INSTRUCTOR: Dr. Kayla Harville
E-MAIL: kdharvil@olemiss.edu
OFFICE: Hume 305C (662-915-7410)
OFFICE HOURS: Mon – Thurs from 2:30 – 3:30 or by appointment.

SOFTWARE (REQUIRED): MyMathLab Algebra & Trigonometry by Trigsted Student Access Kit, 2/E
ISBN: 9780321923752 (Students will have access to the eText through the software.)

LEARNING OUTCOMES: Students who successfully complete Math 125 will be able to solve a variety of algebraic equations; manipulate rational expressions; solve polynomial and rational inequalities; identify, evaluate, combine, and compose functions; find the inverse of one-to-one functions; graph polynomial functions; find the equations of the vertical, horizontal, and slant asymptotes of rational functions; solve exponential and logarithmic equations; expand and condense logarithmic expressions using properties of logarithms; work with angles in degree or radian measure; write the ratio definitions of the six trigonometric functions; evaluate trigonometric functions of angles; evaluate inverse trigonometric functions; verify fundamental trigonometric identities; and solve basic trigonometric equations.

HOMEWORK:
- Homework will be assigned for each section of material covered and will count for a total of 100 points. Homework assignments will be done on the computer using the MyMathLab software. (See page 6 of syllabus.)
- Each Sunday, the assignments for the week will become available. Please go to Blackboard, watch the videos corresponding to each lesson, and then complete the MyMathLab assignments.
- Homework must be submitted by 11:59 p.m. on the due date for full credit.
- Homework assignments may be done as many times as needed before the due date, with only the best score counting toward the student’s grade.
- Homework assignments may be completed after the due date for half credit until Sunday, May 6.
- When working an assignment after the due date, only work problems that you have previously gotten wrong OR not attempted. Working a problem you got correct prior to the due date will actually lower your score.
- Any homework assignment that is not submitted will be given a grade of zero (0) at the end of the semester.
- The lowest two (2) homework assignment grades will be dropped at the end of the semester.

TESTS and FINAL EXAM:
- There will be four major tests during the semester. The lowest of the four major test grades will be dropped at the end of the semester.
- Each test will count 100 points and will be taken online through the MyMathLab portal. The test questions will be similar in format to the homework problems. Tests will be available from 12:00 a.m. on the first day of the testing window until 11:59 p.m. on the last day of the testing window. You must
schedule your tests appropriately to allow enough time to complete each test. If you choose ProctorU, then the last testing appointment that can be made will be at 10:00 p.m. on the last day of the testing window.

- The tests will have a 60-minute limit once it is opened on MyMathLab. Each test can only be taken once. If there is a disruption in the test (loss of internet connection, loss of power, etc.), then it is the student’s responsibility to ensure the proctor contact me immediately via email or phone.

- Due to the nature of the online classroom environment, there will be very limited partial credit available on the tests. To defer this consequence of the online environment, basic, four-function calculators are allowed on the tests. Please see the CALCULATORS section for more information.

- Each test and the final exam must be proctored. Please see the TESTING INFORMATION section below for information regarding proctored exams.

- If a test is missed for ANY reason, a grade of 0 will be given. There will be absolutely NO make-up tests given for ANY reason.

- There will be a comprehensive final exam at the end of the semester. The final exam will count 200 points and will be taken online through the MyMathLab portal.

- The final exam will have a 180-minute time limit from when the test is accessed on MyMathLab. Students taking the final exam through ProctorU can schedule an appointment at any time during the testing window with the last appointment time being 2:30 p.m. on the last day of the testing window. Students taking the final exam through DETL must make an appointment through DETL.

- The final exam can be taken only once. If there is a disruption in the test (loss of internet connection, loss of power, etc.), then it is the student’s responsibility to ensure the proctor contact me immediately via email or phone.

- The same basic, four-function calculator is allowed on the final exam.

**FINAL GRADE**
The cumulative point total for the course is 600 points – tests: 300, homework: 100, final exam: 200. The following scale will be used to determine your final grade in the course.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Points Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
<td>540 or above</td>
</tr>
<tr>
<td>A-</td>
<td>88 – 89.99%</td>
<td>528 or above</td>
</tr>
<tr>
<td>B+</td>
<td>86 – 87.99%</td>
<td>516 or above</td>
</tr>
<tr>
<td>B</td>
<td>80 – 85.99%</td>
<td>480 or above</td>
</tr>
<tr>
<td>B-</td>
<td>78 – 79.99%</td>
<td>468 or above</td>
</tr>
<tr>
<td>C+</td>
<td>76 – 77.99%</td>
<td>456 or above</td>
</tr>
<tr>
<td>C</td>
<td>70 – 75.99%</td>
<td>420 or above</td>
</tr>
<tr>
<td>C-</td>
<td>68 – 69.99%</td>
<td>408 or above</td>
</tr>
<tr>
<td>D</td>
<td>60 – 67.99%</td>
<td>360 or above</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59.99%</td>
<td>0 or above</td>
</tr>
</tbody>
</table>

*You must have at least a B in this course to proceed to Math 261.*

**NOTE:** An "I" grade will not be given without the permission of the Department of Mathematics.
TESTING INFORMATION:

- Each test and the final exam must be taken online with a proctor. It is the student’s responsibility to schedule the appointments for each proctored assessment. For this class, there will be two options for proctoring the exams: ProctorU and DETL.

- ProctorU is a remote proctoring service that allows you to schedule your exam time at any point during the exam window. ProctorU is more flexible than the DETL Lab, but it is a service the student is responsible for paying to use (~$17.50 per test, ~$33.75 for Final Exam) To use ProctorU, you must have a computer (not a phone or tablet) with a webcam, and high-speed Internet connection. Students using ProctorU will be allowed to bring a basic, four-function calculator and two sheets of blank scratch paper to the test – you must show the proctor both sides of the paper before the test and tear up the paper after the test. To schedule an appointment through ProctorU, please visit the website http://www.online.olemiss.edu/proctoru.html.

- DETL (Distance Education Testing Lab) is a free testing center on campus in the Jackson Avenue Center, Suite F. While testing at DETL is free, there are limitations to dates and times that are available to schedule an appointment to take an exam. To schedule an appointment through DETL, please see the following website: http://www.online.olemiss.edu/testing.html

Note: DETL cannot assist you in making regional campus testing appointments. Please contact the regional testing centers directly to schedule regional campus appointments. See the contact information below:

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desoto</td>
<td>(662) 393-1674</td>
<td><a href="mailto:twyla@olemiss.edu">twyla@olemiss.edu</a></td>
</tr>
<tr>
<td>Tupelo</td>
<td>(662) 844-5622</td>
<td><a href="mailto:smiller3@olemiss.edu">smiller3@olemiss.edu</a></td>
</tr>
<tr>
<td>Booneville</td>
<td>(662) 720-7781</td>
<td><a href="mailto:kstevens@olemiss.edu">kstevens@olemiss.edu</a></td>
</tr>
<tr>
<td>Grenada</td>
<td>(662) 227-2348</td>
<td><a href="mailto:lspittma@olemiss.edu">lspittma@olemiss.edu</a></td>
</tr>
</tbody>
</table>

Please report to the testing center at least 10 minutes before your appointment with a valid Ole Miss ID, state issued driver’s license, or a passport to take your exam. There will be no exceptions to this rule. Please contact DETL directly if there are issues or questions with forms of identification. If you are late to your testing appointment, then you must reschedule your testing appointment or use ProctorU.

*If you do not show up for your exam or reschedule your appointment online at least two hours before the testing time, you will not be able to reschedule and I will be notified. Treat these appointments just as you would if you were testing with me.*
ACADEMIC NEEDS:

- University policy provides for reasonable accommodations to be made for students with verified disabilities on an individualized and flexible basis as specified under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Students with disabilities who believe they may benefit from classroom or other accommodations should contact the Office of Student Disability Services for information: 234 Martindale, 662-915-7128 (Phone), 662-915-7907 (TTY Phone), sds@olemiss.edu.

CALCULATORS:

- Math 125 online students are allowed a basic, four-function calculator for the tests and the final exam. **NO SCIENTIFIC OR GRAPHING CALCULATORS ALLOWED!** An example of a basic, four-function calculator is pictured here.
- DETL provides calculators for student use during their testing session. ProctorU does not provide calculators.
- It is the student’s responsibility to obtain the allowed calculator before the scheduled tests. Any questions regarding appropriate calculators must be handled at least 72 hours before the scheduled test.

CHEATING: The following statement is the policy of the Department of Mathematics regarding cheating:

*Offenses:* Cheating on any exam or quiz, theft or attempted theft of exam questions, possession of exam questions prior to an examination, or the use of an illegal calculator or another unapproved electronic device on tests shall all be offenses subject to appropriate penalties.

*Penalties:* The penalty for commission of any offense set out above is failure in the course and, subject to the approval of the Chancellor, dismissal or suspension from the University.

CLASS ATTENDANCE:

- Attendance will be taken based on work completed during the week. If no assignments are completed (or at least attempted) during the week, that will be considered an absence.
- You are allowed two (2) absences without penalty. After that, ten points (10) will be deducted from your final point total for each absence over the limit.
- Attendance must be verified within the first two weeks of class or you will be dropped from the course. I will consider attendance verified if at least one assignment is completed or attempted within the first two weeks.
WITHDRAWAL DEADLINE: Friday, March 2

- After the Course Withdrawal Deadline, courses dropped will be recorded on University records and the grade of W will be recorded if the student is not failing the course at the time of withdrawal; otherwise, the grade of F will be recorded. After the course withdrawal deadline, a student may drop a course only in cases of extreme and unavoidable emergency, as determined by the academic dean. Dropping a course after the deadline will not be permitted because of dissatisfaction over an expected grade or because the student is changing his/her major.

COPYRIGHT AND FAIR USE STATEMENT:

- This policy sets forth the privileges of and restrictions on students, faculty, staff, and other users with respect to the computing and telecommunications systems offered by the University of Mississippi (UM). This policy is designed to protect the University community from illegal or damaging actions by individuals, either knowingly or unknowingly. Inappropriate use exposes the University to risks, including virus attacks, compromise of network systems and services, and legal issues. This policy directly addresses copyright issues related to illegal downloads and peer-to-peer file sharing.

M-BOOK SUMMARY:

- The University of Mississippi is dedicated to supporting and sustaining a safe and scholarly community of learning dedicated to nurturing excellence inside and outside of the classroom. Each student has a duty to become familiar with University values and standards reflected in University policies, and each student has a duty to honor University values and standards reflected in University policies. These policies are outlined in the M Book. For a complete listing of policies, please visit the University Policy Directory.

STUDENT IDENTITIY POLICY AND PRIVACY POLICY:

- The University must abide by federal guidelines to verify the participation of online students. For all course types, including thesis, internships, labs, online courses, etc., the instructor must verify your participation based on some type of participation. This may include submission of an online assignment or other course related contact with the instructor. (However, simply logging into Blackboard will not count as an academically related activity.)

- Federal regulations, our accrediting agency (SACS) and university policies require that safeguards are used to ensure that the student who receives the academic course credit is actually the person doing the work. You will need to present your student ID before taking proctored exams and your instructor may verify your identity through live or virtual meetings, or by using an identity verification program.
MyMathLab Course Registration Instructions

What You Need to Enroll in your Instructor’s Online Course

✓ A Course ID: harville99797
✓ A valid email address that you check regularly
  It is recommended that you use your @go.olemiss.edu email.

To Register and Sign in to Your Instructor’s Course the First Time:

➢ Go to www.mymathlab.com
➢ Click Student under Register.
➢ Enter your Course ID and click Continue.
➢ Verify the course information.
➢ You have a Pearson account if you have used other Pearson online products.
  Enter your username and password, and click Sign In.
➢ If you don’t have a Pearson account, click Create an account.
➢ Complete your account set up by entering your name, email address, a username and password, and any
  other required information.
➢ Click Create Account. You now have a Pearson account. (Remember your login info)
➢ Course access – You have three choices
  ▪ If you have already purchased an access code, click access code, enter the code and click Finish.
  ▪ If using a credit card or PayPal, click the button for the access you want to purchase, provide
    payment account information and verify your order.
  ▪ Click on Get temporary access and then confirm your choice by clicking Yes. This will give
    you temporary access to the course for 14 days. At that time, you will have to purchase an access
    code.

To Sign in to Your Course Again Later

➢ Return to www.mymathlab.com
➢ Click Sign In.
➢ Enter your Pearson account username and password and click Sign In.

PEARSON CUSTOMER SUPPORT:

Problems involving the MyMathLab software should be directed to their technical support department.

• The Pearson Customer Support Office is open Monday – Friday from 11 am until 7 pm (central
time). Students may call 1-800-677-6337 to receive assistance with the software.
• Help can be found 24 hours a day online at http://247pearsoned.custhelp.com/.
• You may find faster and better service by emailing our Pearson Reps, Melissa Bland @
  melissa.fischer@pearson.com or Kimberli Brownlee @ kimberli.brownlee@pearson.com.
• It is highly recommended that you do not use Safari as your internet browser for this software.
  MyMathLab does not work well with Safari…please use Google Chrome or Firefox.
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates (Sunday – Saturday)</th>
<th>Sections Covered</th>
<th>Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>January 22 – January 27</td>
<td>R.3, R.5, R.6</td>
<td>MML due by 11:59 pm Saturday, January 27</td>
</tr>
<tr>
<td>2</td>
<td>January 28 – February 3</td>
<td>1.1, 1.7, 1.4, 1.6</td>
<td>MML due by 11:59 pm Saturday, February 3</td>
</tr>
<tr>
<td>3</td>
<td>February 4 – February 10</td>
<td></td>
<td>Test 1 Tuesday, Feb. 6 – Wednesday, Feb. 7</td>
</tr>
<tr>
<td>4</td>
<td>February 11 – February 17</td>
<td>2.3, 3.1, 3.5</td>
<td>MML due by 11:59 pm Saturday, February 17</td>
</tr>
<tr>
<td>5</td>
<td>February 18 – February 24</td>
<td>3.6, 4.1, 4.3</td>
<td>MML due by 11:59 pm Saturday, February 24</td>
</tr>
<tr>
<td>6</td>
<td>February 25 – March 3</td>
<td></td>
<td>Test 2 Thursday, Mar. 1 – Friday, Mar. 2</td>
</tr>
<tr>
<td>7</td>
<td>March 4 – March 10</td>
<td>4.4, 4.6, 1.9</td>
<td>MML due by 11:59 pm Saturday, March 10</td>
</tr>
<tr>
<td>8</td>
<td>March 11 – March 17</td>
<td>SPRING BREAK!</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>March 18 – March 24</td>
<td>5.1, 5.2, 5.3, 5.4</td>
<td>MML due by 11:59 pm Saturday, March 24</td>
</tr>
<tr>
<td>10</td>
<td>March 25 – March 31</td>
<td></td>
<td>Test 3 (midterm) Wednesday, Mar. 28 - Thursday, Mar. 29</td>
</tr>
<tr>
<td>11</td>
<td>April 1 – April 7</td>
<td>6.1, 6.4, 6.5</td>
<td>MML due by 11:59 pm Saturday, April 7</td>
</tr>
<tr>
<td>12</td>
<td>April 8 – April 14</td>
<td>7.1-7.3, 7.4-7.5</td>
<td>MML due by 11:59 pm Saturday, April 14</td>
</tr>
<tr>
<td>13</td>
<td>April 15 – April 21</td>
<td>8.1, 8.5</td>
<td>MML due by 11:59 pm Saturday, April 21</td>
</tr>
<tr>
<td>14</td>
<td>April 22 – April 28</td>
<td></td>
<td>Test 4 Monday, Apr. 23 – Tuesday, Apr. 24</td>
</tr>
<tr>
<td>15</td>
<td>April 29 – May 5</td>
<td>Review for Final</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>May 6 – May 11</td>
<td></td>
<td>Final Exam Thursday, May 10 – Friday, May 11</td>
</tr>
</tbody>
</table>