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| Instructor: | Marie Graham |
| Office Location: | Monk 1307 |
| Preferred Contact: | mgraham@panola.edu |
| Office Phone: | 930.693.1154 |
| Student Office Hours: | Not in office during summer |
| Upswing Office Hours: | By appointment |

Materials Needed

- Desmos Scientific Calculator (free and linked through course)
- Canvas Access
- Text and resources for this course are provided at no cost via Canvas
- Lots of paper/something for notes/homework

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.
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 2 days after the due date. Once you have requested the late pass, you will have 3 days from the original due date to complete the assignment. If the assignment is not completed within the 3 days, you will receive a 0 for that assignment.

Extra credit: Not a thing.

3. **Examinations:**

- **Frequency**
 - There will be an exam at the end of each of the first three units.
 - A comprehensive final will be given at the end of the course, and it counts for 25% of your final grade. It is NOT optional.
 - All exam dates are predetermined and announced at least one week in advance.
- **Missed Exams**
 - There will be no make-up exams without an authentic doctors' excuse.
 - If you know in advance you cannot take an exam on the scheduled date, you may request to take it early at the testing center.
 - Late testing is not permitted.
- **Final Exam Replacement Policy**
 - The final exam may replace your lowest unit exam grade.
 - Exception: If your lowest grade is a zero due to testing irregularities, it will not be replaced or dropped.
 - For MATH 0300, EdReady will replace your lowest unit exam grade
- **Testing Format**
 - Exams must be taken using the Respondus/LockDown Browser.
 - Completion of the required practice exam is mandatory prior to completing proctored exams.
 - Failure to complete the practice exam may require you to take all exams at a physical testing center.
 - Online students must complete a 360 degree environment and work surface scan AND have a photo ID.
 - Suspicious behavior during exams may result in a zero for the exam and mandatory in-person testing for the duration of the course.

- **Showing Work**
 - You must show your work to receive credit for your answers
 - Acceptable formats include using the on-screen calculator, StatCrunch, or writing your work on paper
 - If your answer is correct, but your work does not support the answer in a manner that aligns with the course, you may not receive credit.
- Once completed, exams are generally graded and returned within 2-3 business days.

4. Class etiquette:

- 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 or using AI will be considered cheating, and you will receive a zero for the exam. Be sure to follow all testing instructions carefully.
- For online classes, you must be fully (and appropriately) dressed during on camera exams and for any virtual meetings/tutorial sessions.

Assignment Weights

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| 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. 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 ask for help.
- 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.
- 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. Draw the pictures. Write it all down.
- 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

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| A: | $90 \leq \text{average} \leq 100$ |
| B: | $80 \leq \text{average} < 90$ |
| C: | $70 \leq \text{average} < 80$ |
| D: | $60 \leq \text{average} < 70$ |
| F: | $0 \leq \text{average} < 60$ |