McLennan

COMMUNITY

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

PRECALCULUS

MATH 2412.88

STACY KUEHN

NOTE: This is an online 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
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** found*
at the link Academic Resources and Policies in the CONTENT section of our Brightspace class.

Office: M 211

Office Hours: MW   3-4 pm
                       TTH   9:30-10:30 am
                       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:
Students must purchase the MyMathLab component containing the eBook.

Precalculus 10th Edition
Author(s): Sullivan, Michael
Textbook ISBN-13: 9780321979070
Series:

MyMathLab®

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Additional Supplies Needed: Students must have
1. Reliable internet (please see the MCC website for more suggestions on internet).
2. Camera on computer or an externally connected webcam for proctored midterm and final exams.
3. TI 83/84 graphing calculator. I will mainly use the TI-84 graphing calculator but I also utilize the free online Desmos graphing calculator. If you do not already have a graphing calculator, please check the 'Graphing Calculator Resources' section found in the START HERE section of our Brightspace course.

Course Notes:

Math 2412 in an online format involves listening to video lectures and taking notes, completing online assignments and various projects as well as proctored midterm and comprehensive final exams. Scheduled virtual meetings will also be offered throughout the semester.

Additionally, if you have not had a math class in the last two years, many of these topics may be unfamiliar to you. Please contact me so we can discuss ways to bring you up to speed and fill in any gaps you may have.

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 Website (MML) and Brightspace:

This course uses both MyMathLab and Brightspace to administer specific areas of the course.
- In Brightspace, you will find the course specific page from your account dashboard. This will contain announcements, course documents (syllabus, calendar, etc), course video lectures with guided notes, offline assignments and project instructions, attendance record, and instructor information.
  Important: Make sure you are receiving email notifications for any Brightspace activity as this is the main source of communication I have with you. In Brightspace, click on your name, then Notifications. Remember, you must use your MCC email address for all campus communication. You also have the option of registering a mobile number.

Check the boxes to get notifications for announcements and any other notifications you wish to receive.

- MyMathLab (MML) is the course website where you will find the online Ebook, online assignments, the official course Gradebook, plus additional resources. To work with MyMathLab, your computer must meet the system requirements for operating systems, connection speed, and browser versions. This link will take you to the MyMathLab discussion of system requirements MML System Requirements. If you have problems with accessing the website please contact their technical support to try and resolve the issue at http://247pearsoned.custhelp.com/. In addition, let me know so that I am aware in case the problem is system wide.

- Students must have access to both Microsoft Word and printing capabilities to a pdf writer. This is free with the student version of Office 365 found in the Technical Support portion of our Mclennan website (www.mclennan.edu/tech-support).

- **Students must have a camera on their computer or an externally connected webcam to accommodate for any virtual meetings as well as the proctored midterm and final exams.**

Homework **-** Homework is assigned through MyMathLab for every lesson and is to be completed on any internet connected computer. ***Please do not work the homework until you have watched the video lecture and taken notes.*** There is no limit on the number of times you can work a homework problem until the due date for that assignment. That means you could potentially score a 100 on every homework if you reworked the assignment to achieve that score.   I suggest you keep a notebook showing all your work so you can review homework for understanding as well as ask questions if needed. **Students must score 70 or above on each homework assignment in order to take the chapter quizzes.**

Activities – We have several activities scheduled in Desmos that will be completed during the semester and are meant to enhance your understanding of the various topics being covered in the course as well as practicing the topics in a different form from the homework. These **activities are not optional** and do count for 10% of your overall grade. When necessary, offline work from the activities will be submitted in Brightspace. I will drop 1 activity grade at the end of the semester. ***Since I do not curve or replace your exams, think of this activity grade as your potential curve*** 😊.

Quizzes - There will be five chapter quizzes during the semester and you will have *two* attempts on each quiz. Please refer to the CALENDAR for dates and coverage information. **Students must score a 60 or above on each chapter quiz in order to take the midterm and final exams.**

Exams – The midterm and final exam will both be online and proctored via webcam from your internet connected computer**. You get one attempt for each exam and I do not drop or replace either exam.

*__**We will be utilizing Respondus Monitor Proctoring for both the midterm and final exams. This service utilizes a webcam that is either built into your computer or an external webcam attached via USB port. This service **does not** work with Chromebooks. If you do not have a camera or you use a Chromebook, there are several places on the MCC campus that have computers with webcams for use during these exams. Another alternative could be to use a friend or relative's computer that has a webcam. Either way, start preparing now for how to address the exam issue as online proctoring via webcam is a course requirement.*

Course Grade

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

Homework	25%
Quizzes	25%
Midterm exam	20%
Final exam	20%
Activities	10%

Having someone else do your online assignments (homework, quizzes, and exams) 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 and Make Up Work Policies:
Due dates for online homework, quizzes, and exams are clearly stated in MML and therefore extensions are not given unless otherwise noted. For homework and quizzes only, there is a two-day grace period to turn in homework with a 5% late penalty per day. Missing the final will also result in a 0 and I do not drop this grade. The instructor has the right to adjust this policy under special circumstances.

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.

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.

Attendance Policy:

Course Specific Policy

Attendance will be based on participation in the course. You should have activity
(**activity = work in any MML assignment such as homework or quizzes**) in the course each week. A report will be run each week (on Monday) to determine activity in the course. This attendance report will be kept on our Brightspace course. Any week in which no work is logged, will count as an absence. You are allowed 4 such weeks of inactivity before I will drop you.

Campus Attendance Policy

* Click Here for the MCC Attendance/Absences Policy
(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.

* 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.

	Section	Assignment in MML Due each Sunday, 11:59pm unless noted
1	Angles Trigonometric Functions	Angles Trig Function Values Activity - TBD
2	Right Triangle Trig Solving Right Triangles	Right Triangles and Angle Measure Solving Right Triangles Activity - TBD
3	Radian Measure Unit Circle Graphs of Sine/Cosine	Radian Measure Unit Circle Graphing Sine/Cosine Activity - TBD
4	Graphs of other Trig Functions Harmonic Motion Quiz 1: Trigonometric Functions	Graphing other Trig Functions **Quiz 1: Trigonometric Functions**

5	Fundamental Identities Sum/Difference Formulas	Fundamental Identities Sum/Difference Identities Activity – Trig Identities Practice
6	Double, Half, Power-Reducing Formulas Inverse Trig Functions	Double and Half Angles Inverse Trig Functions Activity - TBD
7	Trigonometric Equations Quiz 2: Trig Identities and Equations	Trigonometric Equations **Quiz 2: Trig Identities and Equations**
8	Midterm: Trig Fundamentals and Equations Law of Sines Law of Cosines	**Midterm – ONLINE PROCTORED EXAM *due by Wednesday, 11:59pm*** Law of Sines and Cosines
9	Vectors Polar Coordinates Graphs of Polar Equations	Vectors Polar Coordinates Activity – Polar Graphing
10	Quiz 3: Applications of Trigonometry Polynomial Functions	**Quiz 3: Applications of Trigonometry** Polynomial Functions Activity – Constructing Polynomials
11	Roots of Polynomial Functions (real and complex) Properties of Rational Functions Graph of Rational Functions	Roots of Polynomial Functions (real and complex) Properties of Rational Functions Graph of Rational Functions Activity – Graphs of Rational Functions
12	Polynomial/Rational Inequalities Quiz 4: Polynomial/Rational Functions Composite Functions	Polynomial/Rational Inequalities **Quiz 4: Polynomial/Rational Functions** Composite Functions
13	Inverse Functions Exponential Functions Logarithmic Functions	Inverse Functions Exponential Functions Logarithmic Functions
14	Properties of Logs Exp/Log Equations Modeling Exp/Log Functions	Properties of Logs Exp/Log Equations Modeling Exp/Log Functions Activity – Exp and Log Functions Review
15	Quiz 5: Exponential/Logarithmic Functions Binomial Theorem	**Quiz 5: Exponential/Logarithmic Functions** Binomial Theorem Activity – Conics Overview
16	Final Exam	**Final Exam: Comprehensive** *ONLINE PROCTORED EXAM must be completed by Wed*

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C O M M U N I T Y
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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.

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

MCC Academic Integrity Statement:
Go to 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.

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 for help.

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.

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.