COURSE DESCRIPTION

Prerequisite: A minimum grade of C in MAC 1102 or MAC 1104 or MAC 1105 or an appropriate score on an approved assessment. Topics include a symbolical, graphical and numerical analysis of trigonometric functions; solutions of plane triangles and vectors. Applications emphasizing connections with other disciplines and with the real world will be included. Technology tools will be utilized in addition to analytical methods. Gordon rule course. A Minimum grade of C is required if this course is used to satisfy the Gordon Rule and general education requirements.

TEXTS AND INSTRUCTIONAL MATERIALS

Textbook and Access Code:


Addison Wesley/Custom MyMathLab Access Code (red) ISBN-10: 0-558-04207-4

All students must have access to MyMathLab. Please purchase your textbook and the access code at Valencia East Campus Bookstore. Note that MyMathLab is paired with MyLab. When you are ready, you may click here to register at MyLab; you will need an access code and a Course ID. Your Course ID: shaw36245

Calculator: TI-84 Plus; this calculator will be allowed for your proctored exam.

This class is taught online using the required text and instructional materials as mentioned above. You will be required to go through weekly self-paced web lectures, participate actively in the discussion forums through online study group meetings, and complete all module homework and quizzes online. In addition, you are required to take a proctored mid-term exam and a proctored comprehensive final exam at one of the testing centers of Valencia College or a proctored site (pre-arrangement is required.)

This online course requires all students to engage in threaded discussions, collaborate with peers and
engage in peer review.

**ONLINE DELIVERY SYSTEM (COURSE PLATFORM)**

You will use the Blackboard course system and a web-based math practice and tutorial system called MyMathLab/MyStatLab.

**DISCUSSION FORUMS: ONLINE STUDY GROUP SESSIONS**

The discussion forum is a platform designed for you to collaborate (think, share and learn) with your classmates in a constructive manner.

**Three to five Questions will be posted for each module at the discussion board that you must answer.** The discussions will take many forms. All postings must be in sentence and paragraph format and also should be checked for spelling and grammar.

You are required to make at least four constructive postings per module, by adding new threads and responding to your peers. When participating in a discussion forum, please conform to the rules of netiquette. The main purpose of this learning activity is to prompt you to keep up with the required readings for each module, besides creating a positive learning environment through peer group support.

For each discussion forum, you are expected to make at least one original posting for the questions posted and reply to at least three peers.

**TIME COMMITMENT**

Note that an online course requires more time than an onsite course. Since this is an online course, the 3 hours a week that you would normally use to attend lectures should be spent on online classroom activities. These include completing the weekly module learning activities by going through the module handouts, PowerPoint lecture slides, and taking all the quizzes and exams.

Any college course also requires at least two hours of study-time for every lecture hour. Thus, you should allocate at least another 6 hours a week on "study-time activities" such as reading your textbook, solving suggested textbook homework problems, working on assigned homework and projects, participating in your online study group sessions (make postings and respond to postings) and taking all the module personal mastery tests.

**Note:** Most students find this course takes much more time than they initially expect. This course requires a large time commitment to be successful; please set aside at least two to three hours a day for a minimum of three days per week.

**COMMUNICATION PLAN**

Since this is an online course, we will communicate extensively through Blackboard Course E-Mail and Atlas E-mail. I will try my best to answer your e-mails as soon as possible - usually within the same day or 24 hours. More importantly, you must check for my e-mails to you regarding the online course on a daily basis. Almost all of our communications in this course will be online through e-mail.
Feedback on gradable assignments:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>Homework</td>
<td>within three days after due date</td>
</tr>
<tr>
<td>Quizzes</td>
<td>within three days after due date</td>
</tr>
<tr>
<td>Mid-term Exam (proctored)</td>
<td>within three days after due date</td>
</tr>
<tr>
<td>Final Exam (proctored)</td>
<td>within three days after due date</td>
</tr>
<tr>
<td>Discussions (Part 1 and Part 2)*</td>
<td>within one week after due date</td>
</tr>
<tr>
<td>Projects</td>
<td>within one week after due date</td>
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* Part 1 includes discussions for the first six modules; Part 2 includes discussions for the last six modules.

Please note that you are responsible for all posted announcements at Blackboard. Please try to check frequently!

Should you have any questions, send me an e-mail. If you ask a question (in e-mail) that may be of interest to your classmates, I may post the question and answer it on the discussion forum, under "Q & A" for the respective module.

**GRADING POLICY**

**Homework:** The homework can be attempted multiple times until you achieve a mastery level of 80% or better. The highest score will count as your grade. **Note that you won’t be able to access the respective quiz until you have achieved a mastery level of 80% or better in your homework.** Please plan to start working on your homework as early as possible.

**Quizzes:** The quizzes are timed for 60 minutes. Once started, you must complete the quiz in 60 minutes. Quizzes can be taken only twice. **Note that you won’t be able to access the next module until you have achieved a mastery level of 80% or better in your quiz. Do not wait until the last minute** because computer problems will not be a valid excuse.

**Mid-term Exam:** The scheduled mid-term exam is timed for two hours and should be taken at one of the testing centers of Valencia College or a proctored site (pre-arrangement is required.) It will be closed-book with no notes allowed. **Mid-term Exam can be taken only once.** Problems not answered within the time limit will be counted as incorrect.

**Final Exam:** The scheduled final exam is timed for three hours and should be taken at one of the testing centers of Valencia College or a proctored site (pre-arrangement is required.) It will be closed-book with no notes allowed. **Final Exam can be taken only once.** Problems not answered within the time limit will be counted as incorrect. **Any student that does not pass the scheduled final exam will receive an F grade for this course.**

Your performance will be determined by homework, quizzes, proctored mid-term exam, proctored final exam, projects (if any) and discussions according to the distribution of percents as follow:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Homework and Projects (if any)</td>
<td>30%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Proctored Mid-term Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Proctored Final Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Discussions</td>
<td>10%</td>
</tr>
<tr>
<td>Total Percentage</td>
<td>100%</td>
</tr>
</tbody>
</table>

**EVALUATION POLICY**
Your final letter grade will be determined according to the scale as follow:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% – 100%</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69%</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59%</td>
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**MAKE UP POLICY**

No make-up quiz/exam will be given. If a scheduled quiz is missed because of a medical emergency or legal situation, your last quiz score will be used in place of the missed quiz score. Only ONE quiz can be missed with a valid excuse. Please note there is no make-up mid-term exam or final exam. Note that failure to take the scheduled final exam automatically results in an F grade for this course.

**ATTENDANCE POLICY**

In this online course, attendance will be tracked by your participation in the discussion forums at Blackboard. You are expected to log on to Blackboard at least 3 times a week and to respond to the posted questions or discussion topics for that week. If you do not log on to Blackboard anytime within a 7-day period, then you can be withdrawn from the course, unless you provide a documented excuse. At the end of the term, attendance is worth 10% of your grade and it’s based on your participation in the discussion forums. Therefore, a poor attendance record can lower your grade by a letter grade. In fact, students that have a poor attendance record do poorly in the class, and students that have a good attendance record by responding frequently in the forums do very well in the class.

**WITHDRAWAL POLICY**

Please see Important Dates for the withdrawal deadline for a W grade. If you decide to withdraw from this course, you may withdraw through ATLAS up to the withdrawal deadline.

Based on the new Valencia Withdrawal Policy (4-07), a student cannot withdraw after the withdrawal deadline; students will only receive the appropriate grade earned: A, B, C, D or F. No other grades can be given.

**TECHNICAL PROBLEMS**

Technical problems such as power outages and unavailability of internet connections can happen. Do not wait until the last minute to complete your assignments, quizzes and tests. Technical problems are not an acceptable excuse for work that has not been completed by the due date. You should have a backup plan should your system or your internet provider fail you.

If your computer freezes, restarts, or loses its internet connection during a quiz, the quiz will be marked as “Incomplete”. When you resume the quiz, your answers and remaining time will be loaded from your previous session.

**For MyStatLab technical support:** The telephone number is 1-800-677-6337. Staff is available to troubleshoot your technical problem almost seven days a week. Alternatively, you may fill out the Product...
Support form to communicate your issue or request.

**ACADEMIC HONESTY**

All students are expected to be in complete compliance with Valencia Community College’s policies on academic honesty. Any form of academic dishonesty will result in an F grade for this course.

**VALENCIA I.D. CARDS**

Valencia ID cards are required in order to use the LRC, Testing Center, and IMC. ID cards are free and can be obtained from the Student Development office.

**VALENCIA STUDENT CORE COMPETENCIES**

- **Think:** think clearly, critically, and creatively, analyze, synthesize, integrate and evaluate in many domains of human inquiry.
- **Value:** Make reasoned judgments and responsible commitments.
- **Act:** Act purposefully, effectively, and responsibly.
- **Communicate:** Communicate with different audiences using varied means.

A detailed overview can be found in the College Catalog and on the website http://valenciacollege.edu/competencies/

**STUDENT WITH DISABILITIES**

Students who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The East Campus office is located in room 5-216.

**TUTORING**

Face-to-Face tutoring is available at each campus. Valencia offers free tutoring service to all students. For specific hours, please check with the Information Station on each campus.

**STUDENT CONDUCTS**

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty
member to leave the class. Violation of any classroom or Valencia’s rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

**COMPUTER/EQUIPMENT USE POLICY**

Use of computers in the Business, IT, and Public Service classrooms at Valencia College is restricted to those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden. Inappropriate use includes, but is not limited to:

- Use of computer to send E-mail or access Internet sites not specifically assigned in class.
- Use of computer for job, internship, homework or other activities not assigned in class.
- Modifying any hardware or software system configuration or setting.
- Activities not in accordance with the Valencia Student Code of Conduct.

Use of computers in the departmental open lab is limited to those activities involved with preparing homework or coursework in this department and is subject to the same restriction as listed above. Computer use is remotely monitored; any student using computer inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offense may be sent to the campus administration for further disciplinary action.

**IMPORTANT DATES**

August 26: Day and Evening Classes Begin

September 2: Labor Day (College Closed)

September 3: Drop/Refund Deadline (11:59 PM)

November 1: Withdrawal Deadline for a W Grade (11:59 PM)

November 27 - 29: Thanksgiving Holiday (College Closed)

December 8: Day and Evening Classes End

December 10: Final Exam

**DISCLAIMER**

Changes in the syllabus, course calendar, evaluation procedure and any information outlined in the syllabus/course calendar are subject to change at the discretion of your professor. It is the responsibility of the student to make any adjustments as announced.