

THE UNIVERSITY OF TEXAS AT EL PASO

COLLEGE OF SCIENCE

DEPARTMENT OF MATHEMATICAL SCIENCES

COURSE BASICS

Course Number: MATH 1508: CRN 11630
Course Title: Pre-Calculus
Credit Hours: 5
Term: Fall 2021
Class Meeting
& Location: M 12:30 pm to 1:20 pm @ Liberal Arts Building 202/ Tuesday and
Thursday to
12:00 pm to 1:20 pm @ Liberal Arts Building 205

Workshop Meeting
& Location: Wednesday 11:30 am to 1:20 pm, online via Blackboard Collaborative
Ultra. Use the following link to access the workshop meetings:
<https://us.bbcollab.com/guest/bf2c5482a9814d52b24bc9ad0c69b5f3>

Prerequisite Courses: M0311 or TSI score between 350 – 390 or placement by testing services

INSTRUCTOR INFORMATION

Instructor: Dr. Rocio Gallardo
Office Location: Virtual Office via Microsoft Teams (Access through Blackboard)
TR from 11:00 am to 12:00 pm

Contact

Instructor email: regallardo@utep.edu
then text your name. (Additional instructions please use attached
information)

Course coordinator: Nada Al-Hanna at nfalhanna@utep.edu

Math Department: mathdept@utep.edu

Emails will be answered between Tuesday and Thursdays from 8:00 pm to 9:00 pm. Emails received outside of these windows will be addressed during the next time period or at my discretion, whichever is sooner.

Student Office Hours:

Student office hours are a time where you can get individualized help from me. I am available to answer questions about course content and address any concerns you have about the class. During scheduled times, you may drop in without an appointment. You are not required to attend the sessions if you do not have questions. If you do need help, and cannot attend during the scheduled time, please email me to schedule an appointment. Office hours are only held after our class meetings. Weekend emails will be attended the next time period or at the discretion of the instructor.

During off-scheduling (Finals week) or condensed scheduling (late start, closed university) hours will be adjusted appropriately.

REQUIRED TECHNOLOGY AND MATERIALS

Textbook

Pre-Calculus by Larson, 10th Edition (available as e-book and hardcover) with the Enhanced WebAssign access card.

ISBN-13: 978-1-337-27107-3

ISBN-10: 1-337-27107-1

Required

You must have the Enhanced WebAssign access code. This gives you the full access to both the assignments and the e-book.

Optional

A hard copy of the textbook is available, but not required for the class. The e-book is adequate and comes with the required access code.

Calculator

A graphing calculator is recommended.

Online Components

You are required to have a Webassign account and the Enhanced WebAssign access code.

Ensure your UTEP e-mail account is working and that you have consistent access to the internet and a stable web browser. [Mozilla Firefox](#), [Google Chrome](#), and [Safari](#) are the most supported browsers for both Blackboard and WebAssign.

You will need to have regular access to a computer and/or laptop. Your cell phone is not sufficient for doing coursework. You will need to download or update the following software:

- Microsoft Office (available for free through UTEP),
- [Adobe](#),
- [Windows Media Player](#) or [QuickTime Player](#), and
- [Java](#).

Blackboard

Blackboard will be our primary platform. Inside of the Blackboard course you will be able to see announcements, grades, and course materials.

WebAssign

WebAssign is an online Course Management System of Cengage, the publisher of our text. You must have reliable internet to take this course. Use the instructions below to access and register for WebAssign using your official ***UTEP email account***. You will have a 14-day free trial so that you may access your coursework immediately.

Instructions to access and register for WebAssign:

To enter your course on WebAssign on August 23, go to www.webassign.net and follow these steps:

- 1) Click on "Enter Class Key"
- 2) Enter the class key given by your instructor, be sure to include all three sections given:

utep 0649 8152

- 3) Verify the section number and instructor name, then enter your information. Please make sure that you use your UTEP miners email and that you remember the password that you create.
- 4) The next time you log in, click on "Log In" and enter your **UTEP miners e-mail** and the password you created.

You are required to purchase an access code to log in as soon as possible and before the grace period ends. If you purchased a new book from the UTEP bookstore, the code should have come with it. When entering the code, enter all the words and characters in the boxes appropriately.

COURSE OVERVIEW

Course Objectives and Learning Outcomes

Students are expected to have a clear understanding of the ideas of Precalculus as a solid foundation for subsequent courses in mathematics and other disciplines as well as for direct application to real life situations.

The content of the entire course covers topics from basic mathematics and develop them using practical and theoretical tools, building applications and making a strong support for Calculus classes.

At the successful completion of this course:

- I. A student will be able to work with the concepts of functions (functions in general, exponential and logarithmic functions, polynomial and rational functions, trigonometric functions, etc).
- II. A student will be able to solve a system of linear, non-linear equations, and a system of inequalities.
- III. A student will be able to make basic operations with matrices.
- IV. A student will be able to apply mathematical induction method.
- V. A student will be able to work with trigonometric functions and their properties, and to apply them in problems related to other branches of Science: Calculus, Algebra, Physics, Chemistry, Biology, Pharmacy, Engineering, Statistics, etc.

Activities and Assignments:

You will find all assignments on www.webassign.net. Please use Mozilla Firefox, Google Chrome, or Safari since WebAssign works best with these browsers. All work, including homework, quizzes, and exams, will take place through WebAssign.

Three exams, with retake options, will be given.

A two-hour workshop per week will take place online via Blackboard Collaborative Ultra.

Wintermester and Test Out:

If a student receives a grade of "D" or "F", they may register for the Wintermester workshop or take a comprehensive Test Out exam. A grade of 70% or better in the Wintermester course or a 70% or better on the comprehensive Test Out exam will replace a failing course grade with a grade of "C". (A grade change form will be signed and submitted by the coordinator for Math 1508, Mrs. Nada Al-Hanna).

Resources:

You will have course PowerPoint and video access through the Resources section of WebAssign **and Blackboard**. You can click on resources at the bottom of your WebAssign homepage and you will be able to access PowerPoint lectures from the publisher as well as the Cengage lecture videos for each section that we cover.

The MaRCS tutoring center offers free tutoring for math classes, their website has more information: <https://www.utep.edu/science/math/marcs/>

There are several useful features in WebAssign designed to give extra help. These include "Watch it" and "Master it" links. These are publisher created and have been enabled for every homework question in which they are available.

I am also available during office hours to help with questions.

Website

UTEP Math 1508 website: <http://www.math.utep.edu/classes/precalculus/>

Class Activity Settings

Homework Assignments

All homework will be completed on WebAssign. Each question has 5 attempts. I recommend you get help after the 3rd incorrect submission rather than waiting until you are out of attempts to get help.

The Ask Your Teacher feature of WebAssign is the best way to ask questions about your homework as it shows me the entire problem. You are encouraged to use this as your first method of contact whenever you have homework questions.

Quizzes

After a few sections of homework, you will have a 60-minute timed quiz over that material. The quizzes may contain problems you have not seen previously, but they will be based on the same concepts.

The password for all quizzes is the word **ready**.

Each question has 3 attempts. If you choose to start a quiz less than 60 minutes before the due date, the quiz will conclude at the due date and your answers will be auto submitted.

Exams

To review for each exam, an exam review will be available one week prior to the exam date, on WebAssign. The review is a homework score, so be sure to complete the reviews. The exams will be available on WebAssign for a 24-hour period on the date specified by the course calendar

and listed below. The exam itself is timed at 120 minutes (two hours) and will have an accessible scientific calculator. You have two attempts at each problem.

- Exam 1: Opens 11:59 PM MDT on Wednesday, Sept 22nd and closes Thursday, Sept 23rd at 11:59 PM MDT
- Exam 2: Opens 11:59 PM MDT on Monday, Oct 25th and closes Tuesday, Oct 26th at 11:59 PM MDT
- Exam 3: Opens 11:59 PM MST on Wednesday, Dec 1st and closes Thursday, Dec 2nd at 11:59 PM MST

The password for all exams is the word **ready**.

If you choose to start an exam less than 120 minutes before the due date, the exam will conclude at the due date and your answers will be auto submitted.

Retake Exams

A retake exam, for improvement, will appear on WebAssign after the original exam according to the class calendar and listed below. The best grade of the two will be recorded. You do not have to take the retake exam if you are satisfied with your original exam score. The retakes will be available on WebAssign for a 24-hour period on the date specified. The exam itself is timed at 120 minutes (two hours) and will have an accessible scientific calculator. You will have two attempts at each problem.

- Exam 1 Retake: Opens at 11:59 PM MDT on Thursday, Sept 30th and closes on Friday, Oct 1st at 11:59 PM MDT
- Exam 2 Retake: Opens at 11:59 PM MDT on Thursday, Nov 4th and closes on Friday, Nov 5th at 11:59 PM MDT
- Exam 3 Retake: Opens at 11:59 PM MST on Wednesday, Dec 8th and closes on Thursday, Dec 9th at 11:59 PM MST. (During finals week.)

The password for all retake exams is the word **ready**.

If you choose to start an exam less than 120 minutes before the due date, the exam will conclude at the due date and your answers will be auto submitted.

Workshop:

You will have a two-hour, online mandatory workshop meeting every week. You will be enrolled in the workshop class "**Precal Workshop Fall 2021**" via Blackboard. You will have many resources available, such as PowerPoints, worksheets, and videos. You will have to attend a two-hour workshop meeting every week online via Blackboard Collaborative Ultra.

To attend the workshop: click on the link provided on the first page of this syllabus.

Your workshop grade will be based upon both your participation and attendance. Each workshop session, you will answer polling questions which will count towards your workshop attendance grade. Your workshop participation grade will be based on your active contribution and full engagement during each workshop session.

Timed Assignments:

For all timed assignments, the clock begins once you open the assignment. This clock will not stop for any reason, not even if you log out. For this reason, it is important to check for any updates on your computer prior to beginning the timed assignments. The due date will change to reflect the time limit for timed assignments once you begin the quiz or exam.

Course Schedule:

A comprehensive course schedule is attached as the last pages of this syllabus. Semester highlights are included.

- August 23rd First Day of Classes
- September 6th Labor Day Holiday
- September 8th Census Day (Last day to drop without a W)
- October 29th Drop Day (Last day to drop with a W)
- November 25-26th Thanksgiving Holiday
- December 2nd Last Day of Class Meetings
- December 3rd Dead day

Grading Policy

You will be graded on homework, quizzes, workshop, and exams.

10% Homework

10% Quizzes

05% Workshop (Please see workshop syllabus for details)

25% Exam I

25% Exam II

25% Exam III

Letter grades are determined according to the following scale:

Grade	Score
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

Drop Policy

The Drop Date for this semester is Friday, October 29th, 2021, before 5:00 PM MDT. No drops will be approved after this date or time.

Students who decide to drop the course must process a drop form by sending an email from your miners email account to records@utep.edu by Oct 29 before 5:00 PM MDT. Please note that the College of Science will remain aligned with the university and **will not approve any drop requests after that date.**

Incomplete Grade Policy

Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

COURSE COMMUNICATION:

How we will stay in contact with each other

- **Email:** UTEP e-mail is the best way to contact me. I will make every attempt to respond to your e-mail within 24-48 hours of receipt. When e-mailing me, be sure to email from your UTEP student account and please put the course number in the subject line. In the body of your e-mail, clearly state your question. At the end of your e-mail, be sure to put your first and last name, and your university identification number.
- **Announcements:** Check the Blackboard and WebAssign announcements frequently for any updates, deadlines, or other important messages.

ADDITIONAL COURSE POLICIES AND STATEMENTS

Make-up Policy

Homework

An automatic homework extension can be requested within 7 days after the due date. To do so, log in to WebAssign and click on My Assignments. Scroll to the assignment you want to extend and click Request Extension. Select “Automatic” and “Accept” the extension. The new due date will be 48 hours from the time the extension is requested. Note, this means that **time due** will also change. No penalty will be applied to problems submitted after the original due date.

You may not view the answer key to a homework assignment prior to requesting the automatic extension for it.

Quiz

There are no automatic extensions for quizzes. Quizzes are available before their due date. Please make plans to take the quiz early if you have a conflict.

If you feel like you have some extenuating circumstance or have an excused absence that will keep you from completing the assignment or quiz in a timely manner, please contact me right away and be prepared to show supporting documentation.

University Sponsored Events:

These include conferences, student athletes’ competitions, etc... The student needs to inform me of any traveling conflicts before they leave and make adequate arrangements to make up the missed material with one week of returning. Failure to do so, will result in the forfeiture of points.

Exams

A make-up exam will only be given in extraordinary circumstances such as, severe illness or death in immediate family, and with appropriate documentation (e.g. doctor’s note).

Workshop:

Absences will not be excused EXCEPT with proper documentation, e.g., doctor’s note, hospital’s note, or UTEP excused absence document. You are allowed two excused absences. For those who have excused absences, please watch the recorded session you missed. Document the polling questions/answers, complete the weekly worksheet by hand for that session, and send them to your workshop TA via email. All make up materials must be submitted before the next workshop meeting to receive credit. Those with unexcused absences will receive 0 points for the missed session.

Alternative Means of Submitting Work in Case of Technical Issues

I strongly suggest that you submit your work with plenty of time to spare if you have a technical issue with the course website, network, and/or your computer. I also suggest you save all your work (answers to homework, quizzes, and exams) in a separate Word document or hand-written notebook as a back-up. This way, you will have evidence that you completed the work and will not lose credit. If you are experiencing difficulties submitting your work through the course website, please contact [UTEP Help Desk](#).

You can email me your back-up document as a last resort. You must also have proof of the technical issue with either a screen shot of the WebAssign issue or email from your internet provider of an outage in your area.

Attendance Policy:

You are expected to work toward completion of the course assignments daily. Attendance in this course is measured by the completed tasks. Failing to complete tasks is equivalent to being absent. Failure to complete assignments for several weeks may result in you being dropped from the course. You are expected to check Blackboard and your UTEP miners email regularly for announcements as well as the WebAssign Announcement section.

Academic Integrity Policy:

The University policy is that all suspected cases or acts of alleged scholastic dishonesty must be referred to the Dean of Students for investigation and appropriate disposition. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Each student is responsible for notice of and compliance with the provisions of the Regents' Rules and Regulations, which are available for inspection electronically at <https://www.utsystem.edu/offices/board-regents/regents-rules-and-regulations>.

All students are expected and required to obey the law, to comply with the Regents' Rules and Regulations, with System and University rules, with directives issued by an administrative official during his or her authorized duties, and to observe standards of conduct appropriate for the University. A student who enrolls at the University is charged with the obligation to conduct himself/herself in a manner compatible with the University's function as an educational institution.

Any student who engages in conduct that is prohibited by Regents' Rules and Regulations, U. T. System or University rules, specific instructions issued by an administrative official or by federal, state, or local laws is subject to discipline, whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.

Course Netiquette Policy:

All correspondence with your instructor, TA, and other students should be conducted in an appropriate and professional manner. Please be considerate of your tone and word choice when conducting correspondence.

Accommodation Policy:

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the UTEP Center for Accommodations and Support Services (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu , or apply for accommodations online via the CASS portal.

COVID-19 Precautions

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations. If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu, so that the Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID 19 testing.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit epstrong.org

Please contact me immediately if you fall ill during the semester so that we can work together to formulate a strategy to help you get caught up as soon as you are physically able.

Military Statement:

If you are a military student with the potential of being called to military service or training during the semester, you are encouraged to contact me as soon as you receive your orders.

Copyright Statement:

Course Materials

All materials used in this course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated.

Class Recordings

The use of recordings will enable you to have access to class lectures, group discussions, and so on in the event you miss a synchronous or in-person class meeting due to illness or other extenuating circumstance. Our use of such technology is governed by the Federal Educational Rights and Privacy Act (FERPA) and UTEP's acceptable-use policy. A recording of class sessions will be kept and stored by UTEP, in accordance with FERPA and UTEP policies. Your instructor will not share the recordings of your class activities outside of course participants, which include your fellow students, teaching assistants, or graduate assistants, and any guest faculty or community-based learning partners with whom we may engage during a class session. You may not share recordings outside of this course. Doing so may result in disciplinary action.

COURSE RESOURCES:

Where you can go for assistance UTEP provides a variety of student services and support:

Academic and Technology Resources

- [Help Desk](#): Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus, Academic Resources.
- [UTEP Library](#): Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- [Math Tutoring Center \(MaRCS\)](#): Ask a tutor for help and explore other available math resources.

Individual Resources

- [Military Student Success Center](#): Assists personnel in any branch of service to reach their educational goals.
- [Center for Accommodations and Support Services](#): Assists students with ADA-related accommodations for coursework, housing, and internships.
- [Counseling and Psychological Services](#): Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.