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

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

Office Hours: Room E37 on Monday & Wednesday: 1:15 PM to 2 PM; Thursday: 1:15 PM to 1:45 PM {right after class}

Canvas: (De Anza's LMS – Learning Management System)
Please go to Canvas (through My Portal) for HW assignments, recordings, announcements, weekly proceedings, hand outs etc.
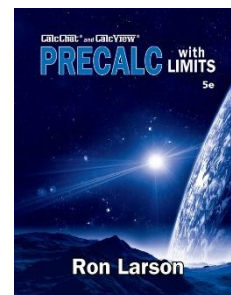
Math 31 Co-requisite Class:
You are registered for Math 231, (a 2.5 credit co-requisite algebra support class), with Math 31. I am not going to teach Math 231 as a separate class, which means our in-person meetings will be lectures and Algebra reviews intertwined on Mondays, Wednesdays and Thursdays. Don't miss the Thursday classes since exams are scheduled on that day. There might be some material given in recorded videos, in case, I am not able to finish a section. Make sure you see the videos.

Prerequisite: Intermediate algebra or equivalent or higher, or appropriate placement beyond intermediate algebra.

Required material:
1) PRE-CALCULUS with Limits, (5th Edition) By Ron Larson [ebook available free w/ WebAssign]
2) WebAssign online homework (register through my canvas class via WebAssign module)
3) Scientific Calculator (**graphing calculators are not allowed**)
4) Graph paper, notebook, ruler (you need to buy graph paper/ print out free)
5) Download Canvas App on cell phone.
6) Download any free scanner App (notes or scanbot or GeniusScan) on your cell phone to convert photos of your written work to pdf. [practice how to scan multiple page documents as A SINGLE pdf]

HOW TO BUY E-BOOK & ACCESS ONLINE HW

Use the "WebAssign button" on homepage or go to WEBASSIGN HW modules in canvas modules to buy the e-book and access WebAssign. [WebAssign HW should be accessed through Canvas modules ONLY]

OR

CLICK HERE to learn how to register for WebAssign or here for more details.
If you have any trouble registration with WebAssign, you may email Nickolas Soo at nickolas.soo@cengage.com

Course Objectives: (This is not an exhaustive list.)
(Chapters 1, 2, 3, 7, 10 from the text book; parts of Appendix A.1 and A.2) Functions and Graphs, Polynomial and Rational Functions, Exponential and Logarithmic Functions, Conic Sections.

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

Special group Quizzes (review for Exams): (10 points each)
This is a review for exams. A set of questions will be given in class, and you will be allowed to work in groups. You have to turn in the solution with all work to earn the 10 points. These quizzes are special because I will assist you in solving the problems and you will work in groups. These quizzes will assess your understanding of the material taught in class, and encourage you to work in groups. These will also help you review for the exam next day.

Don't miss special quizzes, since there will be no make-ups.

Homework: [ALL HWs will be due on Monday before 2 PM]

I.   **WebAssign (online) problems and Reading assignments:** (2 points each section) will be assigned in every class for every section and due on Monday at 2 PM. It is your responsibility to solve the problems on WebAssign and keep a written record. We will discuss solutions to some problems, but not all. WebAssign HW will be accessed through Canvas module. Three lowest WA HWs will be dropped.

II. **Extra Credit HW on MyOpenMath (+1 point per section):** Extra practice will be assigned every week on Canvas, which will also be due on Monday at 2:00 PM.

Exams:

Exams are primarily based on homework, problems from assessments, and solved problems in the textbook. So the best way to prepare for exams is to sincerely do all the homework, read the book, learn from your mistakes in quizzes, and clear all your doubts as soon as you can. There will be four written exams (60 minutes) and (an additional) final exam (2 hours). *THERE ARE NO MAKE- UPS for EXAMS*. However, I will drop lowest of the four exams. It is your responsibility to let me know as soon as possible (within 24 hours) if you are going to miss an exam and provide "valid" reason and documentation for the absence.

FINAL EXAM is scheduled for MONDAY, MARCH 24th from 11:30 AM to 1:30 PM. **Final exam is mandatory and will not be one of the dropped exams**, and if you cannot take the final exam at the scheduled time and date, please do not enroll in this class. The final exam will be CUMULATIVE, i.e. it will contain everything covered during the course.

Tutorial, Class Participation & Attendance: (2 pts each)
Attendance is strongly emphasized and class participation (2 points for everyday tutorial) is actually part of your course grade. Study every day and be ready with any questions you have. The first hour of class will be lecture and second hour will be tutorial where you will solve a set of questions and turn it in at the end of class – you may ask questions while solving the tutorial questions. Tutorials will be in groups.

My classes always begin promptly, so I ask that you be on time. Students who attend regularly and show up on time are almost always successful. I may drop a student from the class if they are absent 3 or more times, or miss a major exam. (But do not assume if you stop coming to class, you will automatically be dropped. You are responsible for dropping yourself out of this class). I will also drop any student who, in my judgment, is habitually disrupting the class.

* IF YOU MISS ANY CLASS, CHECK IN CANVAS or ASK YOUR CLASSMATES FOR THE

MISSED WORK. PLEASE DO NOT ASK ME. *

Grading:

Tutorial (Class Participation) 2 pts each	~ 40 Points	M, W, Th ~12 to 1 PM (not on Exam days)
Quizzes (5 points each)	30 Points	Mondays / Wednesday ~1 PM
Special (Review) Quiz	40 points	Review quiz in preparation for Exam
Online WA Homework (2 points per section)	56 Points	Due every Monday before 2 PM
Exam 1	50 Points	THURSDAY, JANUARY 16th
Exam 2	50 Points	THURSDAY, JANUARY 30th
Exam 3	50 Points	THURSDAY, FEBRUARY 20th
Exam 4	50 points	THURSDAY, MARCH 6th
Final Exam	100 Points	MONDAY, MARCH 24th 11:30 AM to 1:30 PM

Total Points: ~ 420

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

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

There will be no retakes/make-ups offered for quizzes, exams, special quizzes, tutorials (or any assessment), if you miss them due to any reason. (Three quizzes, WebAssign HWs and one exam will be dropped at the end of the quarter).

Additional NOTES:

- Last day to **drop class** with a full refund and with no record of grade is **Sunday, January 19th.**

- The deadline for dropping with a "W" **is Friday, Feb 28th**
 In every case, a student is responsible for dropping themselves. You should not assume that you are automatically dropped from the class for non-attendance. Students on the final grade roster who have not dropped, and who do not show up for the final exam, automatically receive an F in the course.

- Last day to add is Sunday, **January 19th.**

- College Policy: Students cannot take the same class more than three times for a grade, including W.

Cell phone, smart watch, laptops and other device policy

- Cell phones, ipads, laptops have to be stowed away and out of sight. Please keep all devices on silent mode, not even in vibrate mode. *No headphones allowed in class*. Noise/ light / text making devices should never be seen while class is in session. Please switch off your cell phones / beepers before entering the class out of courtesy to others.

- You may go outside the class anytime to use your cell phone

- During exams, if you have to go outside the classroom, hand in the cell phone to me first.

- If your phone sounds during a quiz or exam, this will be an indication that you are done with the quiz or exam and you risk having your paper taken from you.

Class room and email etiquette

-If you are late to class, please settle down very quietly, without talking or disturbing anyone.

-In your email correspondences, do not forget to sign off with your name and greetings at the beginning. Attach photo/ scan of any question you are asking.

Contract

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

Please put this sheet in a safe place where you can easily refer to it.

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

Additional Assistance:

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

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

2) SEE ME DURING OFFICE HOURS**:** Please feel free to ask me questions during class time or fix appointments outside class timings. I'll give you as much direction and assistance as I can, and refer you to additional resources as needed. **Do not wait until you are drowning to get help.**

3) Any student with a documentable disability who needs academic accommodation should contact:
   a) Disability Support Services (DSS): Student Services Building (408) 864 8839
   b) Educational Diagnostic Center (EDC): Learning Center West 110; (408) 864 8839
   c) Special Education Division: 864 8407; WWW.deanza.edu/specialed

USEFUL TIPS:

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

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

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

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

5) Once class starts, all conversations among students must stop. Except when we are working in groups, only one person will speak, and everyone else will listen.

6) You will never be penalized for being late. But please be respectful and mindful to your fellow classmates and teacher in case you do get late, and quietly take a seat without making conversation with anyone.

Student Learning Outcome(s):

• Demonstrate sound algebraic techniques by applying proper mathematical notation to problems involving functions.

Office Hours:

M,W   01:15 PM   02:00 PM   In-Person,By Appointment   E37
TH 01:15 PM   01:45 PM   In-Person,By Appointment   E37