

MATH 117: Precalculus for Scientists and Engineers
Section 11
Fall 2020 SYLLABUS

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University of Delaware
Department of Mathematical Sciences
MATH 117: Precalculus for Scientists and Engineers
Fall 2020 - Section 11

Instructor: Melissa Fuentes
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Course Meeting Times: MWF 1:25 – 2:15 PM (Lecture), T 12:30 – 1:20 PM (Discussion)
Check Canvas for our Zoom Meeting ID and password.

Office Hours:

Textbook: *Precalculus: Mathematics for Calculus* 7th Ed. by Stewart, Redlin, Watson (purchase not necessary).

Course Prerequisites: Math Placement score of 65 or above or a grade of C- or better in Math 010 Intermediate Algebra. The content of Math 010 is assumed known and you may be in serious jeopardy if you have not mastered this content prior to taking Math 117.

Course Description: This course provides the basis for skills and understandings needed for the study of calculus and other sciences.

The major topics of Math 117 include:

- review and summary of algebra skills,
- functions and their associated notation,
- linear functions, quadratic functions, polynomial functions, rational functions, exponential functions, logarithmic functions, and trigonometric functions,
- graphing principles,
- composition of functions,
- inverse functions.

We focus on algebraic manipulations involving these classes of functions, algebraic and graphical characteristics of each function class, and associated equations and inequalities. All of these topics provide the skills and understandings needed to succeed in Math 241, *Analytic Geometry and Calculus A* and many science courses.

Required Materials:

- **Web Assign Access (includes e-book).** Web Assign is a web-based software program associated with the text through which you will be completing assignments and accessing your e-book. **WebAssign Class Key:** udel 8776 9427
- **Scientific Calculator required.** You will be required to use a scientific calculator on exams and quizzes. The TI-30XIIS is highly recommended. Only scientific calculators are allowed – this is a very specific type of calculator. **Graphing calculators, phone calculators, or any other electronic devices are not allowed on classwork, assignments, exams, and quizzes.**

If you add the course late, email me to set up a Zoom appointment so I can go over any assignments or announcements you have missed. It is your responsibility to catch up with the rest of the class. All missed assignments must be completed within two weeks of beginning class.

Technical requirements: The entirety of this course will be online with course meetings and office hours done via the **Zoom** meeting platform, quizzes and exams done via Canvas, and assignments done through Web Assign which is a product that includes all course homework assignments, e-textbook, etc. You must have a **reliable** computer and internet is required.

- **Computer:** You must have a computer that is no more than 4 years old running. Windows or Mac OSX with a working webcam and microphone.
- **Internet access:** You must have a high speed and stable internet connection that performs with at least 10 mbps upload and download speeds. Test your connection speed at <https://www.speedtest.net/>.
- **Scanner:** Phone scanners or other devices can be used. You will need to upload pdf files to Canvas for classwork worksheets, quizzes, and exams. I recommend the SmallPDF app (<https://smallpdf.com/download>), which is free and works on iPhones and androids.
- **LockDown Browser + Webcam Requirement**
This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be the type that's built into your computer or one that plugs in with a USB cable.

Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature: <https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Download Instructions for LockDown Browse

1. Select a quiz from the course.
2. If you have not already installed LockDown Browser, select the link to download the application and follow the installation instructions.
3. Return to the quiz page in a standard browser.
4. LockDown Browser will launch and the quiz will begin.

Note: LockDown Browser only needs to be installed once per computer or device. It will start automatically from that point forward when a test requires it.

Getting Help With LockDown Browser

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area.
- Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product. Respondus Monitor will proctor your quizzes.
- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

Course Assessments

Course Schedule & Classwork Worksheets: I have created a course page on my website: _____. There you will find a course schedule, our classwork worksheets, suggested practice problems that you should try, as well as useful study resources. Please check the course page on a daily basis. Your classwork is part of your Quizzes and Classwork grade, which is worth 10% of your course grade.

Attendance: As soon as you enter our Zoom lecture or discussion meeting online please type your name in the Zoom meeting chat. If you have at least 5 unexcused missed lectures or discussions, I will require you to set up an individual Zoom meeting with me to discuss why you are unable to attend class.

During each lecture and discussion I may ask you to submit a pdf via Canvas of your solutions of specific problems or entire worksheets that were done in class. You will have 20 minutes after class ends to upload your solutions to Canvas. If you miss classes, then you will miss classwork assignments, and this will affect your quizzes and classwork grade.

Pre-Class Assignments: Before nearly every MWF lecture you will be required to complete a short assignment beforehand. Pre-class assignments will be posted on WebAssign right after the preceding lecture. Pre-class assignments will be available 24 hours before a lecture to complete (always due by 1:24 PM, MWF). You will be required watch an 8-10 minute video that is meant to introduce you to the upcoming lecture topic and then will have to answer 2-3 questions.

If a pre-class assignment is assigned before a lecture, I will assume at the beginning of the lecture that you have watched the included video and that you have solved the associated problems. These assignments are worth 5% of your total grade.

WebAssign Homework: WebAssign is the Internet program associated with the textbook and the course. The problems on WebAssign will mirror several of the problems done during lectures and discussions, but they will vary in difficulty. These assignments are worth 15% of your total grade.

Your HW assignments for the week will be available on Mondays by 12 AM and you will have the entire week to complete them, until Sundays at 11:59 PM. You can go in and out of an assignment as many times as you like, just as you would as you work a textbook assignment. Feel free to discuss solution strategies with one another and to use all of the available learning resources that WebAssign offers, keeping in mind the importance of understanding the solution strategy.

You will have 6 attempts to enter the correct response on each problem. Once you are finished with an assignment, you must click Submit at the end. After you have completed an assignment, the correct answers and solution steps are available. After the due date you can review each assignment, but you cannot change your score.

Some suggestions:

- DO NOT rush through your WebAssign homeworks, as they do play a role in your final grade. Take your time to understand each problem because they may appear on quizzes and exams.
- Do NOT focus exclusively on the WebAssign assignments. WebAssign will provide some practice on many skills learned in each section of the textbook, BUT not all the skills! If you only work the Web Assign activities, you will miss several important ideas and concepts, and not do well in the class. Even if you get high scores on the Web Assign activities, it does NOT mean you will do well on the exams!

WebAssign Registration Instructions

Step 1) Go to <http://GetEnrolled.com/>

- Enter your course key: **udel 8776 9427**
- **Confirm** you are enrolling in the correct course ‘*Math 117 section 11*’, then click *Register*.
- On the next screen, confirm the details and then click *Get Started*.

Step 2) Sign in or create a Cengage student account.

- If you are new to Cengage, complete the required fields to create your account. When creating an account, please use your full last and first name. **Use your University of Delaware email address and your student ID number.** Make sure you record your password. (If you already have a Cengage account, use those log-in credentials).

Step 3) Purchase or Register your Access Code.

- **If need to purchase my course materials:** Click *Subscribe Now*. From there, you can purchase WebAssign for this course
- **If you cannot purchase access at this time (e.g., you may drop the course),** begin your free trial. Select *Start My Free Trial*. This will begin your trial of WebAssign, as well as Cengage Unlimited. After two weeks you will be required to purchase/enter an access code.
- **If you have already purchased my access code from the bookstore:** Click on *Register Another Course or Product*, located towards the top right of your screen. Type your WebAssign access code in the prompt, and then select *Register*.

Before you get started:

- Bookmark <http://login.cengage.com> for future logins.
- Google Chrome or Mozilla Firefox are the recommended browsers. Make sure to update as needed.

Need help? Follow the steps below for the quickest resolution:

1. First, submit a case at <https://cengage.force.com/s/contact-us>.
2. Next, follow-up with a call to Cengage Support at 1-800-354-9706.

Quizzes: There will be a quiz every Friday, unless there is an exam scheduled for that day instead. On the Fridays we have quizzes your quiz will be available on Canvas for you to take at any time between 12:00 AM to 11:59 PM. Each quiz can range from 3 to 5 problems, and you will have 25 minutes to complete them. (DSS students please see Page 6). LockDown Browser and Respondus Monitor (the webcam proctoring proctor) will be needed during quizzes. Quizzes are included in your Quizzes and Classwork grade, which is worth 10% of your course grade.

Exams: During the semester there will be 3 exams, each of which are worth 15% of your grade. They will each contain roughly 4 to 5 week's worth of material learned. Any problems similar to problems done as examples in lecture, in pre-class assignments, in quizzes, in classwork worksheets, WebAssign homework assignments, or practice problems (listed on the course website) are fair game on the exam!

Exams will be taken during a lecture class period, meaning that you will have 50 minutes to complete an exam. Students will have to enter a Zoom meeting and access their exam on Canvas. More guidelines on how students will take the exam will be announced when the exam date is near.

Tentative Exam Dates

Exam 1	Friday, October 2
Exam 2	Friday, November 6
Exam 3	Wednesday, December 9

Final Exam: The final will be scheduled on TBA. This final is cumulative, and it will cover all of the sections covered in class.

Guidelines for Taking Exams and Quizzes:

- Ensure that you're in a location where you won't be interrupted.
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach.
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it.
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices.
- Remain at your computer for the duration of the test.
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam.
- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims.
 - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move.
 - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete.
 - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window).
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Course Grades: All grades will be posted on your WebAssign gradebook, but not on Canvas. Your final course grade will be determined by the accumulation of points which will be weighted as follows:

Graded Activity		Percentage
Homework	Pre-Class Assignments 5%	20% total
	WebAssign 15%	
Quizzes & Classwork		10%
Exams	1 st Exam 15%	45% total
	2 nd Exam 15%	
	3 rd Exam 15%	
Cumulative Final Exam		25%

Grade		Percentage	
A	91-100%	C	71-74.999%
A-	88-90.999%	C –	68-70.999%
B+	85-87.999%	D+	65-67.999%
B	81-84.999%	D	61-64.999%
B –	78-80.999%	D –	58-60.999%
C+	75-77.999%	F	0-57.999%

Please let me know if there is anything I can do to make this course a better and more effective learning experience!

Other Course Policies and Important Information

Class policies are designed to support student learning and mastery of the course material, provide guidelines for efficiently managing the course so all students are treated equitably, and provide an online class environment where all students can learn. *Please let me know if you have any concerns or questions about any class policy within the first two weeks of class.*

Communication: Communication is extremely important in an online course environment. Please don't neglect to contact me if you feel isolated and are having difficulty. I hope you will find the time to visit me during my Zoom office hours. Answering your questions, surveying your work, and providing additional insights are important to your progress and I enjoy working one-on-one with students! The following guidelines are helpful so I can accurately address any concerns:

- I will be sending out Canvas announcements and emails on a weekly basis, be sure to read these announcements and emails!
- Lectures and discussions will all be recorded. The recordings will be posted in the Media Gallery on Canvas.
- Students are expected to have their cameras on during lectures, discussions, office hours, and one-on-one Zoom meetings. However, students may blur or change their background on Zom.
- Mathematical notation is difficult to communicate through email. If your question involves extensive math notation, it is always best to come and see me during a Zoom meeting.
- If you have homework questions for me, email me, attend Zoom office hours, or schedule an individual Zoom meeting with me. I may not respond to emails between 9:30 PM and 8:00 AM.
- Grading Concerns: Please notify me regarding questions or other concerns about grades and grading of exams, quizzes, Web Assign problems, and other course materials within **one week** of the return of the exam or graded course material. This will ensure your course grade is always as accurate as possible.
- *I will be using the gradebook in Web Assign, but not in Canvas.*

Canvas: Canvas is a Learning Management System (LMS) used by many UD courses. In particular, our Canvas course site will include:

- All lecture and discussion video recordings will be posted on Canvas the Media Gallery.
- Written Assignments or other written work: Written assignments will be accessed and submitted through Canvas. Please submit your response with the following guidelines:
 - Turn in a PDF, PNG, JPG or JPEG file through Canvas. Do NOT send them to my email address as an attachment. Please do not send files in any other format.
 - If you take a picture with your phone, pay attention to the lighting and make sure it is readable. You may want to explore some phone apps such as Genius Scan, Scannable, Adobe Scan, or SmallPDF.
 - Your paper must include your name written on the paper it must be completed in your own handwriting. Your quiz, exam, and classwork solutions may not be typed.
 - All submissions must be oriented correctly, and submitted according to guidelines that I will provide you with for submitting quizzes and exams on Canvas.

Online Tutoring Resources: In addition to my online Zoom office hours, there are two other free tutoring resources for this course. I recommend you carefully investigate these useful resources:

- Office of Academic Enrichment (OAE): The OAE will provide tutoring remotely through the Zoom program. Please check their website for the latest update: <http://www.ae.udel.edu/>
- **MSLL Open Lab:** This site will also provide free tutoring assistance. The [MSLL webpage](#) will also be updated with more information when we know more.

DSS: If you need an accommodation for any type of learning disability please contact the Office of Disability Support Services (DSS) at <http://sites.udel.edu/dss/>. There is a link on my personal website.

Honor pledge: **You cannot use any outside sources on exams.** Do not access your phone, graphing calculator, and any web-based resources. Getting help from these resources or anyone outside of class (including parents, friends, etc.) is not permitted and is viewed as a form of academic dishonesty.

Submission of a course assessment will imply you have agreed to this code of conduct as well as the official [UD student code of conduct](#). We are all responsible for preserving academic integrity of the course assessments.

Missing an Exam: Exams are important indicators of course progress and missing an exam for any reason (even with an excused absence) will make it extremely difficult to monitor and maintain your course progress. **If you miss an exam due to an unexcused absence, your exam score will be zero. If you have to miss an exam due to an excused absence, the documentation must contain a verifiable date and time and be submitted within two days of the exam date.** A make-up exam will be scheduled within 10 days of the original exam date within departmental guidelines. The format of a make-up exam may vary and contain different types of problems.

Other University Policies:

Academic Dishonesty: Please familiarize yourself with UD policies regarding academic dishonesty. “To falsify the results of one’s research, to steal the words or ideas of another, to cheat on an assignment, to re-submit the same assignment for different classes, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance.” Complete details of the university’s academic integrity policies and procedures can be found at <http://www1.udel.edu/studentconduct/policyref.html> Office of Student Conduct, 218 Hulliher Hall, (302) 831-2117. E-mail: student-conduct@udel.edu

Application to Math 117: Follow the instructions carefully on any of the Math 117 assessments. Some assessments will allow different materials. If you have any concerns, ask.

When taking an exam or quiz, you can only use a scientific calculator of the type mentioned on page 1 under course materials. No other electronic equipment can be used or be on your person. **This includes cell phones, smart watches, etc.** Having a cell phone or any unauthorized materials in your pocket or on your person will be considered a cheating offense and dealt with through the Office of Student Conduct.

Note that you are allowed one 8.5x11 inch sheet of paper for your formulas or notes. This must be in your handwriting.

Harassment and Discrimination: The University of Delaware works to promote an academic and work environment that is free from all forms of discrimination, including harassment. As a member of the community, your rights, resource and responsibilities are reflected in the non-discrimination and sexual misconduct policies. Please familiarize yourself with these policies at www.udel.edu/oei . You can report any concerns to the University's Office of Equity & Inclusion, at 305 Hullihen Hall, (302) 831-8063 or you can report anonymously through UD Police (302) 831-2222 or the EthicsPoint Compliance Hotline at www1.udel.edu/compliance. You can also report any violation of UD policy on harassment, discrimination, or abuse of any person at this site: sites.udel.edu/sexualmisconduct/how-to-report/

Faculty Statement on Disclosure of Instances of Sexual Misconduct: If, at any time during this course, I happen to be made aware that a student may have been the victim of sexual misconduct (including sexual harassment, sexual violence, domestic/dating violence, or stalking), I am obligated by federal law to inform the university's Title IX Coordinator. The university needs to know information about such incidents to, not only offer resources, but to ensure a safe campus environment. The Title IX Coordinator will decide if the incident should be examined further. If such a situation is disclosed to me in class, in a paper assignment, or in office hours, I promise to protect your privacy--I will not disclose the incident to anyone but the Title IX Coordinator. For more information on Sexual Misconduct policies, where to get help, and reporting information please refer to www.udel.edu/sexualmisconduct.

Inclusion of Diverse Learning Needs: Any student who thinks he/she may need an accommodation based on a disability should contact the Office of Disability Support Services (DSS) office as soon as possible. The DSS office is located at 240 Academy Street, Alison Hall Suite 130, Phone: 302-831-4643, fax: 302-831-3261, DSS website (www.udel.edu/DSS/). You may contact DSS at dssoffice@udel.edu

Non-Discrimination: The University of Delaware does not discriminate against any person on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, genetic information, marital status, disability, religion, age, veteran status or any other characteristic protected by applicable law in its employment, educational programs and activities, admissions policies, and scholarship and loan programs as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. The University of Delaware also prohibits unlawful harassment including sexual harassment and sexual violence. For inquiries or complaints related to non-discrimination policies, please contact: Director, Institutional Equity & Title IX Coordinator- Susan L. Groff, Ed.D. groff@udel.edu, 305 Hullihen Hall Newark, DE 19716 (302) 831-8063. For complaints related to Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act, please contact: Director, Office of Disability Support Services, Anne L. Jannarone, M.Ed., Ed.S. - ajannaro@udel.edu Alison Hall, Suite 130, Newark, DE 19716 (302) 831-4643 OR contact the U.S. Department of Education - Office for Civil Rights (wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm)

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