## **MAC1114 College Trigonometry Course Syllabus**

### **Summer 2021 Session A**

**CRNs: 30269, 30524**

**Online**

Welcome to MAC1114 and my course! I look forward to a productive and enjoyable semester together with each of us working towards your success. Please read through the following information (and reread it periodically throughout the semester) to be aware of important course information. Even though we are not in a classroom together, I will do my best to make your learning experience both informative and engaging.

**INSTRUCTOR:** Sylvana Vester

**PHONE:** 407-582-2231

**EMAIL:**  [SVester@valenciacollege.edu](mailto:SVester@valenciacollege.edu)

**OFFICE:** Building 1, Room 219, East Campus

**STUDENT ENGAGEMENT HOURS (Zoom Office Hours and Email Office Hours)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| Zoom:  2:00 pm to 4:00 pm | Online Via Email:  2:00 pm – 4:00 pm  [SVester@valenciacollege.edu](mailto:SVester@valenciacollege.edu) | Zoom:  2:00 pm to 4:00 pm | Online Via Email:  2:00 pm – 4:00 pm  [SVester@valenciacollege.edu](mailto:SVester@valenciacollege.edu) | Zoom:  2:00 pm to 4:00 pm |

The engagement hours listed in the table above provide times that I will be at my computer responding to messages or holding Zoom meetings. This is when we can communicate synchronously. I hope you will visit virtually during my engagement hours. It’s a chance to talk about the course, assignments, study strategies, or whatever else you’d like to discuss. You don’t have to have a problem to visit. If you find yourself having difficulty with an assignment, I want to work with and help you.

The top-most module in canvas has a schedule of zoom hours for the professor and care coach, as well as the zoom link to attend zoom meetings.

**COMMUNICATION**

**THE BEST WAY TO CONTACT ME IS THROUGH CANVAS MESSENGER.** Your communications are very important to me. In an online environment, email is our primary source of communication. I will respond to you within 24 hours of receiving your message Monday through Thursday. Messages sent on Friday after 5 pm or over the weekend may take longer. If I do not have an opportunity to respond over the weekend, I will respond by noon on Monday. Also, regularly check CANVAS COURSE ANNOUNCEMENTS to not miss any important messages. All communications should follow appropriate netiquette. On the other hand, when you receive a message from me that requires your response, I expect you to reply in a timely fashion as well. Not checking announcements and canvas messages is not accepted as an excuse for missing assignments.

**REQUIRED MATERIALS**

**1. Access to MyMathLab (hereafter abbreviated MML)** - available online at: <http://pearsonmylabandmastering.com>. A physical copy of the book is **NOT** mandatory as the online course comes with an e-text of the book.

**2.** **A graphing calculator is REQUIRED for this course**. Any of the following models of Texas Instruments will be fine: TI-83, TI-83 Plus, TI-84, TI-84 Plus. You will be required to use the calculator on homework and tests. If you need help with the calculator, there are demonstration videos that you can access through MyMathLab – Under “Student Resources, Tools for Success.” Also, many of my videos provide demonstrations to the functions we use as we progress through the course. Additionally, the TI emulator software might still be free for a *temporary* time: <https://education.ti.com/en/downloads/trial-software>

**3.** **Computer and Internet Requirements**

a) Students must have access to Atlas email and other websites as needed.

b) This is an online course. Therefore, you must have reliable access to an internet enabled device. Students must have access to a computer compatible with Pearson’s software requirements. To check your computer’s compatibility, go to

<https://www.pearsonmylabandmastering.com/northamerica/mymathlab/system-requirements/>

c) Students must have access to a laptop or desktop computer; some assignments cannot be accessed using a smart phone or chrome book.

d) Access to Canvas course page: <https://online.valenciacollege.edu>

* Use your ATLAS Username and Password
* Make sure you run the Canvas Browser Requirements Check.
* If you are new to Canvas, I recommend taking the Canvas 101 tutorial course.
* Make sure you set your Notifications to notify you of class Announcements!

e) Ability to make and send a digital image; a cell phone can be used to do this.

f) Ability to download and read PDF files and be able to upload PDF files through Canvas.

**OPTIONAL MATERIALS**

a) Textbook: *Trigonometry*, 12th edition, with MyMathLab by Lial, Hornsby, Schneider, Daniels. (Since students have access to an electronic copy of the text, a physical copy of the text is not required.) See image of textbook cover below under “Course Information.”

b) Student solutions manual.

**COURSE DESCRIPTION**

COLLEGE TRIGONOMETRY

Prerequisite: Minimum grade of C in MAC 1105 or an appropriate score on an approved assessment.

Topics include a symbolical, graphical and numerical analysis of trigonometric functions; solutions of plane triangles and vectors. Applications emphasizing connections with other disciplines and with the real world will be included. Technology tools will be utilized in addition to analytical methods. Minimum grade of C required if MAC 1114 is used to satisfy Gordon Rule and general education requirements.

**COURSE OUTCOMES – WHAT I WILL LEARN IN THIS COURSE**

Upon completion of this course, the student will be able to:

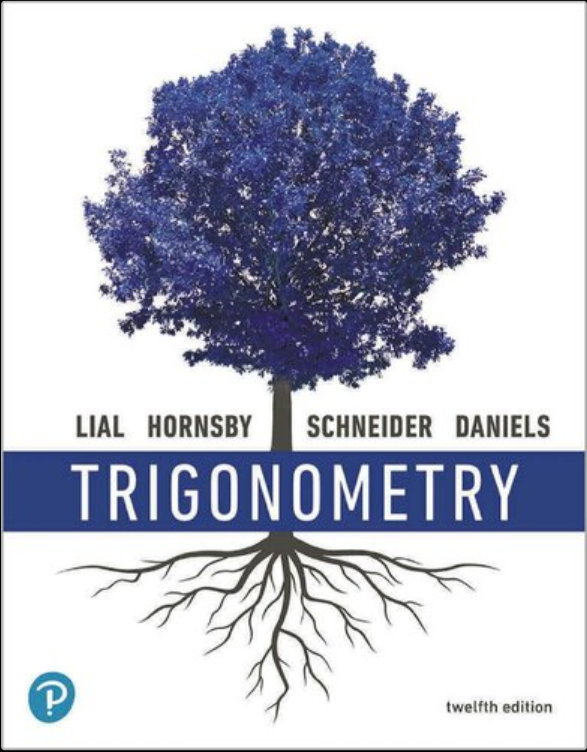
* **Demonstrate an understanding of the definitions of the trigonometric functions.**
* **Use the trigonometric functions to solve problems that are based on triangles.**
* **Demonstrate an understanding of the graphs of the trigonometric functions.**
* **Use trigonometric identities to find equivalent expressions.**
* **Demonstrate the ability to solve equations involving trigonometric functions.**

**COURSE INFORMATION**

**This syllabus is an agreement between you and me, and it outlines the policies and procedures of the course. It is important that you carefully read this syllabus/agreement in its entirety and adhere to all policies and procedures within the syllabus. If there is anything that you do not understand, please do not hesitate to reach out to me for clarification. If I make any changes to the syllabus, I will notify you through an announcement in Canvas.**

**THE BOOK WE ARE USING**

The image below is the cover of the book we are using.



Pearson allows students a grace period, wherein students may register into and access an online course without payment. Once this grace period has passed, students must purchase an access code to continue working in the course. Please read below for deadlines of registration and purchase of MML course.

**YOU MUST REGISTER INTO MYMATHLAB NO LATER THAN May 10, 2021.**

Students who miss this deadline will not be allowed into the course. Follow Pearson’s guide to registration in the canvas course orientation module (go to the Start Here page).

When registering, be careful not to confuse two IDs: a course ID and an access code. The course ID is a reference to the specific class you will be in, whereas the access code is what you get when you purchase the book. The access code is a multi-letter code that gives you access to the e-text , homework assignments, and many Pearson learning aids like powerpoint presentations, videos, animations, etc.

Since you are registering into MML from within canvas, you do **not** need a course ID (because the canvas course and the MML course are linked). However, you do need an access code (basically you're buying an e-version of the book) to enter the course and access the homework. There is a temporary access if you can't pay yet, but in 14 days you need to purchase the code. If you begin the course with a temporary access, later when you pay for the course, be sure to use the same account (do not create another new account; if you do, your grades will not transfer to canvas because you’ve already been linked).

**YOU MUST PURCHASE AN ACCESS CODE BY THE END OF THE SECOND WEEK OF THIS COURSE.**

Note 1: Once you register into the course, you will have access to an electronic copy of the text (so a physical copy of the text is optional).

Note 2: If you’ve taken this course before, as long as the course is based on the same edition of the same textbook, you can re-enroll in the second semester without a new access code and at no additional cost.

**NO SHOW POLICY**

By the "Program Integrity and Documentation of Online Course Attendance" published by the US Department of Education (ED) and adopted by Valencia College, any student registered in an online course must show attendance. The Department of Education has made it clear that simply logging into an online course does not constitute attendance as an "academically-related activity."

The way a student shows attendance in this course is by

1. completing the Syllabus Quiz with at least an 80%. To access the Syllabus Quiz, log into your college trigonometry course in Canvas, click on the “Modules” navigation tab in the left-hand pane of the home page. Scroll through the modules until you see Week 1 module, click on the “Syllabus Quiz” link.

**AND (ALSO)**

(2) completing the first four homework assignments in MyMathLab as they are due per the schedule. To complete these four assignments, please follow the links within the weekly canvas modules or go directly to MML by clicking on the navigation tab “MyLab and Mastering” and completing the four assignments.

Caution: if you have not logged into Canvas, completed the syllabus quiz, logged into MyMathLab, and completed the four homework assignments in MyMathLab by their due date, you will not have complied with the ED attendance policy, and **you will be withdrawn from this course** as a No-Show. If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course. Please read the college online No Show policy posted here:<https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/>

**ATTENDANCE POLICY**

This online class has no required synchronous class meetings; however,

* + missing more than 6 assignments (these assignments can be from any category), or
  + not complying with the No Show Status Policy, or
  + not taking the midterm exam

will result in a possible withdrawal from the course. I will contact you prior to taking any withdrawal action to see if there are any extenuating circumstances.

Even though there is a make-up period for MyMathLab **homework** assignments (only MML homework, NOT activities or surveys or discussions or chapter tests or the midterm or final exam) close to the end of the semester, missing more than 6 assignments or the no-show assignments is grounds for withdrawal. Do not count on making up the homework assignments as a way to avoid withdrawal because of missed assignments.

**GETTING STARTED**

Please go through the Orientation Modules in Canvas to watch videos and register into the course in MyMathLab. Be sure to complete the syllabus quiz and assignments in the weekly modules by their due dates. ***The best way to make sure you complete all assignments on time is to follow the weekly modules in canvas, instead of relying on the dashboard.***

**MASTER COURSE SCHEDULE**

**A comprehensive schedule of all assignments is in the canvas module, “Master Course Schedule,” and a list of important information/dates is at the end of this document. Please print these out and refer to them as opposed to solely using the dashboard.**

**TECHNICAL PROBLEMS**

Technical problems such as power outages and unavailability of Internet connections can happen. Do not wait until the last minute to complete your homework, quizzes and tests. **Technical problems** **are not an acceptable excuse for work that has not been completed by the due date.**

**For MyMathLab/MyStatLab technical support:**

Once logged into MyMathLab, in the upper right-hand corner (near “Logout”) is a link for “Help and Support”. You can follow that link to “Contact Customer Technical Support”. **Pearson’s Customer Support:  support.pearson.com/getsupport and click on contact us to work with a representative. For technical issues, please contact them, not me!! Some of you contact me first and end up wasting precious time, as I have no control over Pearson’s software. Please immediately contact Pearson if you cannot access the course.**

**Note: It is the student’s responsibility to work ahead of the attached schedule in order to build some flexibility into the schedule. There will be no extensions on any of the due dates.**

**HOW WILL MY LEARNING BE ASSESSED AND MY GRADE BE DETERMINED?**

**Your grade is in canvas, not in MML.**

Your grade in this course will be computed from the following:

1) Activities = 15%)

2) Online Homework = 15%)

3) Chapter Tests = 15%)

4) Midterm = 25%)

5) Final Exam = 30%)

Total 100%

**1) Activities:**

Throughout the course, you will have activities and discussions to complete in canvas. The activities are intended to help you get to know each other, explore strategies which may help you in this course

(– and in life!), share and develop ideas. These activities require at least a week to perform (the more time you devote, the better the techniques work), so the best strategy is to immediately begin working with the techniques as soon as the assignment opens. I have been tweaking the activities, and many students who commit to the activities share heart-warming posts about how they’ve learned and applied great life hacks. Please commit to the activities!

Discussions have two or three parts. There may be an activity (part 1, where you try something, like a stress management technique), then you post your original thoughts (part 2), and then you reply to classmates’ posts (part 3). Due dates shown are for the last part (part 3), which is your reply to classmates’ posts. You need to be mindful of the initial due dates for the first and second parts. In general, as soon as one discussion/activity closes, the next one opens.

**2) Online Homework:**

This course is organized into weekly modules, as opposed to chapter modules, so a chapter may arc between weekly modules. You can check the assignment schedule (“Master Course Schedule” is in the canvas modules) to find when all of the assignments for the course are due. Each week students will work through the assigned problems in MyMathLab by:

reading the appropriate chapter sections in the e-text,

watching videos (from Pearson, the instructor, and YouTube),

using the Pearson student resources as they see fit,

working with me during ZOOM office hours,

working with the CARE coach.

At the end of each chapter, students will work through a practice chapter test in preparation for a chapter test. Although the practice chapter tests do not count toward your grade in the course, you must pass the practice chapter tests with at least a 60% in order to access/open the associated chapter tests.

All of the homework assignments can be found by clicking on the assignment within the weekly modules. Alternatively, you can click on the “MyLab and Mastering” navigation tab in canvas and you will be taken to MML, where you can work on assignments. When you are done working on an assignment, make sure to click on Save. This is extremely important. You should than check Gradebook to see that you received credit for your work done.

You may submit the homework as many times as needed up until the deadline date. Therefore, you can work on the homework until you get a perfect score. Every time you hit Save, your homework grade will be updated in your grade book, which can be assessed by clicking on Gradebook tab, located on the left-hand side of the page in MML. It is the student’s responsibility to check their grade book to ensure that the homework was submitted successfully.

If you miss a MML homework assignment and it goes into a "past due" status, you can still access the assignment after the due date. The work you do in an assignment that is past due is NOT saved and NO credit is earned after the due date. However, concepts and skills in trigonometry build on each other, so you may still want to work through the assignment. To access the assignment you go to Gradebook in MML and click on the Review button for the assignment you wish to work on.

Each homework section must be completed by midnight (E.S.T.) on the date indicated on the attached schedule. If you miss the deadline, you are still able to access the homework to work through and learn the material, but for zero credit. There is a homework make-up day in which all homework will be opened up and you can work on the assignments until you earn a 100% credit. Please see the schedule for the homework day.

**3) Online Chapter Tests:**

**Practice Tests**

There is a practice test for each chapter test. The practice tests do not count towards your grade (if you scroll all the way to the right in canvas grades, you’ll see 0% for the category practice tests). There is a suggested due date for each practice test that is before the chapter test date, but the practice chapter tests are always available (before and after the chapter test due dates; the software forces me to input a deadline). Although the practice tests are always open, you must take each practice test before its associated chapter test in order to access the chapter test, and you must complete the practice test with at least a score of 60% in order to access/open the test for that chapter. You may take the practice tests an unlimited number of times. There are no learning aids available on practice tests (this is to help you get a sense of the testing environment for the chapter tests, where there are no learning aids such as “help me solve this,” or “view an example,” which are found at the upper right-hand corner of the screen under “Question Help.”

**Chapter Tests**

There will be 6 online tests. Each test must be completed by midnight (E.S.T.) on the date indicated on the attached schedule. The chapter tests can be found by clicking on the assignment within the weekly modules. There will be no extensions on these due dates. You can take the tests at any time before the due date once the test becomes available. You have one attempt for each chapter test. There will be a 120-minute time limit for each test. Pearson learning aids (“Question Help”) are not available on chapter tests. Your lowest chapter test grade will be dropped at the end of the course. If you miss a test, then that will automatically become your lowest test score. It is the student’s responsibility to check their grade book in canvas to ensure that the test was submitted successfully. It is also the student’s responsibility to contact me within three non-weekend days if they feel MML graded their assignment incorrectly.

**Note: It is the student’s responsibility to work ahead of this schedule in order to build some flexibility into the schedule. There will be no extensions on any of the due dates.**

**4 & 5) Midterm and Final Exam:**

Valencia policy states, “To receive credit for a course for which you are registered, you must take the final examination. It is your responsibility to know when and where the final examination is scheduled and to be present and on time. You may be absent from a final examination or deviate from the examination schedule only with approval by the professor. If you do not take the final examination you will receive the grade you have earned in accordance with the requirements of each faculty member as outlined in the course syllabus.”

There will be a comprehensive midterm and final exam in this course; please refer to the schedule for dates. You must download a lockdown browser to take these exams. These exams must be taken on a desktop or laptop computer (you cannot take the midterm or final exam on a smart phone or Chrome book).

You have one attempt for the midterm and final exams. Before each exam, I will post an announcement about details such as time allotted and what to expect. These exams are taken online in MyMathLab. Be prepared to download a lockdown browser, and be prepared to use a graphing calculator. When you take these exams, you will have the **Save for Later** option. The **Save for Later** option allows you to leave the test and return later to complete the test, but when you return to the test, you cannot access questions that you answered in earlier sessions.

All tests and the Final Exam should be completed without any assistance, including online resources. If I question the legitimacy of your assessment, I will contact you to demonstrate your understanding over the phone or live on ZOOM. You will receive a Zero if you cannot demonstrate competency in line with your submission or if you do not reply to my request for a meeting within 48 hours.

**Grades:**

I do not round grades up, and grades are assigned following the intervals below:

90% = A;

80% 90% = B;

70% 80% = C;

60% 70% = D;

60% = F

**MAKE UPS/EXTENSIONS**

**Homework**

Barring student illness, family emergencies, jury duty or military service, there are no make-ups for any assignments. **There will be a** **homework make-up day (see the “Master Course Schedule” in the canvas modules)**. You will be allowed to make up all homework in MyMathLab during this period with no penalty and you can earn up to 100% of all homework points. However, this make-up period applies only to homework in MyMathLab. It does not pertain to chapter tests or the midterm or the final or discussions/activities/surveys in canvas. Even though there is a make-up period for MyMathLab **homework** assignments close to the end of the semester, please be aware that missing more than 6 assignments or the no-show assignments is grounds for withdrawal. Do not count on making up the homework assignments as a way to avoid withdrawal because of missed assignments.

**Chapter Tests**

Make-up chapter tests are only given for jury duty or military service. NO make-up chapter tests will be given for other reasons. If a chapter test is missed for any reason, it will be the lowest test grade that is dropped at the end of the term.

**Midterm and Final Exams**

There are no make-ups for the midterm or the final so plan accordingly (unless for jury duty or military service).

Technical problems are not an excuse for missing an exam. Plan to take the tests early so that you will have time to fix technical difficulties that may arise and take the test before the deadline. If you are having problems with your computer, contact Pearson technical support.

**Student Illness**

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action.

**ZOOM Recording Policy:**

Class sessions may be recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. To play a previously recorded Zoom session you will need a password**.**

**Comparison of the different features for categories of assignments:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Homework | Practice Tests | Chapter Tests | Midterm Exam | Final Exam |
| Number of Attempts | Unlimited | Unlimited | One attempt | One attempt | One attempt |
| Time Limit | None | None | 120 minutes | 120 minutes | 150 minutes |
| Learning Aids | Available | None | None | None | None |
| Movement between Questions | Yes | Yes | Yes | No | No |
| Complete in One Session | Yes | Yes | Yes | No | No |

* Learning Aids refer to the “Question Help” button Pearson offers. It is located at the top right corner of the screen for an assignment problem. Pearson does not offer all learning aids for every problem, but often there are options such as “help me solve this” or “view an example,” and more.
* Movement between questions refers to the ability of a student to be able to move freely between questions, going back and forth as they wish. For the midterm and final exams, once a question is opened, it must be answered. If a student moves to another question, they can no longer access the previous question(s) they have opened. For all other assignment categories, students can move freely back and forth between questions.
* Complete in one session refers how the assignment time is tracked. If the assignment must be completed in one session, then once an assignment is opened, it will remain open only for the time designated. Once time has run out, questions can no longer be accessed for that assignment attempt. The midterm and final exams are set to the “**Save for Later**” option, where an assignment can be paused, and the clock is paused too. However, when students return to the exam, they can no longer view or change questions that were previously opened.

**EAST CAMPUS LEARNING ASSISTANCE RESOURCES**

**CARE+ PROGRAM:** This class is enhanced by CARE, which stands for Continuous Assessment & Responsive Engagement and represents Valencia’s faculty-led early alert program.  CARE+ is an extension of CARE and is Valencia’s learning support program that provides your class with a CARE trained instructor and CARE peer coach who will work together to support you individually and in groups, connecting you to resources that can address academic and non-academic issues.

CARE Coaches traditionally work with on-campus courses, but the program has gone virtual to support students in the online environment.  Your CARE Coach will host **virtual group and individual study sessions** each week using a number of platforms such as Zoom or Canvas conferences, allowing you to review course content, practice success skills, and connect with other students in your class.  CARE coaches will also be available to guide you towards non-academic resources and support services that will aid in your success.  The most important part of the CARE program is that peer coaches and faculty will work to establish a personal connection with their students, helping you **stay on a path to success** every step of the way.

**RESOURCES AND CONTACT INFORMATION**

East Campus Math Department: 407-582-2438, 407-582-2417, 407-582-2451

Mathematics Web Site: [https://valenciacollege.edu/academics/departments/math-east](https://valenciacollege.edu/academics/departments/math-east/)

Community Pandemic Resources: The [Monitoring the Coronavirus Community Resource](https://valenciacollege.edu/about/coronavirus/coronavirus-community-resources.php) website contains a list of local and national resources that may be helpful to you or your family during this time.

Financial Aid: Students can email <https://valenciacollege.edu/finaid/> or call 407-582-1507.

Student counselors/advising: Students who want to talk with a Valencia counselor for emotional support and resources should:

* Submit a "Counseling Support Form" at: [http://bit.ly/CounselingSupport](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fbit.ly%2FCounselingSupport&data=02%7C01%7Cahammack%40valenciacollege.edu%7C32540e48304044dd366f08d7e7b85bd0%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637232651321226516&sdata=UDaEgptbCLAZKY5%2F%2FIqU7gPiuWWaVVb7cA3dMhXz8eU%3D&reserved=0) and a counselor will reach out to you.
* Or email <https://valenciacollege.edu/students/advising-counseling/> and indicate you want to talk with a counselor
* Or call 407-582-1507 Hours of operation: Monday – Thursday 8:00am – 8:00pm, Friday, 8:00 AM – 5:00 PM, Saturday and Sunday, 10:00 AM – 3:00 PM.

Virtual Answer Center Advisors: Advisors are available to assist with steps to enrollment, follow up on the admissions process, review and determine financial aid needs, and clarify initial educational goals.

* Virtual office hours: <https://valenciacollege.zoom.us/j/114067187>
* Hours of operation: Mon – Fri. 7:00 am – 10:00 pm, Sat. & Sun. 10:00 am – 10:00 pm
* [Answer Center Website](https://valenciacollege.edu/students/answer-center/)

**TIME COMMITMENT**

Students can expect to devote at least 9 hours each week to this course. An online course may need more time commitment than an onsite course. Since this is an online course, the three hours a week that you would normally use to attend lectures should be spent online reading the textbook, watching lecture videos, working through practice exercises and taking tests. Any college course also requires at least two hours of study-time for every lecture hour. Thus, you should allocate **at least** another six hours a week on study time activities such as working on assigned homework and sample tests. This course may take more time than you expect!

**TIPS FOR SUCCESS**

* Set aside time for the class. Treat the online class as a face to face class with set hours.  For every credit hour, you should expect to spend approximately two to three hours studying.
* Take organized notes as you work through each section. Your notes should include the section and the title of the section.  Be sure to include definitions, formulas, strategies/steps for solving and any other relevant information.
* Make sure you write down and solve homework problems as if you’re turning them in for credit. That way you have something to reference when preparing for your exams.
* If there’s prerequisite material you have forgotten, don’t be afraid to look it up on Youtube, Google, etc.
* Remember there are 2 parts to learning math-knowing what to do and knowing when to do it.
* Don’t get behind. If possible, work ahead!
* Work ahead in the beginning so you have more time later in the semester.
* Use the resources that are available to you.
* Communication is key in an online class. If you need assistance, be sure to contact your instructor immediately.
* Form a study group-it makes homework more fun. You have peers and access to zoom.

# **EAST CAMPUS MATHEMATICS REQUIRED SYLLABUS CONTENT**

#### STUDENT CODE OF CONDUCT: All students are expected to comply 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 comply with Valencia College’s policy on [academic honesty](http://valenciacollege.edu/generalcounsel/policy/documents/8-11-NF-NN-Academic-Dishonesty.pdf).

WITHDRAWAL POLICY**:** Visit the link for Information on the [withdrawal policy](https://valenciacollege.edu/about/general-counsel/policy/documents/Volume4/4-07-Academic-Progress-Course-Attendance-and-Grades-and-Withdrawals.pdf). The withdrawal deadline for this semester is on the last page of this syllabus, with “important information/dates.”

#### ONLINE LEARNING ASSISTANCE RESOURCES:

* **Valencia’s Virtual Tutoring Service:** In response to COVID-19, Valencia’s tutoring services have moved online and are available live for all math students. To get started, visit and self-enroll in the [math tutoring](https://online.valenciacollege.edu/enroll/N37KF9) course in Canvas.  This is where you will access the link to live tutoring (via Zoom), as well as the schedule of tutors, times, and services.
* **Valencia’s Math Help 24/7:** Valencia Math professors have created [pen-casts and videos](https://valenciacollege.edu/academics/departments/math-east/math-help.php) of common lessons to help you learn the concepts presented in class. Click on your course to view your lessons. Some lessons have more than one professor’s perspective; watch more than one!
* **Smarthinking:** [Smarthinking](https://libguides.valenciacollege.edu/c.php?g=1014597&p=7351876) is an online tutoring tool available to all of Valencia’s students, and math tutors are available 24/7. You can access Smarthinking through the Courses tab in Atlas, in the My Courses channel.  Students have a limited number of hours available, and therefore, Smarthinking is best used as a back up to Valencia’s virtual tutoring service, not as a replacement.  There are Smarthinking phone applications for both iOS and Android devices.
* **Distance Tutoring Guide and Additional Resources:** For more information on [virtual learning support services](https://libguides.valenciacollege.edu/c.php?g=1014597&p=7348794), including links to live Valencia tutoring for other subjects.

#### **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:  Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222. Here are the [campus locations and contact numbers](https://valenciacollege.edu/students/office-for-students-with-disabilities). 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](http://valenciacollege.edu/international/) for more information.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.

**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.

**STUDENT ASSISTANCE PROGRAM:** Valencia College has contracted with a private and confidential counseling service [Bay Care Behavioral Health Student Assistance Program (SAP)](https://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/) 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.

**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 complete a form at [Counselor in the Advising Center](http://bit.ly/CounselingSupport) or call 407-582-1507.

**STUDENT ACCOMMODATIONS OF RELIGIOUS OBSERVANCES**: The observance of religious holidays (activities observed by a religious group of which a student is a member) and cultural practices are an important reflection of diversity. Faculty are committed to providing educational opportunities to students of all belief systems. At the beginning of the semester, you should review the course requirements to identify foreseeable conflicts with assignments, exams, or other required attendance. Please contact your professor within the first two weeks of the first class meeting and at least seven calendar days prior to the holy day(s) to allow time for fair and reasonable adjustments as determined by the professor to the schedule and/or tasks. Visit this link for Valencia College’s policy on student accommodations of religious observances.

**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](http://valenciacollege.edu/ferpa/default.cfm#whatis).

**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 or you may prefer [assistance](http://www.valenciacollege.edu/eo) on campus, or email Valencia College’s Title IX and Equal Opportunity Officer, Ryan Kane. 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. Visit this link if you have more [questions about Title IX](http://www.valenciacollege.edu/eo) or the College’s response.

**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.

Please scroll down to the next page for a list of important dates.

**IMPORTANT INFORMATION/DATES**

**Course: MAC 1114 College Trigonometry**

**Communication:        Canvas Messenger (not Atlas email)**

**Note: You must complete #1-4 by their due dates to avoid withdrawal due to a “no show” status.**

**1)  Read the syllabus and complete the syllabus quiz with at least an 80% by:  May 10, 2021.**

**2)  Register into MyMathLab by: May10, 2021.**

**3)  Complete sections 1.1 and 1.2 by: May 10, 2021.**

**4)  Complete sections 1.3 and 1.4 by: May 11, 2021.**

**5)  Purchase an access code for MyMathLab by the end of the second week of the course.**

**6) Withdrawal Deadline: June 4, 2021.**

**7)  Homework Make-Up Day: June 18, 2021.**

**8)  Exams**

**Midterm:        5/26/2021 to 5/28/2021**

**Final:                6/18/2021 to 6/21/2021**

**10) Pearson’s Customer Support:  support.pearson.com/getsupport and click on “contact us” to work with a representative.**

**11) College is closed:  May 31st (Memorial Day).**