Instructor: Ms. S. Arabhi (pronounced AA-rub-hee)

e-mail: arabhisundararajan@fhda.edu / email me from canvas

Office Hours: Tuesday, Thursday: 11:45 AM to 12:15 PM {right after class [use class zoom link]};
          Wednesday: 10 AM to 11 AM [Use zoom code given in canvas for Wednesdays]

Canvas: (De Anza's LMS – Leaning Management System)
Please refer to Canvas (through My Portal) for HW assignments, recordings, announcements, weekly proceedings, hand outs etc. <mark>Everyone MUST download the Canvas App on their smart phones</mark>.

Zoom:
In Canvas, use the "zoom" module to come to our virtual class meetings every T, Th. Use the same zoom link to attend office hours right after class ends and on Wednesdays. Use your official name/ preferred name to be on zoom.

Math 31 Co-requisite Class:
You are registered for Math 231, a 2.5 credit co-requisite, with Math 31. I am not going to teach Math 231 as a separate class, which means our online meetings will be lectures and Algebra reviews intertwined on Tuesdays, and Thursdays. Wednesdays will be asynchronous and I will have 1 hour office hour from 10 to 11 AM on Wednesdays.

Prerequisite: Math 114: Intermediate Algebra with a grade of C or better

Required material:

1) PRE-CALCULUS with Limits, (4th Edition) By Ron Larson [ebook comes free with WebAssign]
2) WebAssign is REQUIRED in my class for homeworks, so please create an account.
3) Scientific Calculator (**graphing calculators are not allowed**)
4) Graph paper, notebook, ruler (you need to buy graph paper/ print out for free)
4) Laptop/ tablet and Mobile phone <mark>WITH CAMERA</mark>
5) Download Canvas App on cell phone.
6) Download any free scanner App (notes or scanbot or GeniusScan) on your cell phone to convert photos of your written work to pdf. [practice how to do this]
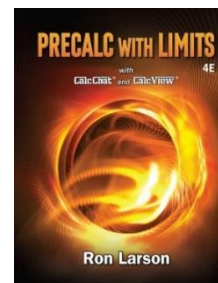
Course Objectives: (This is not an exhaustive list.)
(Chapters 1, 2, 3, 7, 9, 10 from the text book; parts of Appendix A.1 to A.6 as needed)
Functions and Graphs, Polynomial and Rational Functions, Exponential and Logarithmic Functions, Sequences and Series, Conic Sections.

Homework:

- **WebAssign problems and Reading assignments:** will be assigned in every class for every section and due on Tuesday. It is your responsibility to solve the problems on WebAssign and keep a written record. We will discuss solutions to some problems, but not all. (2 points each section) WebAssign HW will be accessed through Canvas module.   Online Homework will be due every Tuesday at 1:30 PM.

  WebAssign Homework and textbook can be accessed directly from the WebAssign tab in Canvas. You can refer to this video to access WebAssign.

- **Watch Videos: (2 point tutorial + 2 point check ins) :** Certain sections will be recorded and posted on Tuesdays, Wednesdays and Thursdays. It is your duty to see those videos at home and come prepared to the class next day. The first hour will be tutorial (2 points) where you can ask questions on the video or HW and we will solve a set of problems in class in groups. At the end of the first hour there will be a quick 2 point "check in assessment" based on the recorded video. I will continue with lecture the second hour.

Quizzes: (zoom videos on)

There will be a quiz (canvas/WebAssign/written) worth 5 points almost every week on Tuesdays (refer to calendar) at the end of class (~15 minutes) related to the material taught the previous week. Do your reading and homework everyday, to fair well in these quizzes. Don't miss any of these since there will be **NO MAKE-UP** quizzes. I will drop 3 lowest quiz grades at the end of the quarter, so if you are absent during a quiz, the absent quiz could be your dropped quiz.

Review Quizzes: (10 points each)
These quizzes are review for exams. A set of questions will be given on canvas, and you will be allowed to work on these with open books. These are mostly on Wednesdays so you can come to office hours and work on them with my help or even in groups. On the Thursday Review Quizzes, you will work in groups, I will help you and it will be closed book. You have to turn in the solutions to get any points. These quizzes will assess your understanding of the material taught in class, as well as help you review for the exam next day.

<p align="center">**Don't miss special quizzes, since there will be no make-ups.**</p>

Exams: These will be given on canvas while you are with your **videos on** on zoom.

Exams are primarily based on homework, problems from assessments, and solved problems in the textbook. So the best way to prepare for exams is to sincerely do all the homework, read the book, learn from your mistakes in the quizzes, and clear all your doubts as soon as you can. There will be four written exams (60 minutes) and (an additional) final exam (2 hours). *THERE ARE NO MAKE-UPS for EXAMS*. However, I will drop lowest of the four exams. It is your responsibility to let me know as soon as possible (within 24 hours) if you are going to miss an exam and provide "valid" reason and documentation for the absence. FINAL EXAM is SCHEDULED FOR Tuesday, December 8th from 9:15 AM to 11:15 AM. **Final exam is mandatory and will not be one of the dropped exams**, and if you cannot take the final exam at the scheduled time and date, please do not enroll in this class. The final exam will be CUMULATIVE, i.e it will contain everything covered during the course.

Tutorial, Class Participation & Attendance:
Attendance is strongly emphasized and class participation (2 points for every T, Th tutorial) is actually part of your course grade. Study everyday and be ready with any questions you have. I always encourage class discussions. My classes always begin promptly, so I ask that you be on time.   Students who attend regularly and show up on time are almost always successful. I may drop a student from the class if they are absent 4 or more times, or miss a major exam. (But do not assume if you stop coming to class, you will automatically be dropped. You are responsible for dropping yourself out of this class). I will also drop any student who, in my judgment, is habitually disrupting the class.
    Please make sure your mics are muted except when you need to ask / answer a question. I prefer you have your videos on at all times.
* IF YOU MISS ANY CLASS, LOOK FOR MISSED WORK & RECORDING ON CANVAS

Grading:

Tutorial (Class Participation (2 pts each))	~28 Points	T, Th 9:30 AM to 10:30 AM
Check in assessments (2 points each)	40 Points	T, W, Th (right after tutorials)
Quizzes (5 points each)	30 Points	Tuesday
Online Homework (2 points per section)	60 Points	Due every Tuesday before 1:30 PM
Review Quiz (10 points each)	50 Points	See calendar
Exam 1	50 Points	THURSDAY, OCTOBER 1st
Exam 2	50 Points	THURSDAY, OCTOBER 15th
Exam 3	50 Points	THURSDAY, OCTOBER 29th
Exam 4	50 points	TUESDAY, NOVEMBER 17th
Final Exam	100 Points	TUESDAY, DECEMBER 8th 9:15 AM to 11:15 AM

Total Points: ~ 458 (depending on how many tutorials we have)

Letter Grade: I do not curve. Course grades will be determined on a standard scale:

≥ 97 % → A+	94 - 96.9% → A	90 - 93.9% → A-
87 - 89.9% → B+	84 - 86.9% → B	80 - 83.9% → B -
77 - 79.9% → C+	70 - 76.9% → C	
67 - 69.9% → D+	64 - 66.9% → D	60 - 63.9% → D –
≤ 59.9% → F		

==There will be no retakes/make-ups of quizzes, exams, tutorials (or any assessment) if you miss them due to any reason. (3 quizzes and one exam will be dropped).==

ALL class Assessments :
- Will be on Canvas
- Will be on zoom with **videos on,** therefore make sure you have a WORKING camera from day one.
- When you are done with the assessment, you will first submit the test, then log out of canvas and LASTLY switch off the camera and log out of zoom (if the class is over).

HONOR CODE (No cheating/ dishonesty)

The purpose of the Honor System is to allow freedom in the completion of all academic work, and to ensure the integrity of the work. When students accept this freedom and trust, they are placed on their honor to neither cheat on any homework assignment nor violate the **trust placed in them** in any way during quizzes and exams.

Students demonstrate their responsibilities to the teacher and their fellow students under the Honor System when they can pledge, in good conscience, that their **work is their own.**

Cheating on any exam / quiz / HW assignment may result in an F grade for the course and is absolutely prohibited in my class.

Copying HW from the web, having other's do your work, using materials (for example, graphing calculator) not allowed during assessments, helping others during an exam, chatting with anyone except me during an exam, or using an external source of information (text book, web, person) for which you were not explicitly given permission, will result in an instructor drop or an F grade for the course.

Cheating incidents will also be reported to the Department Chair, which will have additional consequences.

Additional NOTES:

- Last day to **drop class** with a full refund and with no record of grade is **Sunday, October 4th.**

- The deadline for dropping with a "W" **is Friday, November 13th**
 In every case, a student is responsible for dropping him/herself. You should not assume that you are automatically dropped from the class for non-attendance. Students on the final grade roster who have not dropped, and who do not show up for the final exam, automatically receive an F in the course.

- **Last day to add** is Saturday, October 3rd

- **Last day to request pass or no pass:** Friday, October 16th

- **College Policy:** Students cannot take the same class more than three times for a grade, including W.
  Late adds and drops will not be processed.

Online class room (zoom) etiquette

1. Please keep your mics muted when you enter zoom / while listening.

2. Use your official name/ preferred name when on zoom.

3. If internet is spotty, consider using your phone for audio and laptop/ ipad for video.

4. Use proper language while talking and chatting. Be patient, sensitive and receptive to people with different accents.
5. Keep other distracting devices away from reach so that you can focus on your course work.

6. It is my advice you are seated upright in a comfortable posture on a chair while your computer is on a table. Lying down on a bed or slouched on a couch takes away the seriousness of education.

7. It will be greatly appreciated if you are dressed decently and are presentable. :-)

Additional Assistance:

The key to being able to take advantage of any of these services is to be quick to recognize your need for assistance. It is always better to seek help sooner rather than later.

1) The Math, Science & Technology Resource Center (MSTRC): Free online assistance is available on zoom through the Student success Center, along with Academic skills Workshops. You may also use Nettutor on Canvas to access De Anza tutoring. WebAssign and Canvas have their own online help as well.

2) Your classmates: Use the "DISCUSSIONS" feature in Canvas. Many students find informal study partnerships and groups to be most helpful in learning math. I recommend that you study virtually with others in this class and participate in canvas discussion boards.

3) TALK TO ME DURING VIRTUAL OFFICE HOURS: Please feel free to ask me questions during class time and/or email me for one on one meetings on "zoom" on canvas. I'll give you as much direction and assistance as I can, and refer you to additional resources as needed. **Do not wait until you are drowning to get help.**

4) Any student with a documentable disability who needs academic accommodations should contact: Disability Support Services (DSS): www.deanza.edu/dsps/

One purpose of this course syllabus is to provide you with the guiding principles upon which the class runs, and another is to make sure that you have at your finger tips answers to any questions which might arise.

This "Syllabus" is readily available in Canvas, so you can easily refer to it**.**

Make sure you read the syllabus in its entirety before you ask me any questions about the course.

<u>USEFUL TIPS:</u>

1. Education is a gift, an opportunity, not a guarantee. When you feel like giving up, carefully organize your rationalizations and excuses on a piece of paper. When your list is complete, burn the paper! Then **<u>keep working</u>** on …

2. Do not waste time cheating from books/ asking friends for answers during assessments. The reason is three folds:
   (a) Most importantly, you will be doing disservice to yourself by being ill prepared for this course and all subsequent math courses.
   (b) The assessments are timed; you will not have time to finish the test if you spend time cheating – I will not give extra time to finish.
   (c) Cheating is against the HONOR CODE which you are pledging to abide by.

3. Minimize your dependence on published answers at the back of the book/ internet. Learn to verify your answers by checking your solutions or by working the problem two different ways (perhaps numerically and algebraically). You will NOT have an answer key during examinations, nor at work, so **<u>develop self-reliance</u>**.

4. Students often fall into the trap of thinking that if they have done all the homework, often by looking at the answers and working backwards, or by plugging in numbers in similar problems, they have mastered the material. With luck, this level of effort alone might earn a 'C' grade. Serious students do enough additional homework problems to evoke a feeling of **<u>smug confidence.</u>**

5. Be sure to quickly scan-read each section taught the previous day before coming to class. You can then spend far less time taking notes, concentrate more on what is said, and ask lots of questions.

6. You will never be penalized for being late. But please be respectful and mindful to your fellow classmates and teacher in case you do get late, and quietly log onto zoom with mics muted.

Math 31 FALL 2020 Calendar

	Tuesday	Wednesday	Thursday	Week
SEPTEMBER	22 First Day of class	23 Asynchronous	24	1
OCTOBER	29 Quiz 1	30 Review Quiz 1 Asynchronous	1 EXAM 1	2
	6 Quiz 2	7 Asynchronous	8	3
	13 Quiz 3	14 Review Quiz 2 Asynchronous	15 EXAM 2	4
	20 Quiz 4	21 Asynchronous	22	5
	27 Quiz 5	28 Review Quiz 3 Asynchronous	29 EXAM 3	6
NOVEMBER	3 Quiz 6	4 Asynchronous	5	7
	10 Quiz 7	11 Holiday THANK YOU, VETERANS	12 Review (Group) Quiz 4	8
	17 EXAM 4	18 Asynchronous	19	9
	24 Quiz 8	25	26 Holiday HAPPY Thanksgiving	10
DECEMBER	1 Quiz 9	2 Asynchronous	3 Review (Group) Quiz 5	11
	8 FINAL EXAM 9:15 to 11:15 AM	9	10	12

Saturday, October 3rd: Last day to add classes
Sunday, October 4th: Last day to drop w/ refund
Friday, October 16th: Last day to request pass or no pass
Friday, November 13th: Last day to drop with "W"

Student Learning Outcome(s):

* Investigate, evaluate, and differentiate between algebraic and transcendental functions in their graphic, formulaic, and tabular representations.
* Synthesize, model, and communicate real-life applications and phenomena using algebraic and transcendental functions.