Technical Mathematics – MATH 1330
Course Syllabus
Spring 2019
Section 40S

Instructor Information

Instructor: Tymli Frierson
Mailbox: LRS 250
Office Hours: By appointment only
Phone: (501)771-6084 (Math Department)
Email: tfrierson@uaptc.edu

*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

This course meets face to face in a classroom. Students are expected to be in class for the duration of each class meeting and to participate by taking notes, asking and answering prudent questions.

SOUTH CAMPUS 204 TR 6:00 PM – 7:15 PM

Catalog Description

This course is designed specifically for students in the Technical Sciences and is not guaranteed to transfer and is not the prerequisite for any other math courses offered at UA-PTC. The topics covered will include fundamental arithmetic and algebra along with other appropriate math topics for the various areas of concentration within the technical sciences. Those topics may include, but are not limited to, simple and complex equations, fundamentals of plane figure and solid geometry, geometric measures, right triangle trigonometry and oblique triangles. A calculator (preferably a TI-83 or 84) will be required for the course and the course requires an online learning component. (3 credit hours)

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:

[The code can be purchased from UA-PTC main campus bookstore or directly online with a credit card when registering for the course.] You will have the option of using a 14 “pay later” to get started in the course immediately.

Calculator: A TI-83 or 84 calculator is required for the course. Other calculators will need instructor approval.

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.

Free Tutoring is offered on both UA-PTC south and main campus. Information provided at http://www.uaptc.edu/footer-navigation/tutoring-center

MLP Technical Support: If you are unable to install the necessary software and plug-ins or the program is not running properly, you may contact the MyMathLab Student Support Line at: 1-800-677-6337 Monday-Friday, 12 pm to 8pm. (All times are Eastern Standard Time.)

Do not contact the UA-PTC IT services department for assistance with MLP issues. Please be sure to contact the 1-800 number that was provided above.

Student MyLabsPlus Access

MyLabsPlus Web Address: http://pulaskitech.mylabsplus.com/ or you can also access the MLP link in UA-PTC’s Portal.

- **Student MyLabsPlus Username**: The first two letters of your first name, your entire last name, and the last four digits of your student ID.
- **Student MyLabsPlus Password**: Ptcmmmdyyyy (this is the letters “Ptc” and your birthdate)
  *If you have previously used MLP with UAPTC, you will need to use that password instead.

Once you login in to MyLabsPlus,

1. You will be prompted to accept the terms of the Pearson User License Agreement and Privacy Policy. Click I Accept once you have read the terms of use.
2. You will be prompted to enter the access code that you received with your book. **If you have already purchased the book, chose “Access Now”**.
3. If you do not have a code, you will choose “Pay Later”. This will give you 14 days of Temporary Access, which will begin on the day you registered in the course. This means that the temporary code could expire at different times for each student since it is
based upon the date each student registers into the system. You will need to purchase your book before the temporary access code expires or you will be locked out of MyLabsPlus and you will not have access to your work which could result in zeros on assignments that were missed. **DO NOT LOSE YOUR ACCESS CODE ONCE YOU HAVE PURCHASED IT. YOU WILL NOT BE ABLE TO ENTER IT UNTIL THE TEMPORARY ACCESS CODE EXPIRES.**

If you have trouble logging in, entering your code or experience issues with not being able to access the course, please contact the Chair of the department. Her name is Denise Hammett and her email is dhammett@uaptc.edu. Please send as much information as you can about the situation including screen shots along with a good working phone number, your username and birthdate.

**Web Browsers:** Please have a minimum of 2 browsers downloaded on your computer. If you experience problems, try connecting through another browser. Shut down the computer, wait 10 minutes, reboot and try a different browser. If it occurs on both browsers, then the problem is probably not your computer. *Always logout and reconnect right before beginning a timed assignment as systems sometimes are automatically timed out after a while of activity.*

**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](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

Students will demonstrate the ability to:

- Understand and use the basic properties of arithmetic of signed numbers, fractions and decimals as well as the fundamental operations of algebra. (SLO #1)
- Understand and use the properties of solving elementary algebraic equations, manipulating formulas, ratios and proportions, and translating words into algebraic symbols. (SLO #2)
- Understand and use the basic principles of geometry including formulas for calculating area and volume of polygons. (SLO #3)
- Understand and use the basic properties of right angle trigonometry and basic oblique triangles. (SLO #4)
- Understand and convert measures in the metric system and the English system. (SLO #5)

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.

**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.
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 not related to the course is not a good idea as concepts being taught will be missed. No cell phone or other electronic devices (other than graphing calculator) can be used during tests.

**Portfolio:** Students are expected to keep a notebook of all work completed in the class (showing how to get the answers) and will submit to their Technical Science instructor(s) next semester to verify that you can do the work required in the technical area you are pursuing.

**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/ Quizzes: 25%
Tests: 50%
Final: 25%
Grade calculations: (Final average x 0.25) + (Test average x 0.50) + (Homework/Quizzes average x 0.25)

All students will be able to see their up to date grade in MyLabsPlus. Midterm and Final grades will be located in the student’s portal.

* 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.

**Homework:** All homework will be worked in MyLabsPlus. MyLabsPlus will keep track of your homework average which will be used in calculating your total grade. To be prepared for the test, all homework should be worked and reworked until successful without the use of notes or others. All homework should be completed by the deadlines given in MyLabsPlus.

**Quizzes:** Quizzes may be given on paper or assigned in MyLabsPlus. MyLabsPlus will keep track of your quiz average which will be used in calculating your total grade. There is a review set up as a quiz that will help you prepare for each test. To be prepared for the test, the review is vital and should be completed as if you were taking a test – no notes, no help.

**Tests:** Tests may be given on paper or assigned in MyLabsPlus, but must be completed under a proctored setting in the classroom or as determined by the instructor. MyLabsPlus will keep track of your test average which will be used in calculating your total grade. To be successful in the class, it is very important that you complete all homework and reviews prior to taking the test and that you do well on your test. See tentative course schedule for test dates.

**Final:** The final will be a 2 hour, multiple choice, comprehensive, final exam completed on paper in the classroom. If the final is missed, the student will receive a grade of “F” for the course. A study guide may be given to help the students prepare.

**Make-up and Late Policy:** All assignments should be completed by the due dates given in MyLabsPlus. Once the assignment is closed, the instructor will determine whether or not the make-up of an assignment is warranted.

**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

*The use of any smart device or notes not allowed by the instructor is considered cheating and in direct violation of the UA-PTC code of conduct. You cannot use your smart device when testing, and you’re only allowed to use notes provided by and/or approved by the instructor for exams.*

**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

**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.

Tentative Course Schedule

The following course schedule details the assignments and corresponding due dates for this course. This schedule is tentative and is subject to change as necessary by the instructor.

General Assignments (homework, quizzes) is 25% of grade; Chapter Test are 50% of grade; Final Exam is 25% of grade.
<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment</th>
<th>Due Date</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Syllabus</td>
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<td>MML tutorial</td>
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<tr>
<td>3</td>
<td>Chapter 3</td>
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<td>Ch. 1-3 Review</td>
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<tr>
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<td>In class Jan. 24</td>
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<tr>
<td>4</td>
<td>Chapter 4</td>
<td>Feb. 5</td>
<td>SLO #2</td>
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<td>Ch. 4 Review</td>
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<tr>
<td>5</td>
<td>Chapter 4 Test</td>
<td>In class Feb. 5</td>
<td>SLO #2</td>
</tr>
<tr>
<td></td>
<td>Chapter 5</td>
<td>Feb. 14</td>
<td>SLO #5</td>
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<tr>
<td>6</td>
<td>Chapter 5</td>
<td>Feb. 14</td>
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<tr>
<td></td>
<td>Ch. 5 Review</td>
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<td>Ch. 5 Test</td>
<td>In class Feb. 14</td>
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<tr>
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<td>Chapter 6</td>
<td>Feb. 26</td>
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<td>Ch. 6 Review</td>
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<td>In class Feb. 26</td>
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<td>Chapter 7</td>
<td>March 12</td>
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<td>March 12</td>
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<td>Ch. 7 Review</td>
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<td>10</td>
<td>Ch. 7 Test</td>
<td>In class March 12</td>
<td>SLO #2</td>
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<td></td>
<td>Chapter 8</td>
<td>March 28</td>
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<td>Ch. 8 Review</td>
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<td>Ch. 8 Test</td>
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<td>11</td>
<td>Chapter 9</td>
<td>April 9</td>
<td>SLO #3</td>
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<td>Ch. 9 Review</td>
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<td>Chapter 9 Test</td>
<td>In class April 9</td>
<td>SLO #3</td>
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<tr>
<td></td>
<td>Chapter 10</td>
<td>April 18</td>
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<td>Ch. 9 Test</td>
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<td>Chapter 10</td>
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<td>Ch. 10 Review</td>
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<td>Ch. 10 Test</td>
<td>In class April 18</td>
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<td>14</td>
<td>Chapter 11</td>
<td>April 30</td>
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<td></td>
<td>Chapter 12</td>
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<td>15</td>
<td>Catch Up Review</td>
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<tr>
<td>16</td>
<td>Final Exam</td>
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</table>

**Final Exam Schedule:** Thursday, May 9, 2019 from 6:30 p.m. – 8:30 p.m.
Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

Students: You are responsible for keeping pace to finish the course on schedule and are to complete all assignments for your technical area of study/focus as listed in the chart below. The chapter Review and Test are only completed if your study/focus area list “ALL” for that chapter. Otherwise, complete only the sections listed for your area. All students take a final exam that covers chapters 1 – 7 and the remainder of the material for their focus area.

<table>
<thead>
<tr>
<th>Chapter #</th>
<th>1</th>
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<td>All</td>
<td>No</td>
<td>All</td>
<td>11.2</td>
<td>12.1</td>
<td></td>
</tr>
</tbody>
</table>
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Tymli Frierson’s Technical Mathematics 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 Instructors 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 name

________________________________________________________________________
Signature

________________________________________________________________________
UA-PTC Email address

________________________________________________________________________
Telephone

________________________________________________________________________
Area of Student Interest or Focus of study