Math 4 Syllabus — Spring 2017

INSTRUCTION AND MATERIALS
Class meetings: see course schedule for class meeting times and location
Online work: Assignments are due mainly on Tuesdays or Wednesdays and Saturdays throughout the semester.
Website: myopenmath.com
Course ID: given during class
Enrollment Key: given during class
Required Calculator: Any scientific calculator

LEARNER OUTCOMES
This Precalculus Algebra and Trigonometry course focuses on advanced algebraic skills, graphing, and trigonometry.
Prerequisite: Math 152 or equivalent. As a student in this class, you will:
1. Analyze and investigate properties and features of algebraic functions and synthesize results from the graph and/or equation of the function.
2. Demonstrate algebraic and trigonometric literacy for calculus.
3. Create, analyze, and solve mathematical models describing real life applications.

STUDENT RESPONSIBILITIES
To succeed in this course, a student must:
1. Attend every class. I will be taking attendance. You are responsible for your attendance, and I strongly recommend that you be here for all class-meetings. To encourage attendance, there are random in-class assignments. These points will be part of your “book homework” grade. Whether or not you attend class, you are responsible for all material covered. Please be aware that if you miss more than the equivalent of one week of class throughout the semester, you may be dropped from the course, but do not assume that I will drop you. You are responsible for withdrawing from the course, should you choose to do so. Warning: In order to stay enrolled in the course during the first two weeks of the semester, you must attend all four class meetings. If you miss one of the first four on-campus class meetings without notifying me, you may be dropped.
2. Come to class on time ready to learn, willing to help classmates, and do work for the entire class period. In order to facilitate the best learning environment possible, I ask that you not use cell phones, pagers, and portable music players during class time.
3. Respect, listen to, and encourage your classmates. I want all of you to feel safe to ask and answer questions. The college does not tolerate acts of sexual harassment or violence against any student or Cabrillo employee. If you experience any sexual harassment or violence and you bring it to my attention or the attention of a college employee, steps will be taken to help you, to end the harassment or violence, to prevent its reoccurrence, and to address its effects.
4. Follow our class “Netiquette” rules when online. “Netiquette” Rules: Proper capitalization, grammar, spelling, and punctuation are required in all course communication with your instructor and fellow classmates. Avoid slang and acronyms, such as ROTFL for “rolling on the floor laughing.” Do not use ALL CAPS, which denote yelling at someone. Any attack or inappropriate response within any form of communication with other students or faculty is unacceptable. Inappropriate discussion posts will be removed immediately and accompanied by a warning. If you disagree with something someone says, do so respectfully and collegially, and provide legitimate examples to support your side. Re-read your writing before submitting and consider the tone of your emails and discussion posts. Make sure nothing is coming across as defensive, too “know-it-all”, critical, or inappropriate.
5. Devote a minimum of 10 hours of work per week outside of class to this course.
6. Seek help immediately from me, classmates, or tutors as soon as you don’t understand something. This course moves VERY quickly. I cannot stress enough how important it is for you to stay on top of your work and understanding.
7. Realize that assigned homework is the minimum necessary for success in this class and put in more time when needed. Precalculus concepts often take more time and exploration to understand than elementary and intermediate algebra material. All Math 4 students are welcome to participate in Math 104 Math Success Strategies for Precalculus and Beyond, which meets Fridays from 9:00AM to 11:10AM in room 825 throughout the semester, as well as the MESA/STEM Center workshops—times and days to be announced.
8. Rework old problems and do new ones when studying for an exam. Math is different than a lot of other subjects; one must actually do problems to understand concepts.
9. Read and understand the “Student Rights & Responsibilities” Handbook for Cabrillo College.
BOOK HOMEWORK
Written homework from the book will be assigned at the end of each class and collected on the dates listed in the class schedule. Do each assignment as it is assigned—it is crucial to your success in this class that you do not procrastinate! To understand each successive lesson, you must fully understand all of the previous lessons. Late book homework will not be accepted. Each book homework-set is worth 5 points. Homework will be graded on completeness. You are responsible for making sure your work is correct. I will drop your lowest book homework-set score. Book homework is worth 12% of your grade.

ONLINE WORK
Online homework (at our course website: myopenmath.com) will be assigned for each section. Again, do each assignment on time—it is crucial to your success in this class that you do not procrastinate! Homework closes on various dates throughout the semester—see the class schedule for specifics. Once an assignment closes online, you will NOT be able to complete the work no matter the reason for the lateness (even if you have technology trouble) unless you use a Late Pass; however, you may review the problems at any time. Each student will be able to use Late Passes that extend the deadline for an online assignment for 48 hours. Once you use a Late Pass for an assignment, you will receive a 15% penalty on the problems you complete late on that assignment. Do your work early to avoid this situation! Online homework is worth 8% of your grade.

EXAMS
There are four in-class, written exams. The exams are closed book/closed notes. You may use a scientific calculator on each exam—cell phones, PDAs, or graphing calculators are not allowed. The use of portable music players is at my discretion. See class schedule for exam dates. You may not take an exam after its scheduled time. There are no make-up exams. If you miss an exam for any reason and have contacted me prior to the start of the missed exam, I will use your score from the corresponding material on the Final Exam to calculate your missed exam score. If you are caught cheating on an exam, you will receive 0 points for that exam. If you are caught cheating a second time, you will receive an F in the course, and will be subject to appropriate referral to the Office of Dean of Student Services for potential conduct action. Exams are worth 60% of your grade.

FINAL EXAM
The final exam is comprehensive; in other words, it covers everything. See class schedule for the final exam date and time. You must take the final exam on the date and time it is given. The final exam is closed book/closed notes. You may use a scientific calculator on the final—cell phones, PDAs, or graphing calculators are not allowed. The use of portable music players is at my discretion. There are no make-up finals. The final exam is not returned to students. If you would like to see your graded final exam, you will need to make arrangements with me. The final exam is worth 20% of your grade.

ACCOMODATIONS
Students needing accommodations should contact me during office hours as soon as possible. As required by the Americans with Disabilities Act (ADA), accommodations are provided to insure equal opportunity for students with verified disabilities. Veterans may qualify for accommodations. Wounded Warriors may have acquired injuries through which the ADA entitles the use of accommodations to ensure equal opportunity for students with verified disabilities. To determine if you qualify or need assistance with an accommodation, please contact Accessibility Support Center (ASC), formerly known as DSPS, Room 1073, 479-6379, or Learning Skills Program, Room 1073, 479-6220.

GRADING
Your grade will be computed as shown below. I will not curve grades. Please keep all of your graded papers. This is class may NOT be taken pass/no pass.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90% – 100%</td>
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<tr>
<td>B</td>
<td>80% – 89%</td>
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<tr>
<td>C</td>
<td>70% – 79%</td>
</tr>
<tr>
<td>D</td>
<td>60% – 69%</td>
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<tr>
<td>F</td>
<td>below 60%</td>
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<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Book Homework</td>
<td>12%</td>
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<tr>
<td>Online Work</td>
<td>8%</td>
</tr>
<tr>
<td>Exams</td>
<td>60%</td>
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<tr>
<td>Final Exam</td>
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HELP
There are many different kinds of help available to you. I am here to help you; please take advantage of my office hours. Your classmates are great resources; studying together is not only extremely beneficial but also fun! Free tutoring is available at
- Cabrillo’s Aptos campus at the STEM Center, room 834, phone (Kelli Horner, Director): 831-479-5785. In addition to the PREP class sessions on Friday mornings, other Precalculus Workshops will be offered (schedule to be determined).
- Cabrillo’s Aptos campus at the Math Learning Center (MLC), room 1074, 479-5696.
- Watsonville Integrated Learning Center (ILC), room 4410, 477-5155. Most of the ILC tutors are bilingual (English/Spanish).

www.cabrillo.edu/~mcaspers