

# Math 131- Pre-Calculus II: Trigonometry #2959

## Hybrid (8/24 – 12/19)

### 16-week course

Dear Math 131 Student,

Welcome to your online math class! I'm looking forward to getting to know each of you throughout the duration of your class. Please be sure the school is updated with your current information.

There are a few things that I would like to make sure are clear to everyone. Please note that while your class materials (including e-book) are online and your instruction is delivered online, **you must come to the [Academic Proctoring Center \(APC\)](#) to complete some of your class assessments.** You have 3 Chapter Tests and a Final Exam that must be taken in-person in the APC. You do not need to own a computer to take this class. You can use the computers in the [Math Learning Center \(MLC\)](#) [Oceanside Campus room 1215 or San Elijo Campus room 103] to do all of your online class work.

**Students must be very self-motivated and self-disciplined to succeed in this class. Success in this class depends on your ability to read and follow the written directions in this syllabus, in the announcements posted in your online class materials, and in the emails I send you.**

This class has a required orientation which **MUST BE COMPLETED** by the end of the night on the first day of instruction (or within 24 hours of adding the class with Admissions and Records if you register after the first day of instruction). **Part of the mandatory orientation requires you to purchase your online materials and do work in those materials. So, please be sure you are able to buy the materials and work in them no later than the orientation deadline.**

While I can help you with any content related questions or class procedure related questions, technical questions (related to your computer) need to be sent to MyMathLab Technical Support. You can contact Tech Support either via the 'Help & Support' link in your online class materials (top-right) or by phone at 1-800-677-6337. If you encounter technical difficulties which you cannot solve immediately (or within 24-hours if there are no assignments due that day), you need to plan to come to campus and use the computers in the MLC.

Although the bulk of your learning can take place individually through your online materials, please don't hesitate to post to the discussion board and ask me via e-mail if you have questions. You are also encouraged to work or study with other students in the class; students generally do much better when they do not work alone. In addition to all of this help, you are encouraged to come in to the MLC to get in-person help if you think your question might be difficult to ask online or to understand the solution online. If you feel that you need even more help, you can schedule private tutor appointments with the [Tutoring and Academic Support Center](#) (OCN: x6682 or SEC: x7748).

Best of luck in this class!

- Joe Zyburt

## Instructor Information

### Name:

Joe Zyburt

[jzyburt@miracosta.edu](mailto:jzyburt@miracosta.edu)

<http://www.miracosta.edu/home/jzyburt/>

### Contacting me:

- **Class Discussion Board:** Content (i.e. math) questions or class procedural questions should be posted to the class Discussion Board so everyone benefits from the answer (e.g. what happens if I miss a Quiz? Where do I go to take my Quizzes?, How do I solve this? etc.)
- Personal questions (your parent died, you were in a car accident, etc.) should be sent to my work email: [jzyburt@miracosta.edu](mailto:jzyburt@miracosta.edu)

### Office Hours:

Online: Tuesdays and Thursdays 4pm-5pm in the class materials (But, I'm online much more than this)

On Campus: I will send an e-mail within the first two weeks of class beginning to announce when and where my office hours will be hosted. Typically these will be one-hour per week on the Oceanside Campus.

### Response Time:

I am generally online in the class materials off and on throughout the day/evening M-F from 7am – 7pm. I usually do not check my e-mail after 7pm daily. On the weekends, I will be checking my e-mail once or twice daily only between 7am – 7pm. Do not expect any replies over any holidays.

## APC OPEN Hours\*

### OCEANSIDE Testing Office & Academic Proctoring Center, located in Room 3334

Monday, Tuesday and Friday: **9:00 am - 4:00 pm**

Wednesday and Thursday: **9:00 am - 8:00 pm**

Saturday and Sunday: Closed

### SAN ELIJO Testing Office & Academic Proctoring Center, located in Room 101

Monday, Wednesday and Thursday: **9:00 am - 4:00 pm\*\*\***

\*\*\*(*will close for lunch between 12 noon – 1 pm*)

Tuesday, Friday, Saturday, and Sunday: Closed

\*These hours are subject to change. Please check with the APC for any updated hours once the semester has begun

## Student Learning Outcomes

### Math 131:

- Students will be able to analyze the given information, locate the quadrant, and find the value of a trigonometric function of a given angle.
- Students will be able to simplify trigonometric expressions using trigonometric identities.
- Students will be able to analyze a given trigonometric first degree equation, solve the equation, and write the appropriate solution set.

## Pass/No Pass Grading Option

You have the option to choose Pass/No Pass grading for this class. If you choose this option, you must submit a Petition for Pass/No Pass to Admissions & Records by (9/25). This option for grading is nonreversible once selected. The petition form is available online, or from Admissions & Records. Students planning to transfer should consult with a counselor before opting for Pass/No Pass to ensure this option is accepted by their intended transfer institutions. Check the MiraCosta College catalog or schedule for more detailed information.

## American Disability Act

Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in this class, are encouraged to contact Disabled Students Programs & Services as soon as possible to ensure that such accommodations are implemented in a timely manner. Their phone number is 795-6658 and they are located in Building 3000-Student Services, Room 3009, adjacent to Parking lot 3C.

## Important Dates

Class Duration	1st day of Instruction	Last day of Instruction	Add Deadline	Deadline to drop class with no record & receive refund	Deadline to file for Pass/No Pass grading option	Deadline to drop with a "W" grade (withdraw)
16-week 8/24 – 12/19	8/24	12/11	9/4	9/4	9/25	11/20

## Required Materials

### 1. Access to the online MyMathLab Online materials

*Please DO NOT purchase a used access code. Access codes can only be used once!*

You can purchase the required access **directly from the publisher** at:

[www.pearsonmylabandmastering.com/](http://www.pearsonmylabandmastering.com/)

(If you purchase directly from the publisher, your access to the class materials will be immediate and you will be able to work in the materials immediately. You will need a credit card to do this.)

Or

You can purchase the required access from the **MiraCosta bookstore** at:

<http://www.miracosta.edu/StudentServices/bookstore.htm>

(If you purchase your access online from the bookstore, you may have to wait several days to get the access and begin working in the class materials. If you do not have access to a credit card, you will need to purchase in-person from the bookstore since they do take cash and checks. Since this is an online class, the bookstore only keeps stock at the Oceanside campus.)

*Registration into the MyMathLab online materials will be needed in order to complete your mandatory orientation. Failure to purchase, register and complete work in the required online materials will result in being dropped from the class.*

You will need the appropriate Course ID Code given below in order to get into the online materials for your class. Please pay very close attention when choosing your Course ID Code.

Class Level	Class #	Duration	Course ID Code
Math 131: Pre-Calculus II	#2959	16-week	zyburt75637

More information about the MyMathLab online materials can be found at [www.pearsonmylabandmastering.com/](http://www.pearsonmylabandmastering.com/).

It is NOT required that you have your own computer at home for this class. All of the computers in the MLC at MiraCosta College are configured to work with MyMathLab.

## **2. A current valid school or government issued ID Card**

You must show current ID to take each of your on-site assessments in the MLC

## **3. Calculator**

Math 131: A graphing calculator is needed for this course. If you do not already have a graphing calculator, the Mathematics department recommends that you purchase a Texas Instruments TI-83 Plus or TI-84 graphing calculator. You may borrow one from the [Academic Proctoring Center \(APC\)](#) with a photo ID to use on any Chapter Test or the Final Exam.

## **4. A notebook for note taking and working problems**

You should treat this class as you would any other math class. Take notes in a notebook, work practice or homework problems on paper before submitting answers, etc. I don't usually check your math notebook. However, I may ask to see it (via fax or .pdf) if you begin to fall behind or start consistently scoring low on Quizzes.

**THIS CLASS DOES NOT REQUIRE A HARDCOPY TEXTBOOK.** Please note that your required online class materials contain the eBook for the class. If you do not like to read eBooks (or if want a hardcopy of the eBook to read at the beach or elsewhere), you might choose to purchase a hardcopy of the textbook from a site like Amazon or eBay. To save money, you could even purchase an older version of the hardcopy book and match the content to your eBook. Whether or not you choose to purchase a hardcopy book, you still need to purchase the required online materials as it contains all of your homework and quizzes.

## **College Support Services**

The Tutoring and Academic Support Center (TASC) and the Writing Center (WC) assist students by providing individual and group tutoring, WC drop-ins, learning communities, self-help materials, and student success workshops. Services are free and available to all students during day and evening hours at all MiraCosta College campuses. I recommend that you take advantage of these academic support services. For more specific information, please call (760) 795-6682.

## **Library Resources**

The MiraCosta College faculty librarians assist students with their research questions, whether academic or personal. Students may obtain assistance from librarians either one-on-one at the reference desk, through class orientations, group workshops, individual appointments, or online. I strongly encourage you to take advantage of library resources. More information regarding the library may be found at their webpage: [www.miracosta.edu/library](http://www.miracosta.edu/library).

## Resources

Tutoring and Academic Support	x6698 or x7748
Disabled Student Program and Services (DSPS)	x6658
Counseling	x6670
EOPS	x6680
Health Services	x6675 or x7747
Transfer Center	x6880/6580

## How to Register and Use MyMathLab (Orientation Step 3)

- Go to [www.pearsonmylabandmastering.com/](http://www.pearsonmylabandmastering.com/)
- Look for the heading called **FOR STUDENTS** (it's at the bottom left-hand side of the page)
- Select: 'Get Registered'.
- Follow all of the directions on that page.
- When registering, please choose anything that you would like to use as your username and password. **However, when you are asked for your first and last name, please be sure to use the exact name Admissions and Records has on file for you (no nicknames, no different last names, etc).**
- Be sure to give your MyLab course an **email address you will be checking every day throughout the class**. I send messages through MyMathLab that will be sent to the email address you give them. Also, please be sure to keep your email address current with the school as I also send emails from the Admissions and Records class roster.
- You will need a Course ID Code: zyburt75637

## Participation Requirements

**On Campus Attendance for Assessments** - You must come in to the APC to complete some of your assessments – 3 Chapter Tests and a Cumulative Final Exam. Your learning, practicing, homework, and chapter quizzes can be done from off-campus (if you choose).

**Orientation** - All students must complete an orientation. The mandatory orientation consists of two (2) parts and can be completed either in the MLC or on your home computer.

**Please begin the orientation at:** <http://www.miracosta.edu/home/jzyburt/>

**Part I** of the orientation requires no financial commitment to the class and can be read and followed by any interested party.

**Part II** of the orientation is located in MyMathLab and requires you to either purchase access OR receive temporary access. [If you choose the temporary option, it will be good for 17 days from the start of the registration. Students will receive an email reminder about how to pay/extend their account when they register, at day 12, and at day 17. If you do not pay in that time, the work will not be lost, but you will be unable to access MyMathLab until you pay or input an access code.](#) Once you complete the last item in your orientation (completing Hw0 with 100% accuracy), you may continue on to the online material.

**Your orientation due date is based on when you enrolled (with Admissions and Records) into the class.**

**If You Enrolled Before the First Day of Instruction for Your Class**

Students enrolling before the first day of instruction must complete the online orientation no later than 11:59 pm on the 1<sup>st</sup> day of Instruction.

**If You Enrolled on or After the First Day of Instruction for Your Class**

Students enrolling on or after the first day of instruction must complete the online orientation within 24 hours of adding the class with Admissions and Records.

The required orientation is stated in the schedule of classes. If you do not complete all portions of the orientation, you will be dropped for non-attendance.

## **Instructor Drop Policy**

Students may be dropped (up until the last day to drop that class) for the following reasons:

- Not completing the mandatory orientation
- Non-attendance
  - Missing two different Chapter Quizzes and/or Tests may cause you to be dropped from the class without the possibility of being reinstated if the drop deadline has not yet passed.
- Students are responsible for dropping themselves from this class. Do NOT rely on your instructor to drop you if you no longer wish to be in the class.

***Note: If you miss a Quiz, Chapter Test, or the Final Exam you will automatically receive a zero on it and that 0 will be averaged into your grade in the class.***

## **Academic Integrity**

MiraCosta College highly values academic integrity. At the core, this means an honest representation of one's own work. MiraCosta College also promotes the approach that education is best accomplished as a cooperative, collaborative enterprise: we want you to work with and learn from each other. The line between academic integrity and collaborative education is not always easy to define and may vary from one discipline to the next and from one instructor to the next. Many aspects of cheating and plagiarism are universally recognized, while others are subject to debate. This policy provides some broad and general guidelines. Please ask me for clarification of any specific behavior.

Examples of academic dishonesty include but are not limited to:

Cheating: Copying from another student or using unauthorized aids during an examination.

Plagiarizing: Copying someone else's work or ideas and misrepresenting them as one's own.

Falsification: Making up fictitious information and presenting it as real or altering records for the purpose of misrepresentation.

Facilitation: Helping another student to cheat, plagiarize, or falsify.

Remedies for violations of academic integrity may include a verbal warning, a lowered assignment grade, submission of an Academic Integrity Report to the office of the Vice President of Student Services or designee, or even a recommendation to the Vice President of Student Services for



suspension from the class for repeated or egregious offenses. For more information, consult the MiraCosta College Catalog under Student Rights and Responsibilities (Administrative Procedure VIII.E.02.c).

**\*\*Students found cheating on any Quiz, Chapter Test, or the Final Exam will receive a zero (0 points = 0%) on that particular assignment and will not have the ability to drop that score in consideration to the Final Course Grade, not be able to re-take the assessment, or not be allowed to make-up the assignment at a later date.\*\***

## Incomplete Grade

Students seeking an “Incomplete” grade must consult with me no later than the week prior to finals (12/7). Incompletes will only be considered for unforeseeable, emergency and justifiable reasons at the end of the term, and only upon agreement of conditions for completing coursework.

## Internet Access and Harassment

This class is conducted in a computer classroom, where computers are connected to the Internet at all times, and have the ability to connect to a variety of peripheral devices. MiraCosta College supports academic freedom, and consequently, there are no filters or other controls placed upon access to electronic content, either on the Internet or otherwise. While every effort is made to keep students on task while in this class, it is impossible to monitor every computer at all times. If you should find yourself subjected to offensive content, either sexual or otherwise, you should inform your instructor of this situation at the first opportunity.

## Discussion Board

- Built into your MyMathLab online materials are discussion board forums pertaining to the chapters covered in class. While studying, you may have questions about the material or the assessment procedures. If so, please post questions in the Discussion Board. Other students or I can answer your questions OR you may be able to answer questions asked by other students.
- You may NOT post specific questions that appear on a Quiz, Chapter Test or the Final Exam if the deadline for that assessment has not yet passed. Doing so will result in a score of “zero” on that particular assessment. Posting Homework questions is fine.
- Before you post a question to the Discussion Board, please check to see if your question has already been answered in the Discussion Board (check your syllabus before asking, too)
- If you have any personal issues (you had a death in the family, you were in a car accident, etc.), please email those to me (don’t post personal information to the Discussion Board).

## Homework Procedure

- Homework assignments can be found in your MyMathLab online materials.
- These homework items are found in the ‘Homework’ area. There is one Homework assignment for each section that we cover in class.
- You may choose to do your Homework assignments at home, at work, in the MLC, etc.
- When you feel that you have learned the material well enough (watching videos, reading the eBook, going through the Power Point slides, working out the examples, etc.), then, go to the ‘Homework’ section and choose the Homework you need to do.
- Homework assignments must be completed in the order assigned.

- Once you have completed a Homework assignment with the minimum required 50% (you get unlimited chances to earn that 50%), the next Homework item will open up for you.
- If you do not earn 50%, you will need to open up that Homework again and rework it to improve your score.
- Once you have satisfactorily completed the last Homework item covered on a Quiz, the Quiz will become available for you to take.
- Each Homework is to be completed no later than a specific day (see your MML calendar or look at the date next to the assignment). It is **STRONGLY** advised that you keep up with your Homework assignments and have them completed no later than the day assigned. These Homework deadlines will help you keep pace in the class.
- If absolutely necessary, homework items can be completed up through the day of the Quiz. So, if you see that a Homework item is indicated as 'Past Due', you ARE still able to complete it (unless the Quiz date has passed). *Note: this is different than if a Quiz is past due. See the 'Quiz Procedure' section below for what happens when a Quiz is 'Past Due'.*
- **Please do the Homework assignments on your own because some of your other class assessments do not allow for use of books, notes, friends, etc.**
- If you do not complete your Homework items for a particular Quiz that is due soon, you can send me an email (give me at least 24 hours notice) and ask me to fill in zeros for your Homework assignments and make your Quiz on that material appear. Then you can complete that Quiz. Note, this is NOT recommended as it will mean zeros on assignments which count towards your grade and it will mean you haven't mastered the material before you take a quiz on it.

## Quiz Procedure

**Quizzes can be taken in the MLC OR at home and can be found in your MyMathLab online materials.**

- Once you have completed all homework assignments for a particular Quiz, the Quiz will open.
- Each Quiz can be taken a **maximum of TWO times**.
- Quizzes can be found in your online MyMathLab materials.
- Please pay attention to the **date and time** that each Quiz is due. If you choose to wait until the day that a Quiz is due, pay special attention to the **time** that it is due. Each quiz is due at **11:59 pm** on the specified due date, however if you are taking the quiz in the MLC you will be asked to leave at **8:45 pm** (Before the quiz closes). The Quiz will automatically close at 11:59 pm whether or not you are done. Both attempts need to be completed prior to the due date and time.
- All quizzes are timed at 120 minutes or 2 hours. This means once you begin the quiz, you will have exactly 2 hours to complete each question and submit it. There is no pause button so that you can go to the bathroom or answer a phone call. Please allow yourself enough time to complete the quiz.
- If you have any questions/problems/issues while taking a Quiz, please write it down as accurately as possible and then send me an e-mail ASAP. It is possible for me to 'correct' problems/issues that arise during a quiz AFTER the quiz has been submitted and graded.
- When you are done with your Quiz, click on 'Submit Test' and your Quiz will be automatically graded.
- If you want to go back and review a Quiz, you can do that by going in to your **Gradebook** and click on the 'review' link to the right of the Quiz that you want to review.
- If you see that a Quiz is indicated as 'Past Due', you will NOT be able to take it late. A late Quiz earns a 'zero'. *Note: this is different than if Homework is past due. See the 'Homework Procedure' section above for what happens when Homework is 'Past Due'.*



- **Failure to take a Quiz will result in a zero for that Quiz and for any unfinished associated Homework assignments.**
- If you are deployed, have a death in your family, are extremely sick, or have a verifiable excusable absence (that was unforeseen and out of your control) for the week that your assessment is due, please send me an email to discuss a possible extension in your assessment deadline. Be prepared to email/fax me documentation of your absence (deployment papers, doctor's note, etc.)

## Chapter Tests and Final Exam Procedure

- Chapter Tests and the Final Exam are paper-and-pencil tests which do NOT involve a computer and which can ONLY be taken ONCE.
- **These paper-and-pencil exams MUST be completed in the [Academic Proctoring Center \(APC\)](#) in-person.**

### Students using the APC agree to:

- Make an appointment to use the center and arrive on time. An appointment time should be chosen that allows for the exam's full time limit. (All outstanding test materials are collected at the Center's posted closing time.)
- Provide acceptable photo identification.
- Turn off cell phones and other electronic devices, and place all personal belongings in a designated area.
- Arrange childcare off-campus when using the APC.
- Be courteous to staff and other students.
- Abide by test instructions on the Test Transmittal Form submitted by their instructor.
- If permitted to use a calculator, use one that is APC-provided.
- Please be sure you have thoroughly studied for these assessments as they are worth a large chunk of your grade in the class. The Chapter Quizzes will give you a good indication of whether or not you are ready.
- **You must schedule an appointment with the [Academic Proctoring Center \(APC\)](#) to take your Chapter Tests and the Final Exam.** You must have your MCC student ID and birth date available to schedule an appointment. Simply select "Schedule a Test" (in the online material) on the menu bar (to the left) and this will take you to the log-in page for the APC.
- Show all work using the techniques learned in class. **Not showing algebraic work or just guessing may result in no points given for that problem – even if you have the correct answer.**
- **NO** scratch paper is to be used. Use the back sides of the test ONLY.
- **NO** notes or books are allowed while taking an exam.
- **NO** formulas will be provided for you on any written test, **EXCEPT:** Half-Angle Identities
  - Students are required to memorize and be able to use all of the following identities:
    - Reciprocal, Quotient, Pythagorean, Cofunction, Odd-Even, Double-Angle, and Sum/Difference identities
  - **Students will be provided (on the exam) the Half-Angle identities only!!**
- Each exam must be completed in one sitting. Please be sure to use the restroom before you begin your exam.
- If you must leave during an exam, the exam will be collected and will be graded on whatever work is completed.

- Please refer to your assessment schedule below to see if, or what type of, calculator you are allowed to use on your exam.
- Some assessments may have **two** parts: one with a calculator and one without.
- Show all work. Be as neat as possible. Partial credit may be given for correct work – even if your answer is not correct.
- **If you do not show algebraic work, you may not receive full credit on problems where you get the right answer.**
- **You have a TIME LIMIT of 90 minutes (1 ½ hours) for all Chapter Tests and 120 minutes (2 hours) for the Final Exam.** *If you do not allow enough time to finish there is nothing the staff can do for you.* Your exam will be collected and will be graded on whatever work is completed.
- Once your exam has been graded by hand (it will take me approximately 1-1½ weeks from the deadline to get everyone's graded), your score will be entered into your MyMathLab gradebook.
- **Failure to take an exam will result in a zero for that assessment.**
- If you are deployed, have a death in your family, are extremely sick, or have a verifiable excusable absence (that was unforeseen and out of your control) for the week that your assessment is due, please send me an email to discuss a possible extension in your assessment deadline. Be prepared to email/fax me documentation of your absence (deployment papers, doctor's note, etc.)

## Assessment Results/Review

- Homework results will be given as soon as you complete the assignment. Your grade on each Homework item will appear in the MML gradebook automatically.
- If you did not score the required minimum 50% on homework, you will need to go back in and rework that homework to improve your score.
- Quiz results will be given as soon as you complete the assignment. Your grade on each assignment will appear in the MML gradebook automatically. If you want to review your Quiz later, you can do that by going in to your **gradebook** and click on the 'review' link to the right of the Quiz that you want to review. You may also review your quiz immediately after it is taken.
- Paper-and-Pencil Exam (Chapter Tests/Final) results will appear in your MML gradebook within a week of taking it. If you would like a copy of your graded paper-and-pencil exam, please send me an email to ask to send a pdf version of the exam via e-mail to you.

## Recommended Procedure for Each Section

1. Select the arrow to the left of 'Chapter Contents' on the left-side of the course home page.
2. Continue to open the down-menus of the eBook until you find the section in which you are currently working. Select the section title on the menu bar.
3. Select 'videos'.
  - a. You can also access the 'videos' by choosing 'Multimedia Library' – 'Video' – 'Find Now'. Keep in mind that the first video for each section contains all examples.
4. Read and take notes on the video.
5. I suggest that you also select 'Multimedia eText', so that you may refer to the textbook at the same time as watching/listening to the video. Be sure to focus on any highlighted notes and formulas.
6. Proceed through each section in order that it is presented. This is an interactive textbook and will have 'Try It' [pyramid] exercises (same format as the homework questions), 'Videos' [movie projector] of "Now Work" problems, and 'Animation' [bar graph with arrow] for the "Now Work"

problems as hyperlinks (simply move your cursor over these icons). Click on these hyperlinks as they appear throughout the section.

7. When you reach the end of the section notes and examples, then select 'Homework' on the left-side of the course home page.
8. Select the section homework that you are ready to attempt.
9. Choose Question 1.
10. Read the question and do the best that you can do without referring back to your notes or using any other help. Remember that you are also preparing to take quizzes, chapter tests, and the final exam.
11. You will notice that there are typically five choices on the right side of the panel window. Use these choices to help you solve each question. You can choose these to:
  - a. **'Help Me Solve This'** = Get help on the next step
  - b. **'View and Example'** = See an example of how to solve
  - c. **'Video'** = View a video of an example explained to you
  - d. **'Textbook'** = Read the textbook section notes for this problem
  - e. **'Ask My Instructor'** = Sends an e-mail of this question to me (instructor) and any other notes that you include in the e-mail. I will usually respond within 24 hours.
  - f. **'Print'** = Prints the question so that you have a "hard-copy" of the problem. Students typically use this option only if they are bringing a particular question to a tutor in the Math Learning Center or Academic Tutoring Center.
12. Type in your response and then select 'Check Answer'.
13. The program will immediately let you know if you are correct. If you are correct, then continue to the next question. However, if you are incorrect, then you may select 'Try Again' if the problem is a multiple-choice OR you may attempt to answer correctly a total of three times before you must select 'Similar Exercise'. 'Similar Exercise' will change the number values of the problem.
14. You may attempt every homework assignment and any question in a homework assignment as many times as you wish. Even AFTER you have scored 50%. You will be unable to improve any scores AFTER the last full-day of regularly scheduled classes for that semester OR simply when "Finals" begin.

An alternate procedure:

### **PowerPoint Presentations:**

Select PowerPoint in the Multimedia Library to download and view a PowerPoint Presentation for each section. You may do this instead of reading the textbook OR do this prior to reading the textbook. The best way to use these are to view the presentation and take notes for it as if you were a student in class OR to print out these notes (that is a lot of paper!!) to supplement the textbook notes.

Do not forget to check-out "**Animation**", "**Podcasts**", "**Interactive Figure**" and "**Chapter Test Prep Videos**". Each of these can be invaluable on helping you understand a concept or a procedure. "Animation" is cross between a video and an example of a problem in the textbook. The "Animation" shows you step-by-step the procedure and each step is explained by text and audio. "Podcasts" are video Podcasts and you **must** have iTunes installed on your computer to download and view these files. "Interactive Figure" is a great way to visualize each of the concepts. "Chapter Test Prep Videos" are review videos for each section of the chapter.

## Guide to Success for your Online Class

**\*\*\*Get to know MyMathLab! \*\*\*** *Everything you need to be successful is contained in this program.*

Consult the **Announcements**, the **Assessment Schedule**, and the **Course Calendar** each day.

1. Watch the video lectures for the sections you are working on. TAKE NOTES IN YOUR MATH NOTEBOOK! You should be treating this class like you would any other math class.
2. Read the eBook and work any examples in your math notebook.
3. Watch the PowerPoint presentations.
4. Watch/listen to any other lectures/presentations available in your MyMathLab materials.
5. Do the assigned Homework. Post questions to the Discussion Board if you have any. Answer other students' questions if you are able to (email non-content /non-procedural personal questions to [jzyburt@miracosta.edu](mailto:jzyburt@miracosta.edu) things like you had a family member pass away, you just went into labor, you're being deployed, etc.).
6. Come in to the MLC or make an appointment with Academic Tutoring to get help with questions/concepts that you still don't understand.
7. Practice until you earn the required 50% on the Homework assignment. If you don't earn 50% you will need to rework the homework to improve your score.
8. Practice every problem on the study guides posted for each Chapter Test located in the 'Documents' section of MyMathLab.
9. Complete the Final Exam Study Guide (no credit) in the 'Documents' section of MyMathLab.
10. Take the cumulative Final Exam.

## Assessment Schedule for Math 131 #2959 (Fall 2015)

These dates represent the last day that you may take a particular assessment. Do NOT wait until the last minute to take any assessment. You should take all assessments before their deadlines.

Each Unit Test and Final Exam may only be attempted **once**.

Each Chapter Quiz may be attempted **twice**.

Each Homework Assignment may be attempted **unlimited** times, however a **50%** needs to be earned.

Section	Chapter 6 Test	Chapter 7 Test	Chapter 10,1.5 Test	Final Exam
#2959 (16-week) 8/24 – 12/19	9/18-9/23	10/16-10/21	11/13-11/18	12/9-12/14**

	Material Covered on Assessment	Due Dates
<b>Chapter 6 Quiz</b>	Sections 6.1 – 6.3	9/3*
<b>Chapter 6 Test</b>	Chapter 6 [6.1-6.6]	9/18-9/23
<b>Chapter 7 Quiz</b>	Sections 7.1 – 7.3	10/5*
<b>Chapter 7 Test</b>	Sections 7.1 – 7.6	10/16-10/21
<b>8.1, 9.1, and 9.2 Quiz</b>	Sections 8.1, 9.1, and 9.2	11/2*
<b>Chapter 10,1.5 Test</b>	Sections 10.1-10.4, and 1.5	11/13-11/18
<b>Chapter 12 Quiz</b>	Sections 12.1-12.3, and 12.5	12/2*
<b>Final Exam</b>	Sections 1.5, 6-7, 8.1, 9.1-9.2, 10.1-10.4, 11.6, 12.1-12.5	12/9-12/14**

\* Students are allowed two attempts for each chapter quiz. Both attempts need to be completed prior to the due date and time. The end time for each chapter quiz is 11:59 pm on the stated date.

\*\* The Final Exam score will replace the lowest test score, if the Final Exam score is greater.

### Grading Scale

The grades will be calculated as the weighted percentage of the total points possible in each category:

**A=90% - 100%, B=80% - 89%, C=70% - 79%, D=60% - 69%, F=Below 60%**

<b>Homework</b>	15%
<b>Quizzes</b>	25%
<b>Unit Tests</b>	40%
<b>Final Exam</b>	20%

To Calculate your Final Grade:

$(\text{Homework } \%) (.15) + (\text{Quiz } \%) (.25) + (\text{Unit Tests } \%) (.40) + (\text{Final Exam } \%) (.20) = \text{Final Course Grade}$