Instructor Information

Instructor: Susan James
Office: IT 306A
Mailbox: IT 306A
Office Hours: Mon/Wed 11:15-12:15 and 3:00-4:30
Phone: 501-812-2308
Email: sjames@uaptc.edu (Best and fastest way to contact me)

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

Chair: Denise Hammett (501)812-2874 dhammett@uaptc.edu
Dean: Dr. Marico Bryant Howe (501)812-2342 mbryanthowe@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

Delivery Method – In Person:
This course meets face-to-face in a classroom. As such, the instructor is physically in the classroom and delivering content in a face-to-face format for ALL meetings of the class. Students are expected to be in class for the duration of each class meeting and to participate in taking notes, asking and answering prudent questions.

Class Days and Meeting Times:
Monday and Wednesday – 7:25 to 8:40 – Classroom: IT 406

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

Disclaimer: UA-PTC will not guarantee materials purchased anywhere other than the UA-PTC bookstore. The purchase of codes for the online environment should be purchased through the UA-PTC bookstore or directly when registering for the online environment by following the instructions supplied by your instructor. Please take a picture of your code for safe keeping as lost codes cannot be replaced.

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

ISBN: 9780134765426

My course ID at MyMathLabs is james49666. You will need this ID to enter my course at MyMathLabs.

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

For more information, please consult the following website: https://uaptc.edu/sla
Department / Program Learning Outcomes

The mission of the math department is to prepare students with the mathematical knowledge and understanding necessary for students to accomplish their educational goals. The math department aims to teach, advise and consult on any mathematical related matter whether a student wishes to successfully transfer to a four year college, gain entrance into the workforce, enhance their personal skills or further their lifelong learning pursuit.

Upon successful completion of the required math courses,

DLO #1: Students will demonstrate the ability to use symbolic, graphical, numerical and written representations of mathematical ideas.

DLO #2: Students will use mathematical reasoning and, when appropriate, a general problem solving process to solve problems.

DLO #3: Students will learn mathematics through modeling real-world situations.

DLO #4: Students will use appropriate technology to enhance their mathematical thinking and understanding, solve mathematical problems, and judge the reasonableness of their results.

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

Students will demonstrate the ability to

1. Work with degree and radian measure
2. Find coterminal angles
3. Find arc lengths and areas of sectors
4. Solve problems using linear and angular velocities
5. Solve problems using right-triangle trigonometry
6. Use appropriate technology with trigonometric functions
7. Use the definitions of trigonometric functions
8. Recognize domain and range of trigonometric functions
9. Use graphs of trigonometric functions
10. Work with inverse trigonometric functions
11. Verify and use trigonometric identities
12. Solve trigonometric equations
13. Use the Law of Sines and the Law of Cosines to solve triangles
14. Perform vector operations
15. Work with complex numbers in trigonometric form

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

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.

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. 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 as outlined in the syllabus for the course. Instructors set the attendance policy for courses and students must follow those policies.

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 as “no shows” in the online environment and it is the student’s responsibility to follow those policies.
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. Students who are absent for any portion of a class session 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 for the entire class session. 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 student’s responsibility to adhere to those policies.

**Drop Date:** The last day to drop a course or withdraw from the college is Wednesday, April 17, 2019. **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 and cannot drop students from courses; it is entirely the student’s responsibility to complete the process if they wish to drop from the course.

**Daily Course Attendance Policy:** Students will be required to sign a roster (sign-in sheet) every class to prove their attendance and as part of keeping records. If a student forgets to sign, the student will be marked absent. **The roster will be taken up 5 minutes after class begins. Anyone coming in after that time will be marked absent.** Students are expected to be in a seat, ready to take notes, when class begins. If the student misses lecture, that student should get the missed material from a fellow student, go over it, then go to the instructor after class or during office hours to ask any questions.

My class will require frequent participation. Participation will be 5% of your grade. This participation will be an active learning opportunity for you consisting of group work, along with presentation of your work at times. Participation opportunities will be almost daily if not daily and will not be announced in advance and cannot be made up if you are absent.

**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: [https://www.uaptc.edu/catalog](https://www.uaptc.edu/catalog)

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars, as determined by the instructor, are detailed in the paragraph(s) below.

Eating and drinking are permitted in this course, but there will be **no gum chewing allowed.**
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.

**Campus Visitors Policy:** Classrooms and laboratories are restricted to currently enrolled students only. Visitors are not allowed in any classroom or laboratory where a scheduled course is being taught. At no time are children allowed in the classroom during times when scheduled courses are being taught. Additionally, when it is necessary to bring children to campus, they may never be left unattended. At all times, children remain the sole responsibility of the parent.

**Incompletes:** The requirements for awarding a grade of incomplete, “I” can be found in the College Catalog on page 31 by using the following link: [https://www.uaptc.edu/catalog](https://www.uaptc.edu/catalog).

**Math Department Chair:** Denise Hammett, dhammett@uaptc.edu. The department chair may be contacted as a next point of contact. The department chair will not overturn decisions made by the instructor based upon the policies or requirements of the syllabus.

**Cell Phones:** Please turn cell phones on vibrate mode during class time. Texting during class or doing other things on your phone or tablet or smart watch during class will not be tolerated. No cell phone or other electronic devices (other than graphing calculator) can be used during tests.

**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

**Homework:** 20%  
**Participation:** 5%  
**Unit Exams:** 50%  
**Final Exam:** 25% (Student will receive an F for the course for failure to take final exam).

Course Average will be calculated as follows:

\[
\text{Final Course Grade Average} = 0.20 \times \text{Homework Avg} + 0.50 \times \text{Unit Tests Avg} + 0.25 \times \text{Final Exam Avg}
\]
Homework – Homework will be assigned for each section discussed. Homework problems will be found in MyMathLabs. Homework should be worked out on paper and kept in an organized notebook so you will have something to study at test time. Answers obtained for the homework problems need to be entered in MyLabsPlus. You’ll have aids you can click on to help you work the problems if you have trouble or need help. MyMathLabs will keep track of your homework percentage.

Participation – This class will require daily participation. This will be in the form of group work or individual work. Since attendance is required to be participating, excessive absences will affect this part of your grade.

Exams – Four unit exams will be given. Students will have the entire class to complete the test. A study checklist will be given to help students prepare. At the end of the semester, the final exam percentage will be used to replace the lowest of these test scores if the final exam percentage is higher.

Final Exam – There will be a two hour, multiple choice, comprehensive, paper/pencil final exam. If the final exam is missed, the student will receive a grade of “F” for the course.

* 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.

Make-up and Late 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.

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 catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalog 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. [https://www.uaptc.edu/catalog](https://www.uaptc.edu/catalog)

**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. [https://www.uaptc.edu/catalog](https://www.uaptc.edu/catalog)

**Sexual Misconduct**

No person at UA-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.

Stuff Happens!

Servers go down; computers don’t work as anticipated; life throws us curveballs. Be prepared!

Do not wait until the last minute…you may experience completion difficulties! Work ahead of schedule and have a backup plan at a different location in case something happens at your usual location or to your computer; occasionally use your backup plan to make sure it works! Remember that you can use the open labs at PTC and the public libraries have computers.

Procrastination is your enemy!
## Tentative Course Schedule

<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>
<th>Material Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan</td>
<td>M-7</td>
<td>No Class</td>
<td>10</td>
<td>Mar</td>
<td>M-11</td>
<td>3.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W-9</td>
<td>Syllabus, 1.1</td>
<td></td>
<td></td>
<td>W-13</td>
<td>3.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Jan</td>
<td>M-14</td>
<td>1.1</td>
<td></td>
<td>Mar</td>
<td>M-18</td>
<td>Spring Break</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W-16</td>
<td>1.2</td>
<td></td>
<td></td>
<td>W-20</td>
<td>Spring Break</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Jan</td>
<td>M-21</td>
<td>1.2</td>
<td>11</td>
<td>Mar</td>
<td>M-25</td>
<td>3.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W-23</td>
<td>1.3</td>
<td></td>
<td></td>
<td>W-27</td>
<td>Exam 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Jan</td>
<td>M-28</td>
<td>1.4</td>
<td>12</td>
<td>Apr</td>
<td>M-1</td>
<td>4.1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W-30</td>
<td>Exam 1</td>
<td></td>
<td></td>
<td>W-3</td>
<td>4.1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Feb</td>
<td>M-4</td>
<td>2.1</td>
<td>13</td>
<td>Apr</td>
<td>M-8</td>
<td>4.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W-6</td>
<td>2.1</td>
<td></td>
<td></td>
<td>W-10</td>
<td>4.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Feb</td>
<td>M-11</td>
<td>2.2</td>
<td>14</td>
<td>Apr</td>
<td>M-15</td>
<td>4.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W-13</td>
<td>2.2</td>
<td></td>
<td></td>
<td>W-17</td>
<td>4.4 (Last day to drop)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Feb</td>
<td>M-18</td>
<td>2.3</td>
<td>15</td>
<td>Apr</td>
<td>M-22</td>
<td>5.1/5.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W-20</td>
<td>2.4</td>
<td></td>
<td></td>
<td>W-24</td>
<td>5.1/5.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Feb</td>
<td>M-25</td>
<td>Exam 2</td>
<td>16</td>
<td>Apr</td>
<td>M-29</td>
<td>Exam 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W-27</td>
<td>3.1</td>
<td></td>
<td>May</td>
<td>W-1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Mar</td>
<td>M-4</td>
<td>3.1</td>
<td>17</td>
<td>May</td>
<td>Finals</td>
<td>Your Final Exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W-6</td>
<td>3.2</td>
<td></td>
<td></td>
<td>Week</td>
<td>Monday, May 6, 6:30-8:30</td>
</tr>
</tbody>
</table>

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

Read, complete, and return to instructor:

I have read the course syllabus for Susan James’ Trigonometry class at UA-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.

Attendance and active participation are required for success in this course. Additionally, I understand that my attendance may be submitted to college officials and reported to financial aid authorities.

I understand that the instructor cannot drop me from a course after the roster certification date if I have attended. However, I also understand that it is expected for success that I attend all courses and participate. I am responsible for my learning and success and not the instructor. Roster certification is normally around 7-10 days into the semester (2-3 days for summer courses).

I understand that the final exam is a paper/pencil exam given under a proctored environment during final exam week and cannot be given early. In the face to face sections, the final exam is given in the classroom on the campus where the class is schedule for the semester.

________________________________________________________________________
Semester

________________________________________________________________________
Date

________________________________________________________________________
Print Your Name

________________________________________________________________________
Your Signature

________________________________________________________________________
UA-PTC Email address

________________________________________________________________________
Telephone