INSTRUCTOR	Catherine Sausville	*Email:* csausvil@gmu.edu
	Exploratory Hall - 4418	

OFFICE HOURS   Tuesday   11:00am-12:00pm
               Thursday   11:00am-12:00pm
                              and by appointment

While not everyone can meet for my posted office hours, I am usually on campus most days of the week and would be more than happy to make an appointment to meet in person. Please do not hesitate to contact me if you would like to come in with any questions or concerns you may be having. I will also hold online office hours as well based on requests. Once I get a request for online office hours I will post it on BlackBoard and any students from the class are welcome to attend.

TEXTBOOK   The textbook is *Precalculus*, 2nd edition, by Schulz, Sachs and Briggs. This is an interactive e-text only. There is no physical copy of the book. You will need a student access code for MyMathLab which is available in the bookstore. There is also a supplementary book, "Explorations and Notes" which is a workbook associated with the content in the course. You can purchase a print edition of this or you can print the worksheets directly through MyMathLab.

PREREQUISITE   You must have either passed the Math Placement Exam or completed the Self-paced Algebra Tutorial no later than Thursday, September 4th in order to add the course.

MATERIAL TO BE   Generally, Chapters 1-6 in the textbook, including: Algebra review, Polynomial, Rational, Ex-
COVERED   ponential and Logarithmic Functions, and Trigonometry.
                 The pace of the course is very fast. A comfortable working knowledge of algebra is assumed. The demands of the course will require a serious time commitment. You are encouraged to sign on to Blackboard multiple times throughout the week so that you do not get behind.

NATURE OF COURSE All course materials and activities will be held online. The lecture portion of this course will be
DELIVERY   delivered asynchronously using the following tools:

- Interactive e-book and guided notes
- Internet based activities and problem solving
- Publisher provided videos and activities

Students may ask questions about the material in a variety of ways. I can meet for office hours on campus, email is also a very good way to get a quick response to questions, and I try to answer emails as soon as I get them. I am also willing to set up online office hours using BlackBoard Collaborate if there are requests for this from students. If a Collaborate session is scheduled, I will post the date and time on the announcements page so that other students may also join. Please to not hesitate to ask for help or the schedule office hours, either in-person or online.

CALCULATORS   Because this course is designed as preparation for the Calculus 113-114 sequence, one of its primary goals is to help students acquire competence with basic algebraic and functional concepts and relationships. Accordingly, we will use calculators sparingly. I encourage you to attempt all homework problems without calculators, though some questions may require one. With rare exceptions, **use of calculators will not be permitted during tests or the final exam.** In the event that calculators are permitted, absolutely no sharing of calculators is allowed.

Graphing and CAS capable calculators will never be permitted, the recommended calculator is a TI-30XIIS.

REQUIRED TECHNOLOGY	We will be using the online learning system MyMathLab. To sign up, please go to the BlackBoard course and click the link on the left for MyMathLab. Once in the MML tab click the link that says "MyMathLab Course Home". This will take you to the registration page for MyMathLab. Just follow the instructions. If you are new to this course you will need either a student access code that you purchase when registering or that you got with your book. If you are a student who is retaking the course you can log in with your previous Pearson information and do not need to repurchase a code.

You are required to have signed up for MyMathLab by Tuesday, January 29.

This course uses BlackBoard as the learning management system. You will need a browser and operating system that are listed compatible or certified with the BlackBoard version available on the myMason Portal. Log in to MyMason at mymason.gmu.edu to access this course.

COURSE GRADES   Your final grade will be calculated as follows:

Homework	20%
Quizzes	10%
Tests (15% each)	45%
Final Exam	25%

HOMEWORK & QUIZZES

You must complete each weekly learning unit by reading the textbook, working through the explorations and notes that accompany those sections, watching any online videos and completing the assigned homework problems on MyMathLab.

Homework assignments will be posted at the beginning of each week on Monday. Assignments will be due throughout the week on Wednesdays and Sundays at 11:59pm. Due dates are listed for each assignment at the beginning of the week. For full credit you must submit your solutions to the homework during this designated time period. Homework submitted late will receive a 25% deduction and the very last date for homework submission is December 11th. Homework assignments are provided with a help menu which includes links to things like videos, practice problems, similar examples, and the link to the textbook section pertaining to the material. You will have 5 attempts to complete each homework problem, so if you miss a question please take advantage of these help menus. Throughout the semester there will also be assignments posted with problems out of the textbook. These will be included in your homework calculations.

There will be weekly quizzes assigned at the beginning of each week on Monday and due on Sunday at 11:59pm. You will have two attempts on each quiz and the higher of the two grades will be recorded. The material for each quiz will contain material from the week, but can also contain random questions about material that has already been covered. Do not be shocked to see questions from past weeks. No late quizzes will be accepted however the lowest quiz score will be dropped.

TESTS & FINAL EXAM

There are 3 on campus tests scheduled in this class. It is expected that students will take the tests on campus on the scheduled date. There will be no make-up exams available. Each test must be taken in the **Math Testing Center in Exploratory Hall room 4107**. A sign up sheet will be made available the week before the exam and students are expected to take the exam during their scheduled block. Late students will not be allowed to makeup the time in the block.

If you are unable to be on campus on the day of a test you must ask me beforehand (by email) so that I can determine if your situation warrants a make-up test. **Do not assume you will be given a make-up unless you get confirmation from me.** You must be able to validate your excuse with documentation or you will not be allowed a make-up. If you are more than 50 miles away from the Fairfax campus then we can discuss the possibility of you using a testing center to proctor your exams. Please email me if you are in this situation.

Below is the tentative schedule of the tests, any changes will be announced in class or on Blackboard. The final exam will be cumulative.

Test 1   Wednesday, February 20
Test 2   Wednesday, March 27
Test 3   Wednesday, May 1
Final Exam Wednesday, May 8

You must bring a photo ID to each exam. If your picture is faded or cracked the ID will not be accepted.

Honor Code   THIS IS IMPORTANT. It is expected that each student in this class will conduct himself or herself within the guidelines of the Honor Code. Among other things, this means that sharing information of any kind about exams or quizzes (either before or during the exam) will result, at a minimum, in a grade of zero for all parties involved. See academicintegrity.gmu.edu for a copy of the Honor Code. The right is reserved to check a picture identification during any of the exams. Internet capable devices and other electronics are not allowed to be used or within your sight during exams. This includes but is not limited to calculators, computers, cell phones, tablets and smart watches. Any of these must be turned off and put away BEFORE an exam starts. Calculators may be used on the homework or homework if necessary, but students are not to work with anyone else on quizzes.

Obtaining Help   There are many outlets available for you to get help in this class. I understand that the pace of the class is very quick so I will try to be available as much as I can to students. In addition to my set weekly office hours, I am very happy to schedule appointments.**The Math Tutoring Center, is in the Johnson Center room 344 and offers free tutoring to Math 105 students.** I highly recommend using it. The schedule of the tutoring center can be found at http://math.gmu.edu/tutorcenter.htm.

Accommodations   If you are a student with a disability and you need academic accommodations, please see me and contact the Office of Disability Services. All academic accommodations must be arranged through that office. Office of Disability Services Student Union Building I (SUB I), Room 4205 Phone: 703.993.2474

E-mail & Blackboard   E-mail is an effective form of communication outside the classroom. I frequently send announcements through email so make sure that you activate and check your GMU email account regularly. All students are required to use their George Mason email for communication and for MyMathLab. Please put Math 105 in the subject field anytime you send me an e-mail. If you want to discuss your grade via e-mail it *must* be done using your GMU e-mail account. I will be using Blackboard 9.1 in this class to post class announcements, grades and other important information pertaining to the class. You can access this by going to mymason.gmu.edu and logging in using your NetID.