

Math 136 Policy Statement

Instructor: Gary Stafford

Office Hours: MWF: 10-11; TR – 11-12

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Text: Pre-Calculus: Blitzer Pre-Calculus 6th Edition

COURSE DESCRIPTION: Prerequisite: Math ACT score of 22 or greater or an approved score on a departmental placement examination. This course is part one of a two-course sequence with emphasis on the analytic, graphical, and numerical representations of algebraic functions. The focus of the course is on the library of algebraic functions (polynomial, rational, exponential, and logarithmic functions) along with higher algebraic reasoning in preparation for the study of Calculus. A grade of C or better is required to enroll in MTH 137 - Precalculus 2 or MTH 287 - Computational Calculus with Analytic Geometry 1. Cannot receive credit for both MTH 136 and MTH 138, or for both MTH 136 and MTH 135. Cannot count toward the mathematics major or minor. Cannot be taken Pass/Not Pass. Credit hours: 3.

PHILOSOPHY OF THE COURSE: MTH 136 is designed to provide students with a mastery understanding of the fundamental concepts of algebra and reasoning. A successful student should have the necessary skills to take MTH 137 Precalculus 2 (3 credit hours) or MTH 287 Computational Calculus with Analytic Geometry 1 (3 credit hours) and the algebra skills needed to take MTH 261 Analytic Geometry and Calculus 1 (5 credit hours).

PURPOSE OF THE COURSE: Students can take this course to meet the Quantitative Literacy Goal within the Foundations Area requirement of MSU's General Education Program portion of a student's degree program.

USE OF ELECTRONIC DEVICES: Only scientific calculators will be allowed on the final exam. No graphing calculators or cell phones will be allowed on the final exam.

EXAMS: There will be three regular exams. Each exam will be 20% of the final grade and a two-hour comprehensive final exam that will be 25% of the final grade. There will be no makeup exams. On rare occasions, the percentage a student makes on the final exam will be substituted for a missed exam. However, I must excuse the absence. It is imperative that you are in attendance on the day of the exam. *A current university student ID or valid photo driver's license will be required for all exams. For purposes of test security, any student leaving the room during an exam will not be allowed to re-enter or to continue with the exam.* On the day of the exam, if a student wears a hat, that hat must not have a bill that projects in front of the student's face.

Tentative Scheduled Exams:

First Exam: February 18, 2020

Second Exam: March 24, 2020

Third Exam: April 30, 2020

Final Proctored Exam: May 9, 2020

HOMEWORK AND QUIZZES: Homework will be assigned daily. We will be using MyMathLab to administer homework. Homework will consist of approximately 5-20 problems for each assignment. Each homework assignment will be due on the second class date from which it is assigned. For example, Monday's homework is due on Friday, Wednesday's homework is due the following Monday, and Friday's homework is due the following Wednesday (unless there is no class on that particular day). Due dates are posted within MML assignment page. Late homework can still be completed with a 10% penalty for each day late, but only for those problems left undone after the due date. For example, if you are 3 days late, you will be assessed a 30% penalty for the undone problems for that particular homework assignment. In addition to the homework, most sections will have at least one quiz associated with it. These quizzes are due in class on the same date the homework is due for that particular section UNLESS the quiz is given on day of which the material is taught. Quizzes can be found in MML on the Quiz assignment page. These quizzes typically have 4 or 5 problems (with parts) ranging from simple to more difficult. I will be returning the graded quizzes to you so it is important to stay on task with the quizzes so they may be returned to you before exams. **Late quizzes will not be accepted for ANY reason.**

The 5 lowest quiz scores will be dropped. An additional quiz can be dropped if student has completed all homework assignments with no late work. Homework will account for 10% of final grade while quizzes will account for 5% of the final grade.

GRADING SUMMARY: I will be using a 90-80-70-60 scale.

Three Exams (20% each)	60% of grade
Homework	7% of grade
Quizzes	8% of grade
Final Exam	25% of grade

ATTENDANCE POLICY: The University’s attendance policy can be found in the 2019-2020 *Undergraduate Catalog*. You are responsible to attend class. Your grade can be affected by missed classes. If a quiz is administered or due on the day of absence, you will not be able to make this assignment up. Absents on days of exams may result in a zero for that test. It is solely your responsibility to be in class. Students are not automatically dropped for non-attendance. Failure to properly drop or withdraw will result in F grade(s) and a continued financial obligation. ***Within the first three weeks of class, any student that misses two consecutive class periods with no notification to the instructor will be dropped from the class.*** There is also an ***attendance incentive*** in which the lowest quiz scores will be dropped according to the following guidelines:

Number of Absences	Number of Quizzes Dropped
0	4
1	2
2 or more	0

The purpose of this extra incentive to help you stay engaged with the course by doing your quizzes. I have found that the quizzes are the best preparation for the written exams. Doing the homework helps you prepare for the quizzes. Therefore these components are intertwined in helping you become successful in this course.

NONDISCRIMINATION POLICY: Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the [Office for Equity and Diversity](#), Park Central Office Building, 117 Park Central Square, Suite 111, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor’s Department Head. Please visit the OED website at www.missouristate.edu/equity/.

ACCESSIBILITY POLICY: Missouri State University is a community of people with respect for diversity. Consistent with its **public affairs mission** and its **commitment of non-discrimination**, the university emphasizes the fundamental dignity and equality common to all persons and is committed to maintaining an environment that is accessible to all individuals. To this end, the university will continue to support a physical and digital campus that is accessible to all individuals, including individuals with disabilities. The university will continue to develop policies and procedures designed to eliminate barriers to access and to provide equal and inclusive access for all members of the university community. These efforts support the university’s commitment to establish equal opportunity on campus, provide an inclusive learning environment and maintain compliance with federal and state law.

MENTAL HEALTH AND STRESS MANAGEMENT: As a student you may experience a range of personal issues that can impede learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. You can learn more about free and confidential Missouri State University Counseling Center services available to assist you at <https://counselingcenter.missouristate.edu>

Suicide Prevention, Available Suicide Programs and Related Procedures: In accordance with Missouri law (Mo. Rev. Stat. §173.1200), Missouri State has established a new policy regarding Suicide Prevention, Available Suicide Programs and Related Procedures. Please share the Suicide Prevention Resource Policy with students by providing the following link on the syllabus: https://www.missouristate.edu/policy/Op1_08-suicide-prevention-available-suicide-programs-and-related-procedures.htm

ACADEMIC DISHONESTY: Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the University's academic integrity policies, plus more specific policies for your high school. [Student Academic Integrity Policies and Procedures](#) is also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy, including suspension, expulsion, or an XF grade, among others.

POLICY ON CELL PHONES: As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the [Office of the Provost](#) prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

EMERGENCY INFORMATION: Students who require assistance during an emergency evacuation must discuss their needs with their professors and Disability Services. If you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible. For additional information students should contact the [Disability Resource Center](#), 836-4192 (PSU 405), or Larry Combs, Interim Assistant Director of [Public Safety and Transportation](#) at 836-6576. For further information on Missouri State University's Emergency Response Plan, please refer to the following web site: <http://www.missouristate.edu/safetran/erp.htm>

LEARNING ASSISTANCE: Different students need to approach this course in different ways to achieve success. The following are suggestions/requirements for student-initiated learning:

- Homework and quizzes – complete these tasks in a timely manner!
- Bear CLAW – drop-in help or scheduled tutoring
- Instructor-led help sessions and video clips sent from instructor with 24-36 hour turnaround
- Weekly cumulative quizzes
- Watch instructor’s and author’s videos **FIRST**. Do not try the work and then come back to the videos. This is how frustration starts. Reading text first, videos second, your work third....
- Watching the videos and reading the text more than once are also very beneficial!!

Dropping a Class:

Student Drop:

It is the student’s responsibility to understand the University’s procedure for dropping a class. If the student stops attending this class but do not follow proper procedure for dropping the class, the student will receive a failing grade and will also be financially obligated to pay for the class. To drop a class any time after the first week of classes, the student must complete and turn in a drop slip at an authorized registration center (see <http://www.missouristate.edu/recreg/chnsched.html>). **You do not need to obtain any signatures on the drop slip.** It does not need to be signed by the instructor, advisor, or a department head. If the student wishes to withdraw from the University (i.e., drop all your classes), contact the Registration Center, Carrington 320, 836-5522. See Academic Calendars (http://www.missouristate.edu/recreg/acad_cal.html) for deadlines. The deadlines for dropping this semester are as follows:

Drop with No-Penalty (Automatic “W”)	April 13, 2020 (8:00 a.m.)
Change to Audit	April 13, 2020 (8:00 a.m.)
Last Day to drop or Withdraw	April 13, 2020 (8:00 a.m.)

No drops are processed after April 13, 2020 (8:00 a.m.), unless to correct an error on the university’s part. Recall, that offices close at 5:00 pm and all actions must take place before that time. **YOU DO NOT HAVE UNTIL MIDNIGHT!!**

Instructor Drop:

If a student misses two consecutive class meetings without prior notification, the instructor will institute proceedings to drop the student from the class. A faculty member may not institute drop proceedings after the deadline to drop a course. **A student cannot drop a course merely by not attending classes.** The student who is dropped by the instructor will be notified of such action by the Office of the Registrar.” The deadline for Spring 2020 semester to Instructor Drop is Friday, January 31, 2020 (see <http://calendar.missouristate.edu/academic.aspx>)

GENERAL EDUCATION GOAL 5: QUANTITATIVE LITERACY GOAL OUTCOMES: Students will be able to reason and solve quantitative problems from a wide array of contexts and everyday life situations; understand and create logical arguments supported by quantitative evidence; and clearly communicate those arguments in a variety of formats (e.g. words, tables, and mathematical equations) as appropriate.

This will be achieved through the following student learning outcomes (SLO):

- SLO 5.1: Interpret and communicate information presented in mathematical forms (e.g., equations, functions, graphs, diagrams, tables, or words)
- SLO 5.2: Convert relevant information into various mathematical forms (e.g., equations, functions, graphs, diagrams, tables, or words).
- SLO 5.3: Calculate numerically and symbolically to solve a problem.
- SLO 5.4: Analyze data quantitatively as the basis for competent, valid, and reliable inferences in order to draw reasonable and appropriate conclusions.
- SLO 5.5: Use appropriate mathematical tools to explicitly describe assumptions, mathematical relationships, and conclusions.
- SLO 5.6: Express evidence in support of an argument by employing an appropriate form of presentation (e.g., equations, functions, graphs, diagrams, tables, or words).

CONTENT LEARNING OBJECTIVES AND CONNECTION WITH GENERAL EDUCATION: The course meets the above student learning objectives through the following content learning objectives:

- I. Foundations of Functions. (SLO 5.1, 5.2, 5.5, 5.6): Students will use multiple representations of different function types to investigate quantities and describe relationships between quantities. Specifically, students will be able to:
 1. Use multiple representations of functions to interpret and describe how two quantities change together.
 2. Measure, compute, describe and interpret rates of change of quantities embedded in multiple representations.
 3. Use appropriate tools and representations to investigate the patterns and relationships present in multiple function types.
- II. Analysis of Functions. (SLO 5.1, 5.2, 5.3, 5.5, 5.6): Students will describe characteristics of different function types and convert between different representations and algebraic forms to analyze and solve meaningful problems. Specifically, students will be able to:
 1. Create, use and interpret linear equations and convert between forms as appropriate.
 2. Create, use and interpret exponential and logarithmic equations and convert between forms as appropriate.
 3. Create, use and interpret polynomial, power and rational functions.
 4. Construct, use and describe transformations, operations, compositions and inverses of functions.
- III. Algebraic Reasoning. (SLO 5.1, 5.2, 5.3, 5.5, 5.6): Students will identify and apply algebraic reasoning to write equivalent expressions, solve equations and interpret inequalities. Specifically, students will be able to:
 1. Use algebraic techniques to simplify expressions and locate roots.
 2. Use algebraic reasoning to simplify a variety of expressions and find roots of equations involving multiple function types.
 3. Use rational exponents to express and simplify a variety of expressions and solve equations.
 4. Solve and apply systems of equations and inequalities.