



PROFESSOR: MARIE GRAHAM

OFFICE: MONK 1307

PREFERRED CONTACT: MGRAHAM@PANOLA.EDU

OFFICE PHONE: 930-693-1154

STUDENT OFFICE HOURS: MW 2:00-3:30 TTH 8:00-10:30

ADDITIONAL HOURS BY APPOINTMENT

[MATERIALS NEEDED]

- Desmos Scientific Calculator (free, linked in Canvas)
- Canvas access
- Course text/resources (free, linked in Canvas)
- Paper/notebook for notes/homework
- StatCrunch access (Statistics only, included in course fees)
- Print card for the library (IF you want to print the note taking guides. See the business office if you're interested.)

[EXPECTATIONS]

CLASS PARTICIPATION

- Show up regularly and on time. Online students should login regularly.
- No makeups for missed participation/homework/notes quizzes.

ASSIGNMENTS

- Homework will be assigned for each section; no late work.
- Quizzes and worksheets may be timed. Extensions will not be given on time. Do not begin the quiz if you will not be able to remain at your computer to finish it.
- Assignment due dates will be posted in Canvas.

LATE PASSES [MATH 0342 DROPS 10 DAILY GRADES]

- You will have 10 late passes for daily grades.
- You must request each late pass within 4 days after the due date.
- You will have 5 days from the original due date to finish it.
- After the 5 days, you get a zero.

EXTRA CREDIT

Not a thing. Stay on track.

EXAMS

- Exam at the end of each unit--dates announced at least a week in advance
- Mandatory comprehensive final exam
- Missed Exams
 - No make-up exams without an authentic doctors' note.
 - If you know in advance you have an exam date conflict, you may request to take it early at the testing center.
 - No late testing.
- In person class = in person exams
 - All digital devices placed on table behind monitor
- Online class = online exams
 - Must use Lockdown Browser/Respondus for proctored exams
 - Failure to complete practice exam satisfactorily = in person testing at testing center.
 - Must have valid photo ID to test
 - Must be fully clothed to test

- Failure to comply with online testing guidelines provided in Canvas and in the student handbook may result in a testing irregularity, a zero, and/or mandatory in-person testing
- Suspicious behavior and/or academic dishonesty may result in a zero and having to test in the testing center for the remainder of the semester.
- Expect a 5-7 business day turn-around for exams.

FINAL EXAM REPLACEMENT POLICY

- MATH 0314, 0342, 1314, and 1342, the final exam may replace lowest unit exam grade.
 - Exception: Testing irregularity/academic dishonesty = no replacement
- For MATH 0300, EdReady will replace your lowest unit exam grade.

SHOWING WORK

If you want the credit, show the work.

- Could be via on-screen calculator, StatCrunch, or writing your work on paper
 - Work that does not support a correct answer or does not align with the course does not count as work.

CLASS ETIQUETTE

- Arrive on time. If tardiness becomes a problem, I will begin locking the door once class starts.
- Don't answer the phone in class.
- Please refrain from conversations with classmates once class begins. If you cannot, you may be asked to leave.
- Don't cheat.
- Don't cause distractions. If you do so repeatedly, you may be asked to leave.
- If you're going to watch videos on your phone or laptop instead of participating in class, bring headphones.
- Stay awake. If you are so tired that you need to sleep in class, stay home; otherwise, I reserve the right to interrupt your nap.
- Dress appropriately (face to face and online). This means you must wear a shirt and some garment that covers the bottom half of your body.
- In college, we do not assign seats. If you enter the room and someone is sitting in "your" seat, sit somewhere else and arrive earlier to the next class meeting.

[ASSIGNMENT CATEGORY WEIGHTS]

Daily Assignments	25%
Exams	50%
Comprehensive Final	25%

[HINTS FOR SUCCESS]

- Attend class and participate—take notes. Ask questions. Math is not a spectator sport. Any guesses about what happens in class if you answer a question incorrectly in class? Nothing. Exactly nothing bad happens. Take a chance. Participate. Live on the edge.
- Ask for help when you need it. You can do this via Canvas, email, or Upswing.
- Take advantage of Upswing—free online tutoring one-on-one.
- Take notes, then **use said notes** to help you complete the homework. Refer back to your notes frequently.
- Keep up.
- Check your Panola email and Canvas messages **regularly**.
- Show your work. Write it down. Draw the picture. Make the information travel from your eyes and ears, to your brain, through your arm, and out of your writing tool. Even for multiple choice questions. It will stick better this way. It has also been my experience that mental algebra/statistics is rarely successful.
- Ask more questions.

[LETTER GRADES]

A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: 0-59