Instructor Information
Instructor: Upul Rupassara
Office Hours: M 3-5, W 3-4
Office: Neckers 258

Phone: 6184536513
Email: upul@siu.edu

Textbook:
Algebra and Trigonometry by Beecher, Penna, Bittinger (Pearson), ISBN 978-1256-12-4139. Not required as you will have access to the e-book, which can be printed and highlighted.

Course materials: Course notes and access to MyLabsPlus are required.
* Course notes are required and only sold at local bookstores. These include the worksheets we will use for a grade.
* Approximately 75% of assignments will be submitted into MyLabsPlus starting with Homework #1. My Labs Plus access is automatically given to each student in Math 108. This includes a printable e-book.

Attendance: You are expected to attend every lecture and lab session and to arrive on time. Attendance will be taken.

Exams: There will be 5 exams (4 hourly exams plus a common final). Instructors may use their own discretion as to whether to give a makeup exam. No exam scores will be dropped. There will be one extra credit problem per exam. That is the only extra credit offered in Math 108. Any written work must be transferred to the exam. Problems without supporting work will receive little to no credit.

Homework: Most homework will be submitted into MyLabsPlus. Be sure to pay close attention to the assignment calendar so you won’t miss a closing date. Homework will be accepted late with a 20% late penalty until the day of the exam on which it is covered. After that date, the homework will no longer be available.
Keeping track of due dates is YOUR responsibility.

Worksheets: Worksheets are found in the back of your Course Notes. Late worksheets will not be accepted.

Reading Assignments: Reading the textbook, before and after a lecture is one of the keys to success. In MLP you have access to the ebook version of the textbook. The ebook allows you to link to learning aids including videos, study tips, chapter reviews, etc. If you have never used an ebook, you are in for a treat!!

Quizzes: Unlike a homework, a quiz must be completed and SUBMITTED before it is graded. Quizzes are done in lab. They are proctored and no calculators or other resources are allowed.

Calculators: This class has a no calculator policy. Occasionally MLP will ask for a decimal approximation, but that will never be asked on a test. It is highly recommended you do not use a calculator when doing homework, since it will only put you at a disadvantage for exams.
Recent Finals: Go to www.math.siu.edu then click on “Course Information”, “Recent Final Exams”, and “Math 108”.

Incomplete: University policy does not permit any instructor to give an incomplete unless the following circumstances apply:
1. The student has a mitigating reason for not finishing the course.
2. The student’s course grade exceeds the cut – off used to earn a final grade of C (72%).

Grading: Course grades are based on a 100-90(A), 89.99-80(B), 79.99-70(C), 69.99-60(D)…% scale

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percent</th>
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<tbody>
<tr>
<td>Homework (drop 1 lowest hw)</td>
<td>12%</td>
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<tr>
<td>Worksheets</td>
<td>09%</td>
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<tr>
<td>Quizzes (drop 1 lowest quiz)</td>
<td>09%</td>
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<tr>
<td>Attendance</td>
<td>01%</td>
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<tr>
<td>Test 1</td>
<td>6.25%</td>
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<tr>
<td>Test 2</td>
<td>12.25%</td>
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<td>Test 3</td>
<td>12.25%</td>
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<tr>
<td>Test 4</td>
<td>12.25%</td>
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<tr>
<td>Final</td>
<td>25%</td>
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<tr>
<td>In-Class Placement Test</td>
<td>01%</td>
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There will be no extra credit or bonus points given in this course, so be sure to keep track of your grade on MyLabsPlus throughout the semester. The only exception is some tests may have a bonus question for extra credit.

Note: Math 108 is the prerequisite math course for several degree programs. This course is the foundation upon which all of you remaining math courses will stand. It must be built strong.

Emergency Procedures. Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on BERT’s website at www.bert.siu.edu, Department of Safety’s website www.dps.siu.edu (disaster drop down) and in Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.
IMPORTANT DATES
Semester ends: 01/19/2016
Last day to add a class without instructor permission: 01/25/2016
Last day to withdraw completely and receive a 100% refund: 02/07/2016
Last day to drop a course using Sakh.Net: 03/14/2016
Final examinations: 05/09-05/13/2016
Note: For access internet, and short course drop/add dates, visit Registrar's Academic web page: http://registrar.siu.edu/

SPRING SEMESTER HOLIDAYS
Martin Luther King, Jr. Birthday Holiday 01/18/2016
Spring Break 03/12-03/20/2016

WITHDRAWAL POLICY - Undergraduate only
Students who officially register for a session may not withdraw merely by the stopping of attendance. An official withdrawal form needs to be initiated by the student and presented to the University. For the proper procedures to follow when dropping courses and when withdrawing from the University, please visit http://registrar.siu.edu/ud/ugrad/catalog/index.html

INCOMPLETE POLICY - Undergraduate only
An INC is assigned when, for reasons beyond their control, students engage in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduated, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student's grade point average. For more information please visit http://registrar.siu.edu/ud/ugrad/catalog/index.html

REPEAT POLICY
An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A, B, C, D, a student may enroll in the course for credit no more than two times. The course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and course toward hours earned. See full policy at http://registrar.siu.edu/ud/ugrad/catalog/index.html

GRADUATE POLICIES
Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit http://gradschool.siu.edu/grad-catalog/index.html

DISABILITY POLICY
Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides personalized coordination and referral services. To utilize DSS services, students must file a request with the Director of Disability Services. For more information please visit: http://dss.siu.edu/

PLAGIARISM
Student Conduct Code: http://srp.siu.edu/student_conduct/index.cfm

MORRIS LIBRARY HOURS
http://www.lib.siu.edu/about

SAFETY AWARENESS FACTS AND EDUCATION
Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: http://safes.uiuc.edu

SALUKI CARES
The purpose of Saluki Cares is to develop, facilitate, and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students, and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For information on Saluki Cares: (618) 453-5814, or sucares@siu.edu, http://salukicare.siu.edu/

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INCLUSIVE EXCELLENCE
SIU consists people from all walks of life, from many different cultures and sub-cultures, and representing all walks of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well as an essential preparation for any career. For more information please visit: http://www.inclusiveexcellence.siu.edu/

LEARNING AND SUPPORT SERVICES
Help is within reach. Learning Support Services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:
Tutoring: http://tutoring.siu.edu/
Math Labs: http://tutoring.siu.edu/math_tutoring/index.html

WRITING CENTER
The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit http://write.siu.edu/

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY
Our office's main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit http://diversity.siu.edu/

Additional Resources Available:
SALUKINET: https://salukinet.siu.edu/ep/home/display/login
ADVISEMENT: http://advisement.siu.edu/
SIU ONLINE: http://online.siu.edu/

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