

MATH 1113B AND MATH 2804B
SPRING 2007
COURSE POLICIES AND EXPECTATIONS

1. COURSE AND TEACHING ASSISTANT INFORMATION

Course	MATH 1113: Precalculus/MATH 2804: Precalculus for MATH 1711/1712
CRN	MATH 1113B: 23514, MATH 2804B: 23515 (Each 4.00 Credit Hours)
Lecture	Mitchel T. Keller (keller@math.gatech.edu)
Time/Location	TR 0805–0925 in Skiles 249
Office Hours	MWR 0930–1030 (tentative) and by appointment
Office	Skiles 138A (404.894.6365 or 404.894.1943)
Website	http://www.math.gatech.edu/~keller/classes/073/precalc/
Recitation TA	Stephanie Lasher (stephanie.lasher@gmail.com)
Time	MW 0805–0855
Location	Skiles 268
Office Hours	in
Required Text	Larson and Hostetler, <i>Precalculus</i> , Seventh Edition, 2007. Houghton Mifflin. ISBN: 0-618-64344-3

You are welcome to drop by my office any time to see if I am available to answer your questions. I do suggest you check my online schedule or call my office to ensure that I'm there first. Office hours are *your time*, however, so I strongly encourage you to make use of them.

2. GRADING

Your grade in this course will be based on three categories of work: quizzes, tests, and the final exam. These categories and their approximate weighting are described below.

- (1) Quizzes will be given in recitation on a roughly weekly basis. They will (generally) not be announced in advance, but will not be given during dead week or weeks in which we have tests. Your lowest quiz grade will be dropped in computing your quiz average, which will be 10 percent of your final grade.
- (2) Tests will be given in recitation on the following Wednesdays: 31 January 2007, 21 February 2007, 14 March 2007, and 18 April 2007. These test dates are firmly set. Each test will count 15 percent of your final grade, making your tests worth 60 percent of your grade. The material to be covered on each test will be announced in lecture on the Thursday prior to each test.
- (3) The final exam will be held (tentatively) on 2 May 2007 from 1450 (2:50pm) to 1740 (5:40pm) in Skiles 249. It will be comprehensive and will count for 30 percent of your final grade.

Grades in this course will be based on the following scale:

Lower cutoff	Letter grade
90	A
80	B
70	C
60	D
0	F

Cutoffs may drop below these levels, resulting in students receiving higher grades. However, the cutoffs will not be increased.

Reiterating, grades in this course will be determined using the following components, weighted roughly as indicated below:

Quizzes	10%
Test I (31 Jan 07)	15%
Test II (21 Feb 07)	15%
Test III (14 Mar 07)	15%
Test IV (18 Apr 07)	15%
Final Exam (2 May 07)	30%

Final grades in this course, however, will be determined by the judgment of the instructor.

Make-up quizzes and tests. I discourage make-ups. Make-up quizzes will **NOT** be given; however as stated above, your lowest quiz score will be dropped to accommodate for unavoidable conflicts. Any student with a valid reason for missing a test **must obtain permission from the instructor, not the teaching assistant, well before the test date.** Please note that our final exam is on Wednesday of finals week. No student will be allowed to take the final exam outside the scheduled time except as established by Georgia Tech policy on conflicting exams. I encourage you to look over your final exam schedule now and ask me if you have any questions about conflicts.

Progress report grades. Each semester, students in 1000- and 2000-level courses receive progress report grades prior to drop day. This semester, these progress report grades are due on 16 February 2007. At that point in the term, you will receive a grade of S or U. A grade of S indicates that you are making satisfactory progress, and that if you continue on the same path you are likely to earn a grade of C or higher. A grade of U indicates unsatisfactory progress in the course at that time (equivalent to a D or F). Be aware that these grades will be based on a small amount of information (roughly five quizzes and one exam). I encourage you to consult with me and your TA often during the semester to remain informed on your progress.

3. MATH 1113 vs. MATH 2804

MATH 2804 is designed for students majoring in management as preparation for MATH 1711 and MATH 1712. MATH 1113 is designed for all other students in order to prepare them for MATH 1501. Most of the content between these courses overlaps, but there are some differences. Students will be expected to attend all lectures and recitations during the semester. On tests and quizzes, any material exclusive to MATH 1113 or MATH 2804 will be clearly designated; any questions not designated for one course or the other will be for both. After working problems intended for both classes and only their class, MATH 1113 may solve MATH 2804 problems for extra credit; extra credit will be awarded at the rate of $\frac{1}{2}$ point for every point earned. For example, a student receiving a score of 10 points on these “extra credit” problems will have 5 points added to their score on the quiz/test. MATH 2804 students will be able to do the same with problems designated for MATH 1113.

4. HOMEWORK

Homework will be assigned for each section of the text we cover and posted on the course web page. While it will not be collected for grading, it is *essential* that you work problems in order to learn the material in this course. Mathematics is not a spectator sport! I encourage you to work as many problems as possible, whether they be additional textbook problems, problems from from other instructor’s old tests, or other review problems that might be provided. If you have trouble with the homework problems, ask about them in recitation (that’s what it’s there for!) or come see me or your teaching assistant during office hours. The only way to learn mathematics is by getting your hands dirty, and you will only accomplish that in this course by solving homework problems.

5. POLICIES

- (1) Timeliness is expected. Lecture starts at 0805 and ends at 0925, and recitation starts at 0805 and ends at 0855. Late arrivals and early departures are disruptive to the class and are to be avoided except in emergency situations. If you must depart class early, please find a seat near the door in order to minimize disruptions.
- (2) Attendance will not be taken, but all students are expected to attend all lectures and recitations.
- (3) Students are encouraged to sit near the front of the classroom in order to best see, hear, and *participate* in class. Plus, students who sit in the front row tend to have higher final grades in college courses.

- (4) Audible noises from cellular telephones and pagers will not be tolerated. This includes the noise made by some models when set to vibrate. Please turn your phone/pager off or set it on silent before class begins.
- (5) You are to be focused on mathematics when in this class, and therefore you should not be sending text messages or using laptop computers for any purpose not related to this class.
- (6) Students are expected to be respectful of the instructor, teaching assistant, and fellow students at all times in this class. Students failing to behave in an appropriate manner will be warned once, and after that will be removed from class for the day and referred to the Office of the Dean of Students.
- (7) For all problems submitted for grading (quizzes, tests, exams, etc.), your final solution should be clearly marked, preferably by circling it or putting a box around it. You should show all your work, not just to receive partial credit in cases where your answer is not correct but also to support your answer and receive full credit when correct. **Correct answers that are not fully supported by work will generally not receive full credit.**
- (8) Unless specified otherwise *in writing*, you may not use a calculator, computer, cellular telephone, personal digital assistant, or any other electronic or manual calculating device during a test, exam, or quiz.
- (9) **Regrades.** If you have questions about the grading of a test, you must return it directly to **the instructor** within **one week** of the date the test was handed back. Attach a **separate piece of paper** indicating the problem(s) you want regraded and the reasons you feel a regrade is appropriate. **Do not write anything on the test itself.** We will retain copies of all tests prior to returning them to prevent regrade abuse. Submission of a test for regrading opens the entire test's grading up for review.
- (10) You should retain all graded materials returned to you until after final grades have been posted. You will need these documents to support any claim that your grade was inaccurately computed.
- (11) You are encouraged to form study groups to work problems and enhance your understanding of the material. For exams and quizzes, unless otherwise specified *in writing*, you are to work completely alone without the aid of texts or notes.

6. ACADEMIC INTEGRITY

Georgia Tech takes academic integrity very seriously, and so do I. I ask that you review the Honor Code at <http://www.honor.gatech.edu/>. For this course, I encourage you to make use of any old exams, quizzes, and homework from previous incarnations of this course. The more problems you work, the more successful you will be in this course. I'll be sure to clearly communicate the list of topics that will be covered on each test as it approaches.

Cheating on quizzes, tests, and exams via any means is unethical and unacceptable. Unless specified *in writing*, you are to work completely alone without the aid of notes or texts on exams and quizzes.

Behavior contrary to the above expectations will not be tolerated and will be reported to the Office of Student Integrity. If you have questions regarding academic integrity policies in this course, talk to me or your TA. If you have other general academic integrity questions, you should consult with a member of the Honor Advisory Council, either during drop-in office hours (posted online at the address above) or by making an appointment through the Council's chair via email at honor@gatech.edu. I am a member of the Council and hold weekly office hours as part of my HAC responsibilities. If you would feel more comfortable speaking with another Honor Advisor, consult my online schedule to determine when I'm which office hour is mine.

At all times, in all things you do in this course, keep the Georgia Tech Honor Challenge in mind:

I commit to uphold the ideals of honor and integrity by refusing to betray the trust bestowed upon me as a member of the Georgia Tech community.

7. SPECIAL NEEDS

Any students with disabilities who need special accommodations in this course are invited to share their concerns or requests with the instructor as soon as possible. Students with disabilities are also referred to the ADAPTS office, located in Suite 210 of the Smithgall Student Services Building ("Flag Building").