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## **COURSE SYLLABUS AND INSTRUCTOR PLAN**

**PRECALCULUS  
MATH 2412.L81**

**STACY KUEHN**

**NOTE: This is an 8-week course**

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

### Course Description:

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Semester Hours 4 (4 lecture)

### Prerequisites and/or Co-requisites:

MATH 1314 with a minimum grade of C, or passing score on non-credit equivalency exam for MATH 1314, or consent of division chair.

### Instructor Information:

**Instructor Name:** Stacy Kuehn

**MCC E-mail:** [skuehn@mclennan.edu](mailto:skuehn@mclennan.edu)

*When contacting me through email, include the COURSE NUMBER in the subject line and YOUR NAME somewhere within the body of the email. Please review the **Email Policy** at the end of this document.*

**Office:** M 211

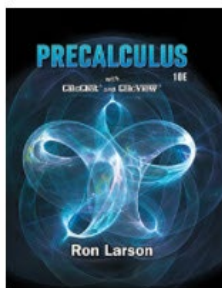
**Office Hours:**  
                   M     1:30-3 pm  
                   TTH   1:30-2:30 pm  
                   F     by appointment

\*\* feel free to contact me via email or phone with any questions and I will get back with you within 24 hours Monday through Friday.

Your McLennan student email address is the preferred email address for official college information or business. You are expected to read and, if needed, respond in a timely manner to college emails. The College recommends that you set up your mobile device to receive McLennan emails.

### Required Text & Materials:

You are not required to purchase any textbook for this course as I will provide necessary information from the textbook. Should you wish to purchase a copy of the textbook, we are using the following:



*Precalculus, Ron Larson, 10<sup>th</sup> ed.*

**Additional Supplies Needed:** Students must have

1. TI-83/84 graphing calculator or DESMOS Test App\*\*
2. Composition Book for homework problems
3. Reliable internet (please see me or the MCC website for more suggestions on internet)

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

### Course Notes:

This Math 2412 Precalculus course is an accelerated version of the traditional 16-week course and is taught in an immersive format where we meet class 2 hours per day, 4 days per week for 8 weeks. The general rule of thumb for students' time commitment outside of class is 2 hours of study for each hour spent in class. Although we will spend 8 hours together each week, which equates to the suggestion of 16 hours per week of outside time commitment, you should realistically expect to commit to this course at least 8 hours per week outside of class. You will be expected to watch a few short lecture videos, take notes over the videos, and complete several practice problems over the lecture material **before class**. More information on this can be found below. In addition to the pre-class work, we will lecture and discuss the remaining topics during class. Be prepared to work at the board, work in groups, as well as individually during the class time.

The best way to be successful in a college level math course is to be proactive in your learning. This entails completing the suggested homework shortly after the class meetings, coming to class prepared to learn and ask questions, participating in class discussions and small groups, and time management with this class and your other classes.

### Preparing for a possible virtual class:

As students and teachers, we have learned a lot about the virtual classroom and how it functions with Zoom. Zoom has allowed us to maintain some semblance of a traditional classroom through the use of video cameras and the internet. And while I do not anticipate the use of transitioning our class to a virtual setting, we need to be prepared in case it does happen. As such, I ask you to consider the following along with some rules and etiquette to ensure that you are fully engaged in class discussions.

- Does your computer have a webcam? If not, do you have access to an external webcam?
- During the virtual class (Zoom meeting)
  - Maintain the same level of civility and professionalism that would be expected in a face-to-face classroom setting.
  - Dress appropriately to be on camera (ask yourself if you would come to class like that ☺).
  - Attend all classes regularly.
  - Log into the meeting on time and remain logged in for the duration of the class period.
  - Activate your camera so that you are visible to both me and the other students.
  - Refrain from engaging in non-class related activities during class time that create a distraction for other students in the class and/or limit your ability to engage in the course.
  - Expect to be called on at any time during the class to engage discussions with the entire class or in smaller groups.

**Student Responsibilities:** The student is *solely* responsible for

- Completing each assignment by the specified date
- Obtaining assignments and other materials for classes from which they are absent by first contacting a classmate and then the instructor

- Utilizing, as needed, all available study options including meeting with the instructor, referring to outside texts, going to the Math Lab, etc) to resolve any questions they might have regarding course material
- Giving as much of an effort as it takes to pass this course

### Course Grading Information:

**Homework:** Since we are not utilizing an online assignment product, such as MyMathLab, I have made a list of **homework problems** that can be found on the **Weekly Calendar**. These problems come from the Exercises found at the end of each section. Answers to the odd problems can be found at the end of the textbook and worked solutions can be found under **Textbook Resources** in our Brightspace course. I will NOT take a grade over each homework assignment BUT instead I will take a Homework Check Grade each week that will randomly cover 3-4 questions from the assignments. Students will be expected to bring their Homework Notebook with them to class each day and use this as a resource to complete the Homework Check. Time allowed for this activity will be limited to 5-10 minutes since the work should already be completed.

**Desmos Lessons:** Expect to have 2-3 Desmos lessons each week with some needing to be completed **before class** and others completed after class as reinforcement/practice to class lecture. Due dates for these lessons will be announced in class as well as through the **Announcements** section of our Brightspace course. *I will drop your lowest grade from this category at the end of the semester.*

**Quizzes:** There are 3 quizzes scheduled for the semester. Each quiz will help both you and I gauge your current understanding of the course material and should help prepare you for upcoming tests.

**Tests:** There are 3 tests scheduled, with each test taking place in class. *I will replace your lowest test grade with the final exam if it is higher.*

**Final Exam:** The final exam is comprehensive and will be taken in class.

It should be noted that the final responsibility for learning lies with you, the student. The average will be determined by the following guidelines:

|                  |     |
|------------------|-----|
| Homework Check   | 6%  |
| Desmos Lesson    | 10% |
| Quizzes          | 15% |
| Tests (17% each) | 50% |
| Final exam       | 19% |

Having someone else do your online assignments is a violation of the academic integrity policy and either may result in failing grades and/or being dropped from the class. Infractions such as these will be reported to the administration for tracking and possible college action.

### Late Work, Attendance, and Make Up Work Policies:

Due dates for assignments are clearly stated on the Course Calendar as well as announced in class or through the **Announcements** page in Brightspace. Students missing a due date/deadline must contact me prior to the deadline for extensions to be considered. Should a makeup be necessary, it must be done

as soon as returning to school and during my scheduled office hours. If no notification is provided prior to a quiz or test, the grade will be recorded as a 0.

The instructor has the right to adjust this policy under special circumstances.

**Course Attendance Policy:** Attendance will be taken every day and with an accelerated course we will be moving very quickly. I understand that sometimes missing class is unavoidable, so it is your responsibility as the student to reach out to another classmate to verify what was missed. Excused absences are defined in the MCC Attendance Policy.

**Campus Attendance Policy:** [Click Here for the MCC Attendance/Absences Policy \(https://www.mclennan.edu/highlander-guide/policies.html\)](https://www.mclennan.edu/highlander-guide/policies.html)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

### [Student Behavioral Expectations or Conduct Policy:](#)

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

### [Course Objectives and/or Competencies:](#)

Upon successful completion of this course, students will be able to:

- Demonstrate and apply knowledge of properties of functions.
- Recognize and apply algebraic and transcendental functions and solve related equations.
- Apply graphing techniques to algebraic and transcendental functions.
- Compute the values of trigonometric functions for key angles in all quadrants of the unit circle measured in both degrees and radians.
- Prove trigonometric identities.
- Solve right and oblique triangles.

*\* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*

***I reserve the right to change any term on this syllabus at any time during the semester***

## Course Outline or Schedule:

*This is a TENTATIVE weekly schedule. Changes will be announced in class and/or in the student's online announcement portal.*

|           | <u>Mon</u>                                                                                       | <u>Tues</u>                                                                | <u>Wed</u>                                                                                              | <u>Thurs</u>                                                                            |
|-----------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>W1</b> | intro<br><br>CL - rad/deg (4.1)                                                                  | DL - arc length, lin/ang speed (4.1)<br><br>CL - Rt Triangle Trig (4.3)    | DL - reference angles<br>CL - Unit Circle - my way! (4.2)                                               | CL - Trig fns of any angle (4.4)<br><br>DL - weekly review!                             |
| <b>W2</b> | <i>Homework Check (HWC) 1</i><br><br>CL - Graph Sin/Cos (4.5)                                    | DL - graphing sine/cosine (practice)<br><br>CL - Graphs of other fns (4.6) | CL - Inverse Functions (4.7)<br>CL - Solving Right Triangles (4.8)                                      | CL - Rt Triangle Applications (4.8)<br><br>DL - weekly review!                          |
|           |                                                                                                  | <b>Quiz: Trig Functions</b>                                                | DL - Trig Inv Practice                                                                                  |                                                                                         |
| <b>W3</b> | <b>Holiday</b><br><br>students review for test!!                                                 | <b>Test 1: Fundamentals of Trig</b>                                        | DL - intro to using fund ident<br>CL - Using ident/verifying id (5.1-5.2)                               | CL - Solving Trig Eqns (5.3)<br><br>DL - weekly review!                                 |
| <b>W4</b> | <i>HWC 2</i><br><i>CL - Sum/Diff Formulas (5.4)</i>                                              | CL - Multiple-Angle Formulas (5.5)                                         | DL - Intro to polar system<br><br>CL - Polar Coord/Eqn (10.7)<br><b>Quiz: Trig Identities/Equations</b> | CL - Law of Sines/Cosines (6.1-6.2)<br><br>DL - weekly review!                          |
| <b>W5</b> | <i>HWC 3</i><br><br><i>CL - Vectors in Plane (6.3)</i>                                           | <b>Test 2: Applications of Trig</b>                                        | CL - Composite Functions (1.8)<br><br>CL - Inverse Functions (1.9)<br>DL - Polynomial Ident/Division    | CL - Polynomials (2.2)<br><br>DL - weekly review!                                       |
| <b>W6</b> | <i>HWC 4</i><br>CL - Zeros of Polynomials (2.5)                                                  | CL - Rational Fns (2.6)<br><br>DL - Graphs of Rational Functions           | CL - Alg Ineq (2.7)<br><b>Quiz: Polynomial/Rational Fns</b>                                             | CL - Exp Fns and Graph (3.1)<br>CL - Log Fns and Graph (3.2)<br><br>DL - weekly review! |
| <b>W7</b> | <i>HWC 5</i><br><br>CL - Prop of Logs (3.3)                                                      | CL- Exp/Log Eqns (3.4)<br><br>DL - Prop/Eqns Practice                      | CL - Exp/Log Modeling (3.5)<br><br>CL- review                                                           | <b>Test 3: Other Fns</b>                                                                |
| <b>W8</b> | <i>HWC 6</i><br>DL - Sequences, Arith Series (9.1. 9.2)<br>CL - Geo & Binomial Series (9.3, 9.5) | CL - Parabolas (10.2)<br><br>review                                        | <b>Final Exam - comprehensive</b>                                                                       |                                                                                         |



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## ACADEMIC RESOURCES/POLICIES

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.



**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/student-email](http://www.mclennan.edu/student-email).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.