



Instructor: Marie Graham
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Student Office Hours: MW: 8am-10am; TR: 1:00pm-3pm
Upswing Office Hours: MW: 2pm-3pm; W: 7pm-8 pm; F: 2pm-4pm

Materials Needed

- Scientific Calculator (no purchase necessary)
- Canvas Access
- Text and resources for this course are provided at no cost via Canvas
- Lots of paper/something for notes/homework
- Print card from library (not required but suggested if you'd like to print note-taking guide for MATH 1314, MATH 1342, and MATH 0300)

What to Expect

1. **Class participation:** Regular and punctual attendance (regular logins for online students) at classes is required of all students. Class participation may be in Canvas or face to face assignments in the form of discussions or regular assignments; these may not be made up or accepted late. You should expect to spend at least 3 hours a week outside of class working on coursework.

2. **Assignments:** Homework will be assigned for each section. No late work will be accepted. Possible worksheets/quizzes posted on Canvas or in class—these are timed quizzes and you will need to manage your allotment of time to complete them. 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.

Extension policy: You will have 10 Late Passes for daily grades. You must request each Late Pass within the online homework system within 4 days after the due date. Once you have requested the Late Pass, you will have 5 days from the original due date to complete the assignment. If the assignment is not completed within the 5 days, you will receive a 0 for that assignment.

Extra credit: Not a thing.

3. **Examinations:** There will be an exam at the conclusion of each unit and a comprehensive final exam. These exam dates are predetermined and announced a week in advance. Missing an exam is **unacceptable**. There will be no make-up exams without an authentic doctor's excuse. If you know you will not be able to take an exam on the exam date, you may test early in the testing center. You may not test late. The final exam will replace your lowest test grade* with the following caveat: If your lowest exam grade is a zero due to cheating on an exam, that grade WILL NOT be replaced or dropped. Exams will be taken face-to-face or in the testing center for in person classes (screens will be recorded/monitored). For online classes, exams may be taken via Proctorio provided the required practice exam is successfully completed. Failure to complete the practice exam in an online class will result in you having to travel to a testing center to take exams. Any suspicious activity during testing may result in the student being required to test in the testing center for the remainder of the semester.

*In 0300, EdReady will replace your lowest test grade.

You will be required to show work (either using the onscreen calculator, or on paper) for all problems on exams to receive credit. Any problem with no work may not receive credit. If you have the correct answer, but your work doesn't support that answer, you may not receive credit.

Once completed, exams are generally graded and returned within 5-7 business days.

4. **Final Exam:** The final will be a comprehensive exam over all material covered in the course. Your final exam grade will replace your lowest or missed exam score, if it is higher. It also counts as 25% of your overall grade for the course.

5. **Class etiquette:**

- Arrive on time. If tardiness becomes a problem, I will begin locking the door once class starts.

- Quietly step into the hall for phone calls that cannot wait until after class.
- Please refrain from conversations with classmates once class begins. If you cannot, you may be asked to leave.
- While testing, the only sites you are allowed to access are Canvas, Desmos Scientific (Matrix for 1314), StatCrunch for 1342, and Google Translate. Accessing sites not on this list will be considered cheating, and you will receive a zero for the exam. Additionally, during exams, all phones will be placed on the table behind your computer monitor where they are clearly visible at all times.
- Engaging in behavior during class that is a distraction to me or to other students is unacceptable. Failure to comply with cessation requests may result in being asked to leave.
- Should you choose to spend class time watching videos on your phone, please bring headphones/earbuds so the rest of us are not distracted by your extra-curricular activities. If your video is still a distraction, see previous statement.
- Stay awake. It is disrespectful to sleep in class. If you are so tired that you need to sleep in class, stay home; otherwise, I reserve the right to interrupt your nap.
- For online classes, you must be fully (and appropriately dressed) during on camera exams and for any virtual meetings/tutorial sessions.

Assignment 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 in person. Visiting a prof can be intimidating, but I started teaching in 2004 and have yet to bite a student. Some even decide they like me, so don't be afraid to come by.
- Take advantage of Upswing—free online tutoring one-on-one—and our tutorial lab on the second floor of the library.
- Take notes, then **use said notes** to help you complete the homework. Refer back to your notes frequently.
- Do not get behind. Work on assignments throughout the week rather than at 11:30 the night they are due.
- Check your Panola email and Canvas messages **regularly**.
- Take notes.
- Show your work. Write it down. 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:	$90 \leq \textit{average} \leq 100$
B:	$80 \leq \textit{average} < 90$
C:	$70 \leq \textit{average} < 80$
D:	$60 \leq \textit{average} < 70$
F:	$0 \leq \textit{average} < 60$