

SYLLABUS

1. **Instructor:** Name: Jimmy Tamayo
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Office: 61-1622A
Office Hours: Mondays and Wednesdays: 12:00 PM to 1:00 PM
 Tuesdays and Thursdays: 1:30 AM to 2:30 PM
 Appointments are always welcome
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2. **Accommodations:** Students with disabilities should be sure to contact the Access Center to ensure that the necessary accommodations are provided. If you do have a documented disability, I encourage you to speak with me in private so that I can become familiarized with your specific learning needs and so that we can strategize together on ways to help you succeed in this class. It is the responsibility of the student to inform the instructor before the day each quiz or exam if they will use their accommodations.

3. **Text:** *Precalculus* (10th Edition) by Sullivan.

4. **Course Description:** Prepares students for the calculus sequence. Real-valued functions, including algebraic, trigonometric, exponential, and logarithmic functions. Also includes proofs, inequalities, introductory analytical geometry, series, sequences, and vectors.

5. **Prerequisite:** MATH 150 or appropriate placement.

6. **Schedule:** This class will meet Mondays and Wednesdays from 1:00 PM to 3:05 PM in 61-3411. A tentative schedule of sections to be taught, quizzes and exams is attached to his syllabus. All dates are subject to change. **Please note: The last day to withdraw without a “W” is March 10, 2019. The last day to withdraw with a “W” is May 3, 2019.**

7. **Adds:** Students may be added to this class if the number of enrolled students does not exceed 36. Adding more than 36 students will be done at the sole discretion of the instructor. If adding students is possible, students will first be added in order according to the on-line registration system wait list. If the names on that list become exhausted, students will be added according to registration date and time. All registration dates and times will be verified. A valid form of picture identification is needed to receive an add code. It is the responsibility of the student to use their add code immediately. No student may be allowed to remain in the classroom if they are not officially enrolled in the class. A student must have the appropriate prerequisites and be eligible for the class in order for the add code to be valid. **The last day to add is March 8, 2019. Late adds will not be given!**

8. **Attendance:** Attendance at each class session is essential to the successful completion of this course. Attendance will be taken each day either by calling roll or by a sign-in sheet. An absence will be considered excused if the student provides documentation regarding their

absence or notifies the instructor via telephone or e-mail regarding an absence before the end of class. Otherwise, an absence will be considered unexcused. Leaving class early without informing the instructor with a valid reason will be considered an unexcused absence. Absences will be used to determine eligibility for make-ups for quizzes or exams and for extra credit.

9. **Drops:** Dropping a class is the responsibility of the student. A student may be dropped from the class by the instructor if:

1. They miss class during the first two weeks of instruction; or,
2. They have 3 or more unexcused absences prior to the last day to drop with a “W”; or,
3. They have 5 or more total absences prior to the last day to drop with a “W”; or,
4. They fail to take an exam prior to the last day to drop with a “W”.

10. **Grading:**

a. **Grading Scheme:** Your course grade will be calculated on the total number of points earned. The class will be worth a total of 600 points. The following is a breakdown of the grade distribution:

A:	540 points and above
B:	480 – 539 points
C:	420 – 479 points
D:	360 – 419 points
F:	0 – 359 points

b. **Homework:** Homework is a vital method of learning mathematics. Homework will be collected weekly. There will be **15** homework packets that will be collected during the course. Each packet will be worth 2 points. That is, 30 points of the course grade will be based on homework (5% of the course grade). An extra 2 points will be given if all homework is completed and turned in by the end of the course. The assignments and due dates will be announced in class. It is advisable to stay up to date with the material and homework problems. Homework questions may be taken at the end of each class meeting if time permits. Please do not work on homework during class.

c. **Quizzes:** There will be **5** quizzes given. Scheduled dates of the quizzes are listed on the attached tentative schedule. Each of the quizzes will be worth 16 points. That is, 80 points of the course grade will be based on quizzes ($13\frac{1}{3}\%$ of the course grade).

d. **Midterm Exams:** There are **3** exams scheduled for **March 27, April 29, and May 29, 2019**. The problems on each exam will be based on the examples, information and homework problems up to the time of that exam. Each exam will be worth 100 points. That is, 300 points of the final grade will be based on the total of the three exams (Each exam is worth $16\frac{2}{3}\%$ of the course grade for a total of 50% of the course grade).

e. **Final Exam:** The final exam will be on **Monday, June 10, 2019 from 1:30 PM to 4:00 PM**. The final exam is comprehensive and will be based on all of the examples, information, quiz and exam problems, and homework problems for the course. The final exam will be worth 190 points towards the course grade ($31\frac{2}{3}\%$ of the course grade).

f. Attendance Extra Credit: Students who do not have any unexcused absences at the end of the course will receive 3 points extra credit. A student with 3 or more unexcused absences will have 3 points deducted per absence.

g. Extra Credit Assignments: Extra credit assignments may be given during the course. The maximum number of extra credit points any student can accumulate through these assignments is 10 points.

11. Late work and make-up policy:

a. Homework: Late homework may be turned for 1 point. All outstanding homework must be turned in prior to the end of the final exam in order to receive credit.

b. Quizzes: Make-ups for quizzes only if the student has an excused absence. Make-ups must be taken within one week from the date the quiz is given. No make-up quizzes will be given after the completion of the final exam. It is the responsibility of the student to ensure that any make-ups are completed within this time frame.

c. Exams: Make-ups for exams will be given only if the student has documentation regarding their absence. Make-ups must be taken within one week from the date the exam is given. No make-up exams will be given after the completion of the final exam. It is the responsibility of the student to ensure that any make-ups are completed within this time frame.

d. Final Exam: Any requests for rescheduling of the final exam must be made prior to the end of the 14th week.

e. Late arrivals for quizzes or exams: Any student arriving late for a quiz or an exam will not receive extra time to complete the quiz or exam unless they call or e-mail the instructor prior to the start of class. Informing the instructor ahead of time may allow for extra time to make-up for missed quiz or exam time, within reason.

12. Academic Dishonesty: The purpose of a quiz or an exam is to determine the level of understanding that a student has of the material presented. As such, CHEATING WILL NOT BE TOLERATED. Anyone caught cheating, in any form, on a quiz or exam will be given an F for the quiz or exam and will be reported to the Office of Student Life. According to the college catalog, cheating includes, but is not limited to, plagiarism, receiving or knowingly supplying unauthorized information, using unauthorized material or sources, changing an answer after work has been graded and presenting it as improperly graded, illegally accessing confidential information through a computer, taking an examination for another student or having another student take an examination for you, and forging or altering registration or grade documents. Students are expected to complete quizzes and exams without notes or assistance from others except with the approval of the instructor. Students who are caught cheating will not be eligible to receive any extra credit in the class.

13. Tutoring: Free tutorial services are available in the Transfer-Math Activities Resource Center (T-MARC) and the Learning Assistance Center (LAC). The T-MARC is located in 61-1314. The T-MARC's hours for Spring Semester are Monday through Thursday from 9:00 AM to 7:00 PM and Friday from 9:00 AM to 2:00 PM. The LAC is located in 6-104. The LAC's hours for Spring Semester are Monday through Thursday from 9:00 AM to 7:00 PM, Friday from 9:00 AM to 1:00 PM, and Saturday from 9:00 AM to 4:00 PM. **Make plans to get help outside of class!**

14. Canvas: Canvas is accessible through the eLearning Resources tab found through your portal. When activated, you can find the syllabus, messages, and access to your course grade. Other features of Canvas may be implemented.

14. Calculators: Calculators will be allowed except where indicated by the instructor. Graphing calculators will not be permitted. Personal calculators may not be used on exams. The instructor will provide scientific calculators to use on exams, when permitted. If you do not have a scientific calculator to use during class, you may borrow one from the MARC if you have a student identification card. The following are also **not** acceptable for use as calculators: mobile telephones, electronic dictionaries, electronic personal organizers, MP3 players, laptop computers, tablets, or any type of device the instructor determines as unacceptable.

16. Mobile Telephone and Electronic Device Policy: Due to increasing use and ringing of mobile phones and other electronic devices, the following policy is in effect: Any device that rings, excluding digital watches, will require the owner of the device to excuse themselves from class for the remainder of the day. Mobile telephones may be set to vibrate settings, if necessary. However, silent settings are preferred. In addition, anyone who uses their phone, tablet, or other electronic device for any purpose during class without informing the instructor will be asked to leave. If the violation occurs during a quiz or exam, that quiz or exam must be submitted as is. If the owner of a ringing device does not identify themselves, the entire class may be dismissed for the day and will be responsible for the material that was to be covered that day in class. Any student who is dismissed from class for violating this policy will have 30 points deducted from their overall point total. All Bluetooth headsets must be removed during class. Smart watches are not allowed to be worn nor used during exams. Any student who wishes to use a tablet to take notes must inform the instructor and must sit in the first two rows of the classroom. If the instructor determines that the tablet is being used for any purposes other than taking notes, permission to use a tablet will be revoked. Any exceptions will be made on a case-by-case basis. Honoring this policy will be greatly appreciated.

17. Audio/Video Recordings: Any student who would like to record lectures or who would like to take any pictures of material on the board must first receive permission from the instructor. All audio recordings and pictures are solely for use by the student and may not be distributed nor used for any other purpose without the consent of the instructor.

18. Exam Administration Policy: During exams, students are not allowed to leave the classroom until they have completed their exam. Once a student submits an exam, that student is required to leave the classroom. Exceptions will be made on a case-by-case situation. Exams are to be completed in pencil. A random seating chart on days of exams may be used. The following are also **not** acceptable for use during an exam: notes, cheat sheets, the textbook, mobile telephones, electronic dictionaries, electronic translators, electronic personal organizers, MP3 players, laptop computers, tablets, or anything else that the instructor determines as unacceptable. Any additional policies may be implemented to ensure that exams are taken in a fair and honest environment.

19. Student Identification: All students are required to show their Mt. SAC student identification card in order to submit the first exam. Student identification cards may be verified using Mt. SAC's MountieApp. Additional identification may be requested at any time.

20. General Courtesy: The objective of the class is to learn the material that is presented. Please feel free to ask questions. Our classroom is to be an environment where every student should feel comfortable asking questions. Remember that the purpose of the class is to teach you material that you do not yet know. So, it is your right to ask questions. Any student that harasses a classmate over an honest question will be asked to leave. Please give everyone the respect and right to ask an honest question.

Common classroom courtesy is requested. Activities that are disrespectful to the instructor include (but are not limited to) the following: sleeping in class, working on homework for this class or any other class, reading anything not directly related to the material that is being presented, and violation of the electronic device policy. Students who do not observe common courtesy and respect will be asked to leave. Any issues that arise in class should be brought to me immediately in order to have them resolved.

Anyone who is asked to leave class for any reason will be responsible for the material that is to be covered that day in class. If a student is asked to leave during an exam, the exam must be turned in as is.

21. General Advice: Mathematics is a subject that builds on itself. Therefore, it is vital to keep up with the material. Things that successful students do is ask questions, take good notes, and keep up with the homework assignments. Asking questions is one of the keys to ensure correct comprehension of the material. If you have any questions or concerns, please ask immediately so that I may be able to assist you before it is too late. Also, it is very easy for the material to get away from a student when they wait an extended period of time to finally do their homework. So, it is also very important to keep up with the homework assignments in order to determine if you fully comprehend the material. It is ultimately your responsibility to seek assistance, if you require it. I am available outside of class during my office hours. If my office hours are not convenient, please do not hesitate to make an appointment with me. Any issues that arise in class should be brought to me immediately in order to have them resolved. I hope you will find the course enjoyable and interesting.

22. Grade Requests: Grade reports will be provided at certain points during the course. However, I am happy to provide you with your current grade upon request. If you request your grade via email, your email must be sent from your student.mtsac.edu email address and contain your name and course. If you request your grade via email, you are giving me permission to send you your grade through an insecure mode of information transfer and you are releasing me from any liability if your grade is intercepted by a third-party or by anyone else who has access to your student.mtsac.edu email address. If you are concerned that any information regarding your grade could be read by a third-party, then do not request your grade via email.

23. ***Student Learning Outcomes:*** The department Student Learning Outcomes (SLOs) for Math 160 are the following:

1. Students will be able to analyze a variety of functions.
2. Students will be able to solve different types of trigonometric equations.

24. ***Course Measureable Objectives:*** The measureable objectives for Math 160 are the following:

1. Graph functions using translations and reflections.
2. Determine the domains of functions.
3. Operate with functions.
4. Find the inverse of functions.
5. Use linear and quadratic functions to solve application problems.
6. Solve for the complex roots of polynomial functions.
7. Analyze polynomial, rational, exponential, logarithmic, and trigonometric equations.
8. Solve polynomial, rational, exponential, logarithmic, and trigonometric equations.
9. Operate with vectors, including the dot product; use vectors to solve application problems.
10. Find the partial fraction decomposition of rational expressions.
11. Graph conic sections; recognize or derive their properties, and write their equations.
12. Solve and graph systems of nonlinear equations.
13. Analyze arithmetic and geometric sequences.
14. Use the binomial theorem.

25. ***Changes to Syllabus:*** Any necessary changes to this syllabus or attached schedule will be announced in class and posted on my website.

Week	Monday		Wednesday	
1	2/25	2.1, 2.2	2/27	2.3, 2.4, 2.5
2	3/4	2.5, 2.6	3/6	3.1, 3.2, 3.3
3	3/11	3.3, 3.4, 3.5	3/13	4.1 Quiz #1
4	3/18	4.2, 4.3	3/20	No Class
5	3/25	4.3, 4.4	3/27	Exam #1
6	4/1	Holiday	4/3	4.5, 4.6
7	4/8	5.1, 5.2	4/10	5.3, 5.4 Quiz #2
8	4/15	5.6, 5.7, 5.8	4/17	6.1, 6.2, 6.3
9	4/22	6.4, 6.5	4/24	6.6, 7.1, 7.2 Quiz #3
10	4/29	Exam #2	5/1	7.3, 7.4
11	5/6	7.5, 7.6, 7.7	5/8	8.1, 9.1
12	5/13	9.2, 9.4 Quiz #4	5/15	9.5, 10.1, 10.2
13	5/20	10.3, 10.4	5/22	11.5, 11.6 Quiz #5
14	5/27	Holiday	5/29	Exam #3
15	6/3	12.1, 12.2, 12.3	6/5	12.4, 12.5
16	6/10	Final Exam 1:30 - 4:00 PM	6/12	No Class

Note: Dates of sections to be taught, quizzes, and exams are subject to change.