Instructor Information

Instructor:  Susan James
Office:  IT306D
Mailbox:  IT306D
Office Hours:  Monday/Wednesday  1:45 – 2:15, 5:00 – 6:00
              Tuesday/Thursday  5:00 – 6:00
Phone:  501-812-2308
Email:  sjames@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Chair:  Denise Hammett (501)812-2874 denisehammett@uaptc.edu
Dean:  Dr. Marico Bryant (501)812-2342 mbryanhowe@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the
appropriate chain of command is above.

Course Information

This section meets Mondays and Wednesdays at 12:15 P.M. – 1:45 P.M. in room IT 406.
You will need my course ID, james48335, to enroll in my course at MyMathLabs.

Catalog Description

3 Credit Hours (3 hours lecture per week)
Study of trigonometric functions, identities, equations and applications.

PREREQUISITE:  Students enrolled in MATH 1303 must meet one of the following
requirements:
- MATH 1302 (College Algebra) with a grade of “C” or better
- A score of 26 or higher on the mathematics section of the ACT
- A score of 70 or higher on the COMPASS Algebra Placement Test
- A score of 86 or higher on the Accuplacer College Level Placement Test

Course Materials

Required Materials: Check with your instructor to determine if you need an actual textbook in
class.

MyMathLab Access Code ISBN: 9780134759562 (There is an etext pre-loaded).  Or
Calculator: A TI-83 or 84 calculator is required for the course.

*If you have been awarded financial aid but have not received funds, you can take your schedule down to the UA-PTC bookstore and they will charge your books to your account. This will allow you to purchase your book early and will alleviate you getting behind this semester.*

**Mission Statement**

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

**Institutional Learning Outcomes and General Education**

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication  
2. Critical Thinking  
3. Cultural Awareness  
4. Information Literacy  
5. Professionalism  
6. Quantitative Literacy  
7. Technology Literacy

For more information, please consult the following website: [https://uaptc.edu/sla](https://uaptc.edu/sla)

**Department / Program Learning Outcomes**

The Mathematics department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

1. Critical and mathematical thought  
2. Academic Integrity  
3. Independent thinking and learning  
4. Quantitative and technological literacy on a collegiate level.

**Student Learning / Course Outcomes**

The student will:

- Develop an understanding of trigonometric functions  
- Use trigonometric relations in solving problems including circular motion  
- Develop an understanding of complex numbers and their trigonometric representation  
- Use appropriate technology
- Demonstrate an understanding of trigonometric identities, equations, and applications

### Policies

#### Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

[https://www.uaptc.edu/report-a-concern-complaint](https://www.uaptc.edu/report-a-concern-complaint)

#### UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

#### Departmental Attendance Policy

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

Attendance is taken starting the first day of the semester and throughout the semester, with the exception of students who enroll after classes have started. Teachers have the right to count students as absent if they arrive late to class, leave class early, or go in and out of the classroom during class time. Teachers have the right to lower a student’s grade based on excessive absences. Instructors set the attendance policy for courses and students’ must follow those policies to remain in the course.

Any student who does not attend class before the roster certification date will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class. Students who were dropped because they had not attended class, will not be allowed back into the course during that specific term; refunds are automatically added to the student’s account for being reported as Never Attending a class. Instructors set the policies for counting students at “no shows” in the online environment and it is the students’ responsibility to follow those policies to remain in the course.

Regular and consistent attendance should be maintained in order to be successful in this course. Excessive tardiness and/or absences are considered discourteous to the
instructor and the learning environment and can be a detriment to successful course completion. More importantly, students who are absent miss important information from lectures, class discussions, handouts and assessments, and can easily fall behind on the material. As mastery is a basis for progression, students will need to be present each day. Following an unavoidable absence, the student has the responsibility for completing all activities missed as allowed by the instructor. Instructors in the online environment establish the attendance policies and the requirements for success and it is the students’ responsibility to adhere to those policies.

My class will require frequent participation. If a student is absent, the student cannot participate. You will receive credit for participating, which will begin lowering after two absences and if a student does not participate when they are present. In addition, if a student maintains good attendance, 2% will be added to the student’s final grade. This can make a difference between letter grades if a student is close to the next higher letter grade.

Drop Date: The last day to drop a course or withdraw from the college is Friday, November 16th. A student should consult with their instructor and financial aid (if applicable) before submitting a drop form. A student can request to drop or withdraw by visiting the student services office on any campus or by submitting a written, faxed request. Faxed requests can be sent to (501) 812-2316 and must contain the student’s name and student ID number, a statement of which course you wish to drop or a statement that you are withdrawing from all courses, your signature, and a copy of your state-issued photo identification. Instructors do not have an administrative drop option during the summer terms.

Course Policies

The UA-PTC Catalog rules and regulations will be enforced in this course at all times.

Please consult the following website for more information:

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

In this class, use of cellphones will not be allowed unless used as a graphing calculator. However, a cellphone calculator will not be allowed during exams, so each student should make sure to have access to a real calculator during exams. If a student must take a phone call during class, please exit the room quietly to do so. Also, while I don’t mind students eating and drinking during class, there will be NO GUM CHEWING allowed!

Grading Policy
Letter grades will be based on the following scale:

- 90 to 100% A
- 80 to 89% B
- 70 to 79% C
- 60 to 69% D
- 0 to 59% F

We will have four (4) 100 point unit exams. Homework for each unit will come from MML software. Homework/Participation is worth 200 points for the semester. We will have a comprehensive final exam worth 200 points. This means the total points possible for the course is 800 points. The percent grade for the final exam will replace the lowest unit exam grade, provided that the final exam percent grade is higher.

We may have a fifth 100 point exam, if time allows. In this case Homework/Participation will be worth 250 points for the semester, and the comprehensive Final Exam will be worth 250 points as well. If we have five unit exams, the total points possible for the course will be 1000 points, and we will be keeping in line with the percentages in the above box.

Participation in class is required and a student’s homework score may be adversely affected by lack of participation in class. We will discuss these participation requirements on the first day of class and it will be explained at Blackboard.

**Make-up Policy:** Tests that are missed cannot be made up. **If one test is missed for any reason, the grade on it will be 0 until the end of the semester when the final exam percentage will be used as the score on that missed test.** If more than one test is missed,
the grade on the second missed test will remain a 0. Arrangements can be made to take a test at a different time if the instructor is notified in advance by the student and there is a legitimate reason for rescheduling (examples would be: surgery, National Guard training, funeral, jury duty, etc.). **Any arrangement must be made before the day and time of the scheduled test. Exceptions on a case by case basis to be determined by the instructor.**

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

**Academic Integrity**

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalogue states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalogue also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

**Student Code of Conduct**

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. [http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2)
Sexual Misconduct

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu

Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

Course Schedule/Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

<table>
<thead>
<tr>
<th>Week</th>
<th>Mth</th>
<th>Day &amp; Date</th>
<th>Material Covered</th>
<th>Week</th>
<th>Mth</th>
<th>Day &amp; Date</th>
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<td>Homework Due</td>
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<td>4</td>
<td>Sept</td>
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<td>Labor Day Holiday</td>
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Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Susan James’s Trigonometry class at Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

Semester

Date

Print name

Signature

UA-UA-PTC Email address

Telephone