.

7. Give the **dates of the tests and the exam**; the exam schedule is by the day and time of the class.  
(see calendars below for tests dates)

Link for exam schedules for summer

<https://studentservices.ncsu.edu/calendars/exam/#sumi>

8. State if you are using **Moodle for the course**. If so, explain what the student can expect to find on your Moodle site. The Moodle site for Math 111 houses the online interactive text book. There are quizzes both "Pretest Quizzes" and "Try it" quizzes. For each question they miss on a pretest, they must get one "Try it quiz" point to add back in so they'll have 100% for that Module.

Other things I use Moodle for are:

- I use Moodle for all class notes; both typed outlines ahead of class sometimes and scanned notes from the notes I write on the doc camera.
  - I also use Moodle for its grade book. That way the students can see their grades posted online.
  - I also use Moodle for announcements; this way when you send an email to the class; it is recorded and saved under announcements.
  - I also use Moodle to post "old sample tests" for them to use for reviewing along with other review sheets and extra problems.
  - I also use the attendance feature of Moodle for keeping records of attendance. There is a new feature I might try this coming year; a secure code goes out, the students enter the code and moodle records it. You can also have your t.a.'s just check off who is in attendance on Moodle by a signed roll sheet or by a seating chart.
9. State the **Disability Resources Office** information and that you will adhere to making the class as accessible as possible; emphasize that they must register with the disability resource office; you cannot give additional time or considerations without it coming from and going through this office. Make every effort to protect the student's privacy. Tell them to go through that office and to meet with you to discuss anything personal in an office

appointment with you so you are not talking about personal issues in front of other students.

<https://dro.dasa.ncsu.edu/>

10. State the **counseling services office** or the “**care** website” for students to contact when they (or someone they know) are in crisis. Again make sure to respect the student’s privacy while letting them know there are wonderful resources available to them for confidential help.

There is also NCSU cares site that is helpful for students in crisis

<https://prevention.dasa.ncsu.edu/nc-state-cares/about/>

<https://counseling.dasa.ncsu.edu/>

11. Make note of the **Division of Academic and Student affairs**

This is important for absence verification. (I’ve had students use this when a family member has suddenly died or been hospitalized or when the student has been hospitalized)

<https://dasa.ncsu.edu/students/absence-verification-process/>

## Session 2 Daily calendar

### **Math 111 Calendar for Summer Session 2; 2019**

#### Summer Session II

Mon, Jun 24 Modules 1 and 2 (Functions and Algebra of Functions)

Tues. Modules 3 and 4 (Basic graphs and Piece-wise graphs)

Wed. Modules 5 (General Graphing; translations)

Thurs. Module 6 (Writing functions for "Applied Problems")

Fri. Module 7 (Quadratic Functions)

Mon, Jul 1 Module 8 (Polynomial Functions)

Tues, Module 9 and Review (Rational Functions)

**Wed, Jul 3 Test #1 Module 1-8**

Thurs, July 4 4<sup>th</sup> of July – No classes

Fri. Module 10 (Compositions of Functions) & review Mod 9

Mon, Jul 8 Module 11 (Inverse Functions) & 12 (Exponential Functions)

Tues. Module 13 (Logarithms) & 15 (Logarithmic Properties)

Wed. Module 14 & 16 (Applications with Exponential & Logarithmic functions)

Thursday Review Day

**Fri, July 12 Test #2 Modules 9-16**

Mon, Jul 15 Module 17 (Angles)

Tues Module 18 (Right Triangle Trigonometry) & Module 25 (Rt. Triangle)

Wed Module 19 (General Angles) & Module 20 (Unit Circle)

Thurs.

Friday Module 21 (Inverse Trig Functions & their Graphs)

Mon, Jul 22 Module 23 (Identities) & Module 24 (Solving Trig Equations)

Tues, Module 25 & 26 (Laws of Sines & Laws of Cosines)

Wed Review

Thurs, Jul 25 **Test #3 Modules 17 - 26**

Friday Review

**Exam: July 29 or 30**

