SYLLABUS
FOR PRECALCULUS FOR BUSINESS, LIFE, AND SOCIAL SCIENCES
Spring 2011

Course: MATH 1643. Section: 005

Required Material:


2. MyMathLab password – packaged with new texts, or available separately.

3. Study Guide. Available at the University bookstore.

4. Calculator: You will need a graphing calculator; the TI-83-86 are preferred, and is the one that will be used by the instructor. The TI-81 and TI-82 are not acceptable. Calculators with symbolic manipulation, such as the TI-89 are not allowed. You are welcome to use a different calculator, but do not expect instructors to be familiar with other calculators.

All decisions made in this class will adhere to this syllabus. To ensure fairness and consistency for all students in this course, all instructors will use the same syllabus, objectives, homework assignments, uniform examinations, grading scale, and course policies. You are responsible for reading and following all policies stated in this syllabus.

Class Times: 9:00 – 10:15 (T & F)

Classroom: 225

Instructor: Minsu Kim

Instructor email: minsu95@ou.edu

Office: 1012 PHSC

Office hours: F 9:30 - 10:30 & 12:30-2:30(425A PHSC)

Phone: 405-325-6711 (leave a message with the math department)
• **COURSE CONTENT**
Mathematics 1643 is designed to prepare students for business calculus. This course serves as the prerequisite course for MATH 1743. If you are uncertain about the suitability of this course for your major, please consult your advisor immediately.

The focus is on functions and their properties, including polynomial, exponential, logarithmic, and trigonometric functions. This course may be used to satisfy the mathematics component of the University’s General Education program.

• **PREREQUISITE**
A student must either successfully complete Math 0123 or an equivalent course, or the student must make a satisfactory score on the placement examination before entering this course, or have an appropriate score on the ACT or SAT examination.
• **GRADING**
  Your course grade will be based on a 600-point scale.

  100 PTS  EXAM ONE        540 PTS - 600 PTS:  A
  100 PTS  EXAM TWO        480 PTS - 539 PTS:  B
  100 PTS  EXAM THREE      420 PTS - 479 PTS:  C
  40 PTS   CLASSWORK       360 PTS - 419 PTS:  D*
  60 PTS   ONLINE QUIZZES AND HOMEWORK  0 PTS - 359 PTS:  F
  200 PTS  FINAL EXAM
  600 PTS  POINTS POSSIBLE

*A D indicates you are missing some important concepts and should consider repeating this course for a better foundation before attempting the next course.

• **UNIFORM FINAL EXAMINATION**
The final examination for this class is comprehensive and will be worth 200 points. It will consist of 32 multiple-choice questions. The final will be given only at the scheduled time. The final exam schedule is available at [http://www.ou.edu/enrollment/home/final_exams.html](http://www.ou.edu/enrollment/home/final_exams.html). No make-ups will be scheduled other than those allowed by university regulations. **Do not schedule any conflicts with the final exam, including elective surgery, work, travel, or classes at other institutions.** If you miss the final exam, contact the course moderator, Dr. Nancy Matthews, immediately. Students who take the final exam at a time other than the regularly scheduled exam time or the scheduled makeup will be assessed a penalty, at the discretion of the course moderator.

• **EXAMINATIONS**
There will be three 100-point evening examinations during the semester. The dates of the exams are posted on D2L. Each exam will consist of 21 multiple-choice questions. In general, individual exams will not be curved. A decision will be made at the end of the semester if there should be any adjustment in the grading scale.
All students are expected to adjust their schedules to accommodate these tests. The only absolutely acceptable reason for a makeup will be a normally scheduled class or university- sanctioned activity on Thursday night. All other requests will be considered on an individual basis. All requests for makeups must be submitted in writing using the form on page 5. All requests for makeup exams MUST be submitted by 5 p.m. on Tuesday of exam week. Make-up exams will be offered at 7:30 a.m. on Thursday, exam day. Exams may also be made up on the last day of classes. Please note that the exam on the final day will be multiple-choice, via MyMathLab. Space will be assigned on a first come – first serve basis. Special arrangements may be made by contacting the course moderator, Dr. Nancy Matthews, as soon as possible. Instructors do not make decisions about makeups; such decisions will be made solely by the course moderator.
**EXAMINATION STUDY SUGGESTIONS**
Complete and master all homework problems as they are assigned. Work additional problems until you feel you have mastered the material. Check all odd answers in the back of the text. Make sure you can successfully work the homework problems without assistance before the exam.

Get help as soon as you need it. There are several sources of assistance.

1. The mathematics department has a help lab in 425A Physical Sciences. Instructors will be available to answer questions. The lab will be open 9:30 – 5:00 M, 9:30-5:30 WF, and 9:00 – 5:30 TR.
2. University College offers the Student Success Seminar series on a variety of topics of interest to students, including mathematics. In particular, review sessions will be held during the week of each exam. Please check the seminar schedule at [http://www.ou.edu/univcoll/home/academic_resources/student_success_series.html](http://www.ou.edu/univcoll/home/academic_resources/student_success_series.html) for more information.
3. The Mathematics Department Office has an approved tutor list available on request.

Review early. Make sure you understand the stated objectives. Anticipate questions you expect to see on the exam. Make sure you will recognize the necessary steps to solve each type of problem from homework. Get copies of old exams from the test files and practice working them. Write and work your own exam.

Leave no gaps in your understanding. The exam questions are designed to reward the students who have completed and mastered ALL of the homework concepts.

**ATTENDANCE**
You are expected to attend every class period. It is the student’s responsibility to get missed lecture notes when absences do occur. Excessive absences will be penalized. If your class meets three times per week, you will lose 2 points for each absence in excess of six. If your class meets two times per week, you will lose 3 points for each absence in excess of four. In general, all absences will count toward the total allowed, excused or not. This policy does not mean that you may have 4 or 6 absences in addition to excused, it means you will be penalized only after the first 4 – 6 absences (for any reason).

**TUTORING**
The Department of Mathematics maintains a help lab in 425A PHSC. It will be open 9:30 – 5:00 M, 9:30-5:30 WF, and 9:00 – 5:30 TR. No appointments are required. University College offers Action Tutoring. Information is available at
http://www.ou.edu/univcoll/home/academic_resources/Action_Tutoring.html. Have specific questions ready for the tutors when you go. If you are unable to do two or more problems on the homework assignment, you should get help before the next class period.

- **ACADEMIC MISCONDUCT**
  Any cases of academic misconduct will be strictly dealt with according to the University of Oklahoma Student Code. All cases of academic misconduct will be reported to the Dean of the College of Arts and Sciences for adjudication. Students are encouraged to visit (and are expected to be aware of) the Provost's website at http://www.ou.edu/provost/integrity/ for more information. Please be especially aware of the information on calculators.

- **SPECIAL ACCOMMODATIONS**
  Any student in this course who has a disability that may preclude her/him from fully demonstrating her/his abilities should contact me personally as soon as possible so we can discuss accommodations necessary to ensure full participation and facilitate her/his educational opportunity. All accommodations will be made at the suggestion of, and with the approval of the Office of Disability Services, 620 Elm, Room 166.

- **CLASSWORK**
  1. Homework assignments and/or quizzes will be made regularly from each section of the text covered in class. This is the minimum assignment. Individually, you may need to do more problems for mastery of the concepts. Your classwork grade is composed of two parts. Online quizzes will count for 60 points, and your instructor will have homework and/or quizzes worth 40 points. The instructor points cannot exceed 40, and the total cannot exceed 100 points, even if you earn extra credit.
  2. There will be ten online quizzes, each worth 4 points. The window of opportunity for each quiz will be limited. **You should make sure you can access MyMathLab before the first quiz, and that you can receive emails from the mathematics department.** The schedule of quizzes is posted on D2L.
  3. If an instructor chooses to offer extra credit, these points will apply strictly to the classwork portion of the grade, up to a total of 40 points.
  4. Before you do the exercises, read each lesson in your textbook and use the referenced examples when appropriate! **For every class period, you should expect to spend at least two hours on homework assignments and study time.**
  5. Make sure you get help BEFORE class if you have more than 2 questions on the homework assignment due that day. Start your homework in plenty of time to get help before the next class. Do not spend an excessive amount of time trying to figure out one problem. Get help BEFORE you get frustrated, but not before you have read and studied your book, especially the examples.
  6. The problems listed here are the minimum assignment. You are your best teacher. Individually, you may need to do additional problems for mastery and understanding.
(especially the odd problems where you can self-check your answers). Always show your work and check odd problems in the back of the textbook or the solutions manual, making appropriate corrections in your work.

7. If you are absent, it is your responsibility to have the next homework assignment ready for the next class. Remember that you have a schedule that informs you of what the next assignment will be.

- EMAIL AND DESIRE2LEARN
  You are expected to check your email account on a regular, frequent basis. Desire2Learn will be used to provide updates on the course and to post grades. Your instructor and the course moderator will use the OU’s email system to send messages and to distribute grades. **You are responsible for all messages sent via email.**

All students are assigned an email address by the university. If you have another address that you prefer to use, you can forward all email to your OU address by going to [https://webapps.ou.edu/pass](https://webapps.ou.edu/pass). If you do not have a computer to access your account, you can go to any of the computer labs on campus for help. If you forward your OU email, please be sure your account is up-to-date, your forwarding address is correct, your mailbox is not full, and that it is set to receive messages from the mathematics department. If your computer goes down, please check your account from another location!

MyMathLab is required for all students. You can buy an access code at the bookstore, or online at mymathlab.com. All students are expected to have an account on MyMathLab. More information about MyMathLab will be available from your instructor.

- QUESTIONS
  All questions, problems, complaints, and requests should be directed to the course moderator, Dr. Nancy Matthews, at 325-3062, or nmatthews@ou.edu. Please include your name, ID#, and course number and section in all messages.

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**In general, students who attend class, work problems on a regular frequent basis, and get help as needed are the students who do well in this course. Do not assume that this material is all review.**