

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

These times are on-campus office hours, though I am usually on campus every day during the week and would be more than happy to make an appointment to meet at another time. I will be having 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. If these office hours do not work for you please do not hesitate to email me so that we can schedule an appointment for another time.

TEXTBOOK The textbook is *Precalculus: Concepts Through Functions, A Unit Circle Approach*, 3rd edition, by Sullivan and Sullivan. The George Mason custom edition of the book is available in the bookstore. It comes packaged in with a student access code for MyMathLab which we will be using extensively in the class. If you do not want a physical copy of the book you may purchase just the student access code for MyMathLab. The code comes with an interactive ebook so you will still have a book to read.

PREREQUISITE You must have either passed the Math Placement Exam or completed the Self-paced Algebra Tutorial no later than Monday, Jan 29th in order to add the course.

MATERIAL TO BE COVERED Generally, Chapters 1-7 in the textbook, including: Algebra review, Functions, Polynomials, Exponential and Logarithmic Functions, and Trigonometry.
The pace of the course is very fast. A comfortable working knowledge of virtually all Appendix A material is assumed. The demands of the course will require a serious time commitment, in terms of both class attendance and homework time outside of class. You are encouraged to sign on to Blackboard multiple times throughout the week so that you do not get behind.

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

- Instructor provided PowerPoints and lectures
- Internet based activities and problem solving
- Publisher provided videos and activities

Students may ask questions about the material in a variety of ways. I hold office hours on campus, and am willing to make appointments to meet on campus if those hours do not work for you. 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 do not hesitate to ask for help or the schedule office hours, either in-person or online.

LEARNING ASSISTANT We are lucky enough in this class to have been assigned two Learning Assistants. The LA's will be available for weekly office hours and will also be conducting Oral Exams. These exams do not count towards your grade but most students who attend usually have an easier time in the class. The learning assistants will be keeping track of who attends weekly office hours and

students in my class will receive extra credit at the end of the semester for attending. Office hours for LAs and review sessions will be posted on BlackBoard and updated regularly.

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 calculators are allowed, no sharing of calculators will be allowed on the exams or quizzes.*

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 30th.

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. You are also required to submit your worksheets to BlackBoard each week they are assigned. These must be uploaded as a PDF, assignments in other formats will not be graded.

HOMEWORK & QUIZZES

You must complete each weekly learning unit by watching the posted lecture videos, reading the PowerPoint slides, reading the text and completing the assigned homework problems on MyMathLab.

Homework assignments will be posted at the beginning of each week on Saturday. The assignments will be due the following Sunday by 11:59pm. 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 May 9th. 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 3 chances to complete each homework problem, so if you miss a question please take advantage of these help menus.

The quizzes will become available once you have worked on each homework assignment for the week. You must submit your solutions to the quiz by 11:59pm that Sunday. No exceptions will be made. The due dates for all assignments are posted on the BlackBoard Calendar, so please make sure you keep track of them. No extensions will be given for late quizzes. You will have 2 chances to take each quiz so make sure that you take advantage of that and take the quiz twice. The highest score out of the two will be counted.

There will also be worksheets posted occasionally for students to complete individually. These are available for download and will need to be completed and uploaded to BlackBoard for credit. Each worksheet will be worth a quiz grade and will be due by 11:59pm on the Sunday after it is assigned. These must be uploaded as a PDF, assignments emailed or uploaded in other formats will not be graded.

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. There will be a sign-up sheet for each exam where you can schedule your time block. Late students will not be permitted to take the test and will not be given a makeup exam.

If you are unable to be in class on the day of a test you must ask me beforehand (in person or 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.

No collaboration is allowed on exams or quizzes. Any indication that you have worked together, used someone else's ideas, copied, or allowed a fellow student to copy your work is a violation of the George Mason Honor Code. Once you receive an exam or quiz, you are not allowed to leave the exam room until you are ready to turn the exam in.

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	Monday, 19th
Test 2	Monday, March 26
Test 3	Monday, April 23
Final Exam	Wednesday, May 9

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

COURSE GRADES Your final grade will be calculated as follows:

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

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. All work must be your own and submitted by you as the student registered for the class. 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 or quiz starts. Calculators may be used on the homework if necessary. See academicintegrity.gmu.edu for a copy of the Honor Code.

CELL PHONES AND COMPUTERS If the proctor notices you using a cell phone during a test then I will assume that it is an Honor Code violation and take appropriate action. This could result in you failing the assignment, failing the class or being suspended from the university.

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 our primary form of communication in an online class. 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 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.

UNSCHEDULED AND LATE CLOSINGS If the university has an unscheduled closing-because of weather or some other unforeseen occurrence you should assume that we will pick up with the schedule where we left off. In particular, if a test was scheduled for a day in which school was canceled or an assignment was due that day you should assume that the test will be given the next day that the university is open. If the university has a late opening on an exam day then the exam time blocks will be adjusted accordingly. It is your responsibility to check your GMU e-mail account for any announcements.