

**Precalculus Algebra: MAC 1140**  
**Valencia College**  
**SPRING 2020**

FACE TO FACE  
Wed 7p – 9:45p  
CRN 23525  
East Campus 2-105

This syllabus is an agreement between the student and the instructor. By enrolling in and then attending this course, the student agrees to and accepts the terms and conditions of this agreement. It is the responsibility of the student to carefully read this syllabus/agreement in its entirety and to adhere to all policies and procedures within the syllabus.

**Instructor Information**

Mrs. Stephanie Luzoro

**E-mail:** [SLuzoro@valenciacollege.edu](mailto:SLuzoro@valenciacollege.edu)

**Virtual Hours via email:** Monday through Friday, 4pm – 8pm

**Phone:** 407-582-2366 (Math Department)

**Office Location:** East Campus 7-142

**Required Materials:**

- MyMathLab Access Code (this is required for homework and contains the e-book)  
“A Graphical Approach to Precalculus with Limits”, 6th ed by Hornsby, Lial, and Rockswold
- You will need access to a scientific or graphing calculator for this course. If you purchase a graphing calculator, I strongly suggest you purchase a TI-84, as it is the most frequently used model in the "Gordon Rule" math courses. If you purchase a scientific calculator (the cheaper option), I recommend the TI30x IIS.
  - If you have a calculator already and are unsure if it will work for this course, please just email me and I will let you know!
- Pencils, Erasers, Notebook: Tests must be done in pencil.
- A notebook is recommended to hold notes and assignments.

**Course Description:**

Credit Hours: 3

Preparation for the calculus sequence. Topics include a symbolical, graphical, and numerical analysis of polynomial, exponential, logarithmic, power, and rational equations; matrices, sequences, binomial theorem, limits, and conic sections. Applications emphasizing connections with other disciplines and the real world will be included. Technology tools will be utilized in addition to analytical methods.

Minimum grade of C required if MAC 1140 is used to satisfy the mathematics requirement in general education. (Credit is not given for both MAC 1140 and MAC 1142 or MAC 1147.)

Prerequisite: Minimum grade of C in MAC 1105 or satisfactory score on entry assessment.

**Course Outcomes:**

- Demonstrate an understanding of mathematical topics beyond algebra: sets, logic, probability, counting methods, geometry and statistics.
- Implement the fundamental methods of each topic in various applications of mathematics.
- Recognize the historical development of mathematical ideas and concepts.

**Precalculus Algebra: MAC 1140**  
**Valencia College**  
**SPRING 2020**

**Student Outcome:**

Students will be able to:

- Recognize and define a function – linear and nonlinear
- Graph functions and find their roots
- Solve systems of linear equations
- Understand properties and applications of matrices
- Decompose a fraction into its partial fractions
- Recognize and graph equations of conic sections
- Understand basic concepts about arithmetic and geometric sequences and series
- Evaluate Limits and use the Basic Properties of Limits

**Attendance:**

- Attendance will be taken each class period via Canvas.
- You are expected to be in class on time and to remain in class for the entire period.
- If you are not present when roll is taken (first 10 mins of class) or leave before class is dismissed you will be considered **tardy (1/2 absence)**.
- In general, aside from jury duty and military duty, all absences are counted equally toward the attendance policy. Absences are excused solely at the discretion of the instructor, who may require that you prove the existence of extenuating circumstances before excusing any absence(s).
- You are responsible for any information and/or assignments given during class, whether you are present or not.
- In-class activities cannot be “made up.”
- Allowed Absences:
  - **Maximum: 5 Absences**
  - If you exceed 5 absences, you the instructor reserves the right to withdrawn from the course, per Valencia College Policy 6Hx28:4-07
  - **Extra Credit for Good Attendance**

Total Number of Absences*	
Perfect Attendance (no tardies or absences)	+10 Points on your final <u>exam</u> score
0.5 - 2.0	+5 Points on your final <u>exam</u> score
*Note: Tardies count as 0.5 absences. Arriving late or leaving early are defined as a being tardy.	

**Computer/Equipment Requirements:**

All students must have access to a reliable Internet Connection, Canvas, and MyMathLab. Since homework is submitted electronically (unless otherwise noted), access to a computer or tablet are required for this course. Students are encouraged to download the Student Canvas App onto their mobile device. Students have free access to computers at all Valencia campuses. Lack of access to technology or computer problems will not be considered valid reasons for missed assignments. Please make sure that you plan accordingly to submit your assignments on time. NOTE – some MyMathLab assignments cannot be completed on mobile devices through the Canvas App.

**Precalculus Algebra: MAC 1140**  
**Valencia College**  
**SPRING 2020**

**Technology Access/Skills:**

Students should demonstrate competence in the following areas: basic navigation in canvas and MyMathLab to stay on top of deadlines, using MyMathLab to complete homework assignments.

**Technology Technical Problems:**

For MyMathLab technical support: (for the online Homework):

Go to the login page for MyMathLab. Under “Students” select “support.” Options on how to get help is provided there. Their staff is available to troubleshoot your technical problems. Directly contacting them can resolve in getting an issue worked out faster than contacting me first, in some cases.

For Canvas technical support:

Go to the login page for Canvas. Under login input, select "Help." In addition, you can also contact support at [onlinehelp@valenciacollege.edu](mailto:onlinehelp@valenciacollege.edu) with your username and detailed description of the issue. Additionally, 24/7 support for Canvas is available by phone at 407-582-5600.

**Communication:**

Canvas Inbox and E-mail will be our primary form of communication. Students are responsible for all messages sent to your atlas e-mail by the instructor. The instructor will not correspond with any other e-mail account, PDA, or cell phone. All e-mail correspondence must originate from your Valencia account. Grades are discussed by appointment only or through your atlas email. All e-mail by students and the instructor should be respectful and professional. Students should identify their name, class that they are in, and a complete message using respectful language, complete sentences, and proper grammar. A subject line is mandatory.

**Grade Evaluation & Make-Up Policies:**

Your letter grade will be based on the standard 100 point percentage scale. It is important that you keep up with homework and complete all course requirements.

- **Homework (Mastery Points) – total of 15%** ○ Prior to each mastery test, students must complete Mastery Points in the corresponding Study Plan. To earn each Mastery Point, students must score at least a 70% on the “Quiz Me” associated with that Mastery Point. Once a Mastery Point is achieved it is considered “earned”, the grade associated does not matter as long as you got above a 70% on the “Quiz Me”
  - It is highly suggested that you complete all the Mastery Points prior to taking the Mastery Test since all the material will be a review for that particular test. Also by completing all of the Mastery Points it will go towards your grade and therefore works as a source of earning a higher grade in the course, you may also work on the Mastery Points after you have completed the test to raise your grade in the course.
- **Tests – total of 25%** ○ There will be four online mastery tests in MyMathLab. The tests will be taken at home and will be timed. It is the student’s responsibility to secure a reliable Internet connection when taking the online tests. The due dates for the tests can be found on the course schedule.

**Precalculus Algebra: MAC 1140**  
**Valencia College**  
**SPRING 2020**

- Prior to each mastery test, students must complete Mastery Points in the corresponding Study Plan for that test. Once the *predetermined number* of Mastery Points have been completed in the Study Plan, the Mastery Test will unlock and you will be able to take the Mastery Test.
  - If you do not finish the predetermined number of Mastery Points by the deadline, you will not be able to access the Mastery Test, and you will earn a 0 on that test.
  - **Mastery Tests are due on Fridays by 11:59pm, please see calendar. You have 48 hours to submit the test late, and will be penalized 10% per day late with a maximum of 20%.**
  - **After that, there will be no extensions on any tests except in emergency circumstances approved by the instructor. It would be wise to complete your tests early.**
  
- **Exams – total of 60%**
  - A paper-and-pencil midterm and final exam worth 30% each will be taken in class.
  - Study information for the exams will be in MyMathLab and on Canvas.
  - I do not allow make up exams unless you have a documented emergency, so be sure to be present for all scheduled exams. Examples of documented emergencies include military service, jury duty, hospitalization, or a death in the immediate family. The instructor reserves the right to determine if a situation constitutes as an emergency. Proper documentation must be provided.
  - If you know you will miss an exam in advance, let the instructor know BEFORE the test day and you can take the exam early in the testing center. **If you use more than 5 minutes over your allotted time in the testing center, you will be penalized.**
    - Be sure to check the testing center's hours and policies prior to taking an exam.
  - Cell phones will be silenced and secured in a zipped bag for the duration of the exam. If you do not have a bag in which to secure your cell phone, you may put it on the instructor's desk during the exam. Looking at a cell phone, talking, sharing a calculator, referring to books or notes during exams will be considered cheating.
  - Final Exam date
    - Please see Valencia's Final Exam Information for more details.

**Class Conduct**

- You are encouraged to actively participate and ask pertinent questions during class. Courtesy will be observed at all times.
- Your attitude will greatly affect your ability to succeed in this course. It will also affect your classmates' attitudes should you choose to participate in class discussions. Always consider this carefully before you speak or act.
- Cell phones, pagers, or other devices that are audible are not permitted to be on during class. Texting is not permitted during class. Unplug yourself and make the most of class time! Personal electronic devices disrupt your learning as well as the learning of other students.
- To create a good environment for learning, avoid sidebar conversations with other students while work is being done at the board, rude comments or remarks, raised voices or confrontational comments. Follow instructions given by your instructor, who serves as your classroom manager.

**Precalculus Algebra: MAC 1140**  
**Valencia College**  
**SPRING 2020**

- If your actions in class are deemed by your instructor to be disruptive, you will be asked to leave class immediately. If you are ever asked to leave class, you may be permitted to return to future class meetings after consultation with your instructor outside of class. You may also be required to arrange a conference with another college official before a determination is made on whether you will be attending class again.

**Academic Resources:**

**Me, your professor!** Email me!

**Campus Resources:** Valencia College provides access to many resources for extra help in your courses.

- **General Tutoring Info Desk:** You can check out a calculator for 4 hours using your Valencia ID.
- **Testing Center:** You must bring your Valencia ID to take a test in the testing center. Beware that the testing center will not hand out a test within an hour of closing.
- **The Math Support Center** provides walk-in help to all math students. Tutors are available on a first-come, first-served basis. This is a great place to do your homework! ☐

**Borrowing a Calculator:**

- A limited number of TI-84 calculators are available for check out (for the entire term) at Math Department Building 7-Room 142, phone 407-582-2366
- A limited number of TI-84 calculators are available for check out (4 hours at a time) at the Learning Support Center (formerly known as Academic Success Center) welcome desk located in the center of the LSC (FORMERLY KNOWN AS ASC).

Online **Resources:**

- Online Tutoring (SmartThinking or NetTutor) available in your Atlas account
- Math Help 24/7: <http://valenciacollege.edu/math/liveScribe.cfm>

**Important Dates:**

January 6	First day of classes
January 20	College Closed, MLK Jr. Day
February 14	College Closed, Learning Day
March 9 - 15	College Closed, Spring Break
March 20	**Withdrawal Deadline
April 20 - 26	Final Exam Window
April 28	Grades Available in Atlas

**Academic Honesty:**

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting

**Precalculus Algebra: MAC 1140**  
**Valencia College**  
**SPRING 2020**

plagiarized work a first offense will result in a zero score on the assignment, a second offense will result a class grade of F.

For more information, see the college's policy at:

[http://fd.valenciacollege.edu/file/mzaleckaite/EAP\\_Academic\\_Dishonesty%20Levels%202-4.pdf](http://fd.valenciacollege.edu/file/mzaleckaite/EAP_Academic_Dishonesty%20Levels%202-4.pdf)

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**EAST CAMPUS MATHEMATICS REQUIRED COMMON SYLLABUS CONTENT**

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**STUDENT CODE OF CONDUCT:** All students are expected to be in compliance with Valencia College's policy on student code of conduct.

<http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf>

**ACADEMIC HONESTY:** All students are expected to be in compliance with Valencia College's policy on academic honesty.

<http://valenciacollege.edu/generalcounsel/policy/documents/8-11-NF-NN-Academic-Dishonesty.pdf>

**WITHDRAWAL POLICY:** <http://valenciacollege.edu/generalcounsel/policy/documents/Volume4/407-Academic-Progress-Course-Attendance-and-Grades-and-Withdrawals.pdf>

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**EAST CAMPUS LEARNING ASSISTANCE RESOURCES:** Tutoring services are provided on Valencia College's East campus at the Learning Support Center in Building 4 – Room 101. The East Campus Learning Support Center strives to provide a safe, inclusive learning environment that motivates students to maximize learning opportunities, grow toward independence, and discover the lifelong learner within. <https://valenciacollege.edu/students/learning-support/east>

- **Math Support at the Learning Support Center:** The Math Center in Building 4 – Room 102 provides individual assistance to all Valencia students enrolled in any math course. Resources include walk-in tutoring, homework assistance, group tutoring, final exam reviews, PERT information, academic refreshers, and much more. The SPA (Specialized Prep Area) provides specific resources to students in entry level mathematics courses including study sheets for most mathematical concepts. Please check hours of availability at the following link:  
<https://valenciacollege.edu/students/learningsupport/east/math/index.php>
  - **Valencia's Math Help 24/7:** Valencia Math professors have created pen-casts and videos of common lessons to help you learn the concepts being presented in class. This resource is located at <https://valenciacollege.edu/academics/departments/math-east/math-help.php>  
Click on your course to view your lessons. Some lessons have more than one professor's perspective; watch more than one!
  - **Smart Thinking (Online Tutoring):** Smarthinking is an online tutoring tool available to all of Valencia's students, and math tutors are available 24/7. Students can access Smarthinking through the Courses tab in Atlas, in the My Courses channel. Students have an eight hour limit of usage per semester, and therefore, Smarthinking is best used as a back up to on-campus services and support, not as a replacement. There are Smarthinking phone applications for both iOS and Android devices.  
<https://valenciacollege.edu/students/learning-support/smarthinking-online-tutoring.php>
  - **Collegewide Math Support information:** <https://valenciacollege.edu/students/learning-support>
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**Precalculus Algebra: MAC 1140**  
**Valencia College**  
**SPRING 2020**

**STUDENTS WITH DISABILITIES:** Valencia students who qualify for academic accommodations must provide the professor with a Notification to Instructor (NTI) from the Office for Students with Disabilities (OSD). Students are expected to discuss their specific needs with the professor, preferably during the first two weeks of class. OSD determines accommodations based on appropriate documentation of disabilities. East: Bldg. 5, Rm. 216 Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407582-1222. Here are the campus locations and contact numbers: <https://valenciacollege.edu/students/office-for-students-with-disabilities>

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**NOTE TO INTERNATIONAL STUDENTS (F-1 OR J-1 VISA):** Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia's International Student Services office for more information. <http://valenciacollege.edu/international/>

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**CORE COMPETENCIES OF A VALENCIA GRADUATE:**

Valencia's Student Core Competencies are complex abilities that are essential to lifelong success. This course will help you to develop and demonstrate the abilities to:

- 1) THINK clearly, critically, and creatively;
- 2) COMMUNICATE with others verbally and in written form; 3) Make reasoned VALUE judgments and responsible commitments; 4) ACT purposefully, reflectively, and responsibly.

Due to the nature of these global competencies, many of the problems will be presented in the context of an application. These applications will require students to select appropriate information from the problem and communicate effectively in order to explain and/or describe how the student used the skills they are learning to arrive at an appropriate solution for the problem.

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**STUDENT FEEDBACK ON INSTRUCTION:** Near the end of the term, students will receive an invitation through their Valencia ATLAS email account asking them to complete the Student Feedback on Instruction (SFI). This survey provides Valencia College professors with feedback on students' experiences in courses and helps them to continually improve their courses. The results are released only *after* grades are submitted and students' names are *not* included in the results – all responses will be anonymous.

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**STUDENT ASSISTANCE PROGRAM:** Valencia College has contracted with a private and confidential counseling service (**Bay Care Behavioral Health Student Assistance Program (SAP)**) to provide FREE short-term assistance to students who need to resolve problems that are affecting their college performance. Examples might include: stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues. Students who are experiencing any of these issues and who are enrolled in credit classes at Valencia should call the toll-free number 1-800-878-5470 to speak to a professional counselor. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor. For more information, call or visit a Counselor in Student Services on any campus.

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**SUPPORT FOR STUDENTS WITH FOOD/HOUSING/FINANCIAL NEEDS:** Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to meet with a Counselor in the Advising Center for information about resources that may be available from the college or community.

**Precalculus Algebra: MAC 1140**  
**Valencia College**  
**SPRING 2020**

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**FERPA** (*Family Educational Rights and Privacy Act*): FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232G; 34 CFR Part 99. FERPA affords students certain rights with respect to their educational records. Valencia College has a firm commitment to protecting the privacy rights of its students. For further information on FERPA, see: <http://valenciacollege.edu/ferpa/default.cfm#whatis>

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**TITLE IX:** Valencia College strives to be a place free from all forms of discrimination. Title IX protects students from discrimination based upon sex including protections against sexual violence, domestic violence, and stalking. This also includes protections for students who are pregnant or may become pregnant. If you experience sexual violence, domestic violence, or stalking and would like assistance there are several options available to you. Valencia partners with the Victim Service Center of Central Florida which is a confidential resource available 24/7. They can be reached by calling 407-497-6701. If you would like assistance on campus, you can go to [www.valenciacollege.edu/eo](http://www.valenciacollege.edu/eo) or contact Valencia College's Title IX and Equal Opportunity Officer, Ryan Kane, by emailing [rkane8@valenciacollege.edu](mailto:rkane8@valenciacollege.edu). If you would like to report to law enforcement, you may visit Campus Security or call 911.

Please note that there are no confidential resources on campus. As your professor, I am required to report any information mentioned in this statement to the appropriate campus resources. This will include your name, and detailed information shared with me. We take privacy very seriously at the College and only those who have a legitimate need to know the information will be provided with this information.

If you have more questions about Title IX or the College's response, please visit [www.valenciacollege.edu/eo](http://www.valenciacollege.edu/eo).

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**DISCLAIMER:** Changes in the syllabus, schedule, evaluation procedures, and/or homework assignments may be made at any time at the discretion of the professor. In case you are absent, it is **your** responsibility to find out what, if any, announcements or changes have been made.

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Precalculus Algebra: MAC 1140  
Valencia College  
SPRING 2020

SPRING 2020



Student Registration Instructions  
MyLab & Modified Mastering with Canvas

Enter Your Canvas Course:

1. Sign in to Canvas and enter your Canvas course.
2. Do one of the following:
  - Select **the MyLab & Mastering** in the Course Navigation, and then select “Mastering Assignments” on the Pearson page.

Get Access to Your Pearson Course Content:

1. If you have a Pearson account, enter your Pearson account **username** and **password** to **Link Accounts**.
  - \*You have an account if you have ever used a Pearson MyLab & Mastering product, such as MyMathLab, MyITLab, MySpanishLab, MasteringBiology or MasteringPhysics.
  - If you don't have a Pearson account, select **Create** and follow the instructions.
2. Select an access option:
  - Enter the access code that came with your textbook or was purchased separately from the bookstore.
  - Buy access using a credit card or PayPal account.
  - If available, get temporary access by selecting the link near the bottom of the page.
3. From the You're Done page, select **Go to My Courses**.

**Note:** You always enter your MyLab & Modified Mastering course through Canvas.

Get Your Computer Ready

For the best experience, check the system requirements for your product at:  
<http://www.pearsonmylabandmastering.com/system-requirements/>

Need help?

For help with MyLab & Modified Mastering with Canvas, go to:  
<http://help.pearsoncmg.com/mylabmastering/canvas/student/en/index.html>