Office Hours ... I will hold office hours at the times listed above. Please take advantage of office hours ... they are an excellent opportunity to get questions answered outside of the classroom environment. My office phone number is 479-5062. If you need to leave a message, please be brief. While I don’t tend to return calls, I do tend to respond to email (during official hours).

Course Materials ... The textbooks for this course are “College Algebra, 3rd Corrected Edition” and “College Trigonometry, 3rd Corrected Edition”. They are available as free downloads (http://www.stitz-zeager.com) and/or as a pair of paperback books (http://www.lulu.com/spotlight/cstitz42) that cost about $30 for the pair. The primary use of the textbook is as a source for homework problems ... secondarily it is a source of explanation and worked out examples (and, at times, it's actually pretty funny to read). You may use any non-CAS calculator in this course and will find a graphing calculator extremely helpful at times. By math department policy, no phone or tablet based apps are allowed during quizzes and exams.

Course Components ... Your grade in this course will be based on the following components:

- 10 in-class group quizzes (10 points each) ... about 15% of your grade
- 3 major in-class exams (100 points each) ... about 45% of your grade
- 6 homework checks (10 points each) ... about 10% of your grade
- 1 comprehensive final exam (200 points) ... about 30% of your grade

The in-class quizzes will be given at the end of each week that we do not have a scheduled exam. Missed quizzes cannot be made up, but I will drop the two lowest scores at the end of the semester. See our course schedule for the exam dates ... if you cannot make (or miss or choose not to take) any scheduled exam, it will be linked to the final exam ... I do not give make-up exams. At 6 random times throughout the semester I will ask you to sign your homework. It’s important that you have your homework with you at every class and it should be current and complete.

Attendance ... I will drop people for lack of attendance during the first two weeks of the semester to make room for people on the waiting list. If you need to miss a day during the first two weeks, you must contact me or you will be dropped. After the first two weeks of the semester, I will not track attendance. If you miss a class meeting, it is your responsibility to get the notes and assignment from someone else in the class, discuss the notes with others, then come ask me questions about if necessary.

Course Grade ... Your grade will be computed as a straight average: the total number of points earned divided by the total points possible. I do not “curve” grades but you may make corrections to the 3 in-class exams (see Rework Policy on my website for details). I will use the standard grading scale, so letter grades correspond to the following ranges of averages: A [89.5-100], B [79.5-89.4], C [69.5-79.4], D [59.5-69.4], F [0-59.4]. To go on to the next course in the math sequence you must earn a grade of C or higher in this course. This course is not available on a “pass/no pass” basis. Please keep all graded papers so you can verify grades in the event of a bookkeeping error on my part. You may verify your average with me at any point in the course.

Resources ... I am always willing to help ... it's my job and it's what I enjoy doing. Please understand that I am here to help you further your education. I am on your side ... I am an advocate for you. I am always available during office hours to discuss any aspect of the course, course material, or your educational goals. Your classmates are an excellent resource ... form study groups early in the semester. Spend lots of time in the STEM Center (Room 834) ... it’s an awesome facility. There is free tutoring available in the Math Learning Center (MLC) in Room 1074, the Individualized Learning Center (ILC) at the Watsonville campus, as well as from a variety of other sources. Chances are you will need the help of outside resources at some point during the semester. Make sure you know what resources are available to you.

Classroom Atmosphere ... I like to keep things somewhat informal in the classroom, but we do need to maintain an environment that is respectful and conducive to learning. Please do not do things that are disruptive to me and/or your fellow students. Cell phones should not ring (nor appear) during class time and there is absolutely no texting allowed during lecture. Disruptive students will be asked to leave. Repeat offenders will be dropped from the class.

Commitment ... You must be 100% committed to this course. Quite simply, Math 4 is the most demanding course in the math department. The demand is two-fold: not only are you asked to operate at a significantly higher level of mathematics, but you are also faced with a tremendous amount of material (most of it completely new). Sometimes people compare this course to “drinking from a fire hose”. Bottom line? Be prepared to work hard and study ... a lot ... every day. Do not take any time off. Be prepared to put in the time for this class ... I estimate about 6 to 10 hours each week outside of class going over notes, doing homework, working with classmates in the STEM Center, reading our text, and searching other texts (or online) for more examples and/or explanations. This course is absolutely critical to your success in calculus ... this the time to step up and do the best work you are capable of doing. Again, I’m here to help you and there are other support services available. Reread this paragraph every week.

Student Learner Outcomes ... these are words that I’m required to put in my syllabus:

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.