

	<b>Course</b>	MATH 1314-003, College Algebra
	<b>Instructor</b>	Dr. Malgorzata Dabkowska
	<b>Teaching Assistant</b>	Da Xu
	<b>Term</b>	Fall 2009, Friday 8/21 (class begins)-Monday 12/7 (class ends)
	<b>Class Meetings</b>	MWF, 12:30-1:20pm, GR 3.302

#### Instructor's Contact Information

<b>Office Phone</b>	(972) 883-4435
<b>Office Location</b>	ECSN 3.914
<b>Email Address</b>	madab@utdallas.edu (preferred)
<b>Office Hours</b>	MW, 4:00-6:00pm & F 11:00am-12:00pm

#### Teaching Assistant's Contact Information

<b>Office Location</b>	FN 1.104
<b>Email Address</b>	dx072000@utdallas.edu
<b>Office Hours</b>	TBA

#### General Course Information

<b>Pre-requisite</b>	High School Algebra II
<b>Course Description</b>	The course will cover equations and inequalities in one variable, introduction to functions, including polynomial, rational, radical, exponential, and logarithmic functions, and graphs.
<b>Required Texts &amp; Materials</b>	<i>"College Algebra"</i> by Arthur Goodman & Lewis Hirsch
<b>Suggested Texts, Readings, &amp; Materials</b>	Student Solutions Manual is strongly recommended. Additional course material will be posted on <b>eLearning</b> .

#### Exams & Quizzes

Exams and quizzes are closed-book tests. Students are required to take them at the announced time. All exams (except the final exam) and quizzes will be given during class meetings. Students are expected to inform the instructor of suspected honor code violations. Show all details of your work for each problem you solve during exams and quizzes as unsupported answers will receive little or no credit. Graphing calculators, programmable calculators, or calculators with non-numeric displays are **NOT ALLOWED** during quizzes and exams. Graded quizzes and exams (except the final exam) will be returned to you as soon as possible. Any document not picked up by the end of finals week will be destroyed. The final exam will not be returned to students, but held for review for one year.

#### Homework and additional assignments

In order to succeed in the course, one must work a large number of problems. The list of ten homework assignments (with exercises selected from the textbook) is provided by the instructor at the beginning of the semester. Homework assignments will be collected on quiz days and graded on a regular basis during all the semester. Show all details of your work for each homework problem you solve as unsupported answers will receive no credit. The Student Solution Manual provides worked solutions to the odd-numbered problems in the text. However, to derive maximum benefit it should only be used to check your work. The assignments are intended to supply adequate practice for mastery of the concepts presented in class; quizzes and exams may contain problems taken directly from the homework assignments. Students are strongly encouraged to work more problems than assigned for homework. You should challenge yourself by attempting similar problems in each section as well as review exercises and practice tests.

**Academic Calendar** (subject to change)

Students are responsible for all announcements made by the instructor concerning any changes in the schedule for the class.

Week	Monday	Sections covered	Wed.	Sections covered	Friday	Sections covered
1					8/21	1.1 and pre-test
2	8/24	1.2	8/26	1.3 and 1.4	8/28	1.5 and 1.6
3	8/31	2.1 and <b>quiz 1</b>	9/2	2.1 and 2.2	9/4	2.2
4	9/7	<i>Labor Day</i>	9/9	2.3	9/11	2.4 and <b>quiz 2</b>
5	9/14	2.4 and 2.5	9/16	2.5	9/18	2.6
6	9/21	3.1 and <b>quiz 3</b>	9/23	3.1 and 3.2	9/25	3.2
7	9/28	3.3	9/30	3.4 and <b>quiz 4</b>	10/2	3.4 and 3.5
8	10/5	3.5 and review	10/7	<b>Exam I</b>	10/9	3.6
9	10/12	3.7	10/14	4.1 and <b>quiz 5</b>	10/16	4.1 and 4.2
10	10/19	4.2	10/21	4.3	10/23	4.4 and <b>quiz 6</b>
11	10/26	4.4 and 4.5	10/28	4.5	10/30	4.6
12	11/2	5.1 and <b>quiz 7</b>	11/4	5.1 and 5.2	11/6	5.2 and review
13	11/9	<b>Exam II</b>	11/11	5.3	11/13	5.4
14	11/16	5.5 and <b>quiz 8</b>	11/18	5.5 and 5.6	11/20	5.6
15	11/23	6.1 and <b>quiz 9</b>	11/25	6.1 and 6.2	11/27	<i>Thanksgiving</i>
16	11/30	6.2	12/2	6.3	12/4	6.4
17	12/7	<b>quiz 10</b> and review				
		<b>Final Exam</b>	Wed.	12/16/2009	11:00am	

**Course Policies**

<b>Grading Criteria</b>	The course grade is based on the following:					
	<b>2 Exams</b>	See schedule for dates				
	<b>Homework</b>	Collected on quiz days				
	<b>10 Quizzes</b>	See schedule for dates				
	<b>Final Exam</b>	See schedule for date				
	<b>Weights</b>					
	15%	Quiz total, the best 8 quiz scores scaled to 100%				
	10%	Homework total, the best 8 homework scores scaled to 100%				
	50%	Exam I (25%) and Exam II (25%)				
	25%	Final Exam, not optional (the final exam score, if higher, will replace the lowest score of the two exams).				
	<b>Grade Scale</b>					
	[97, 100]	→ A+	[93.3, 97)	→ A	[90, 93.3)	→ A-
	[86.6, 90)	→ B+	[83.3, 86.6)	→ B	[80, 83.3)	→ B-
	[76.6, 80)	→ C+	[73.3, 76.6)	→ C	[70, 73.3)	→ C-
	[66.6, 70)	→ D+	[60, 66.6)	→ D	[55, 60)	→ D-
	[0, 55)	→ F				
	<b>Example</b>					
Quiz %	Homework %	Exam I	Exam II	Final Exam		
86	91	68	88	93		
Course percent		$0.15 \times 86 + 0.1 \times 91 + 0.25 \times 88 + 2 \times 0.25 \times 93 = 90.5$				
Course grade		A-				

<b>Make-up Exams and Quizzes</b>	If you miss an exam, the grade will be recorded as zero unless you contacted your instructor <b>IN ADVANCE</b> and agreed upon a procedure to make it up. <b>No make-up quizzes are allowed.</b>
<b>Late Work and Special Assignments</b>	Failure to meet deadlines will result in a 25% reduction per each day late of the point value for the assignment.
<b>Classroom Citizenship</b>	Any action which disturbs your classmates or interrupts the lecture is unacceptable.

### Important Dates

9/4	Last day to drop a class without a "W"
9/8	"Signature required" period to withdraw from UG courses begins
9/17	"WP" or "WF" withdrawal period begins (signature required)
10/22	Last day to withdraw with "WP" or "WF"

*Please check comet calendar for signature procedures.*

### Technical Support

If you experience any problems with your UTD account you may send an email to: assist@utdallas.edu or call the UTD Computer Helpdesk at 972-883-2911.

### Student Conduct and Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, A to Z Guide, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3, and in Title V, Rules on Student Services and Activities of the university's Handbook of Operating Procedures. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

### Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

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## Copyright Notice

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The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. As a UT Dallas student, you are required to follow the institution's copyright policy (Policy Memorandum 84-I.3-46). For more information about the fair use exemption, see

<http://www.utsystem.edu/ogc/intellectualproperty/copypol2.htm>

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## Email Use

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The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

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## Withdrawal from Class

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The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

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## Student Grievance Procedures

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Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

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## Incomplete Grades

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As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

## **Disability Services**

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The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:

The University of Texas at Dallas, SU 22  
PO Box 830688  
Richardson, Texas 75083-0688  
(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

## **Religious Holy Days**

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The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

## **Field Trip Policies / Off-Campus Instruction and Course Activities**

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Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address [http://www.utdallas.edu/BusinessAffairs/Travel\\_Risk\\_Activities.htm](http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm). Additional information is available from the office of the school dean.

**These descriptions and timelines are subject to change at the discretion of the Instructor.**