Spring 2016 - Math 108 Course Syllabus

Instructor: Suri P. Rajan

Office: Neckers 255

Phone: (618) 453-6561

Office Hours: Monday 1-1:45, Tuesday 9-9:45 and 11-11:45, Wednesday 9-9:45 and 1-1:45, Friday 10-11:45 and 1-1:30

Location: outside LIB 680

Additional office hours by appointment

E-mail: suri.p.rajan@siu.edu

Math Department Website: www.math.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. New textbooks are available at bookstore.

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 100-92 (A), 91-82 (B), 82-72 (C), 72-60 (D)…% scale

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percent</th>
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</thead>
<tbody>
<tr>
<td>Homework (drop 1 lowest hw)</td>
<td>12%</td>
</tr>
<tr>
<td>Worksheets</td>
<td>09%</td>
</tr>
<tr>
<td>Quizzes (drop 1 lowest quiz)</td>
<td>09%</td>
</tr>
<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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<tr>
<td>Test 3</td>
<td>12.25%</td>
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<tr>
<td>Test 4</td>
<td>12.25%</td>
</tr>
<tr>
<td>Final</td>
<td>25%</td>
</tr>
<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.
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: [link]

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) 453-5714, or stucares@siu.edu, [link]

EMERGENCY PROCEDURES
Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. We ask that you become familiar with the SIU Emergency Response Plan and Building Emergency Response Team (BERT) programs. Please reference the Building Emergency Response Protocols for Syllabus attachments on the following pages. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.

INCLUSIVE EXCELLENCE
SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata 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: [link]

LEARNING AND SUPPORT SERVICES
Help is within reach. Learning support services offers free tutoring on campus and online. To find more information please visit the Center for Learning and Support Services website. Tutoring: [link], Math Labs: [link], 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 [link]

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 [link]

Additional Resources Available:
- SALUKINET: [link]
- ADVISEMENT: [link]
- SIU ONLINE: [link]

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