MAC 1140
STUDENT GUIDE
FALL 2006

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INTRODUCTION

COURSE CONTENT. MAC 1140 is a review of college algebra designed to prepare students for calculus—in particular, MAC 2233, Survey of Calculus. Students who successfully complete MAC 1140 can directly advance to MAC 2233. For students preparing for MAC 2311, Calculus I for science and engineering majors, MAC 1140 is the first of a two-course precalculus sequence. Students must complete MAC 1114, College Trigonometry, as well as MAC 1140, before taking MAC 2311. The sequence of MAC 1140 and MAC 1114 covers the same material and uses the same text as the one semester, faster paced course, MAC 1147. You may not receive general education or Gordon Rule credit for both of these courses. Hence, if you have already received credit for MAC 1147, do not register for MAC 1140 or MAC 1114. Students taking this course for Gordon Rule or general education credit, and who do not need precalculus for their major or as preparation for calculus, might consider taking MGF 1106 or MGF 1107 instead.

TEXTBOOK. Precalculus, UF edition by Sullivan. You will also need a registration code for MathXL to access the online homework assignments.

You have three options to obtain the required course materials:

1) Purchase a new text in a local bookstore, which will be packed with an access code for MathXL and the answers to all exercises.

2) Purchase a used text and an additional packet which contains the answers to the even problems and an access code for MathXL.

3) Purchase a used text and obtain an access code for MathXL from the course coordinator, Mrs. Smith (there is no charge for the access code). You will not have the answers to the even exercises.

A Student’s Solution Manual for the odd exercises is available, but not required (the odd answers are in the text).

MAC 1140 ONLINE. The MAC 1140 homepage provides the most current course updates, basic course information, assignments, and lecture notes. You may reach it directly at www.math.ufl.edu/~janes/MAC1140/ or as a link on the page www.math.ufl.edu/.

Note: The lecture notes, etc. are in PDF format which requires that you download the Acrobat Reader. You may download the latest version from a link on the MAC 1140 homepage.

MAC 1140 INFORMATION. Testing locations and any changes to the syllabus will be announced in lecture and on the course webpage. In addition, on the SE wall of the first floor of Little Hall is a bulletin board on which information regarding test locations, answers to worksheets and exams, and changes in the calendar will be posted.

It is your responsibility to keep informed.
LECTURES, which meet Monday and Wednesday, are the main presentation of the course material. They will follow as closely as possible the calendar and lecture outline given in this booklet. Students may print out the lecture notes (an outline of each day’s lecture) from the MAC 1140 home page, or purchase a copy of the notes for the semester at Target Copy Center on West University Avenue or Archer Road.

After each lecture, the worked out solutions to the lecture examples will be available in Little 378.

DISCUSSION SECTIONS, which meet on Thursday, provide the opportunity for open discussion of assigned problems and material from the lectures. These classes are required; a significant portion of the points that determine your grade in the course are earned in your discussion section.

Your main resource person is your discussion leader. He or she is available to help you during office hours; you can also contact your discussion leader via email and make an appointment as needed. Your discussion leader is responsible for recording all quiz, homework, classwork, and test scores. You should check periodically to verify that your scores have been properly handled and recorded. Also, be certain that you agree with your total points at the end of the semester and that your grade correctly reflects your scores in the course.

You must save all returned papers for the entire semester. We cannot correct any mistakes in grading or recording of scores without the original document. After the semester ends, your records will be turned over to the course coordinator. Your grade is subject to being raised or lowered if there is a recording error, computational error, bubbling error, “padding” error, etc.

If you have any concerns which cannot be handled by your discussion leader or if there is a problem concerning your discussion section which you do not feel free to discuss with your discussion section leader, please contact the course coordinator, Mrs. Smith, in Little Hall, room 378. The office phone number is 392-0281, or you may email jsmith@math.ufl.edu.

TEACHING CENTER LAB, located in SE Broward hall (see map in this booklet), is a personalized tutorial arrangement staffed by competent tutors. The lab provides individualized help with homework and your mathematics questions. This free walk-in service is available at the times posted, six days per week. You may also request one-on-one tutoring. In addition, lab tutors hold reviews on the evenings before each test. You may check the lab webpage, www.teachingcenter.ufl.edu, for tutoring hours, test review dates and locations, and to access other available services. All students are encouraged to use the lab.
SUCCESS. Your success in MAC 1140 will depend on 1) your attendance and participation in the learning process in the classroom and 2) your awareness that much of the learning of mathematics at the university takes place outside of the classroom. In class, you need to concentrate on the concepts and thought processes involved in the lecture rather than just copying notes. For example, you should try to answer the questions posed by your lecturer. After class, you need to spend time reviewing those concepts before you attempt homework problems. As with most college courses, you should expect to spend a minimum of two hours working on your own for every hour of classroom instruction (at least six hours per week).

It can be very helpful to study with a group. This type of cooperative learning is encouraged; however, be sure that you have a thorough understanding of the concepts as well as the mathematical steps used to solve a problem. You must also be able to work through the individual problems on your own. Even if you work together, each student must turn in his or her own work on any collected assignments.

ONLINE HOMEWORK. Written assignments for each lecture are listed in the lecture outline following the calendar in this booklet. In addition, there will be eight required online assignments which must be submitted by the specified due date. You do not need to print these assignments unless you have a specific question for your instructor. These assignments will be graded on a scale of 0 - 5, for a total of 40 points.

Working problems is essential to master precalculus skills. You should complete each assignment as thoroughly as possible before your next lecture class, so that you are better prepared to understand the new concepts of that lecture.

Note: Remember that there are resources available for help on homework and class material. We encourage you to seek help from your lecturer and discussion leader during office hours and to use the math lab. Tutors will be glad to provide guidance on specific problems after you have attempted them on your own.

Some homework problems involve the use of a graphing calculator. They are designed to help you visualize important concepts and to reinforce the mathematical processes involved. The use of a calculator is recommended but not required; the math lab has graphing calculators available for your use.

DISCUSSION CLASS POINTS. Your discussion leader will collect handwritten homework from the text or give a quiz eleven times during the semester in discussion class. These will be graded on a scale of 0 - 5 points and the top nine scores will count for a total of 45 points of your final grade.
1) **Homework:** Hand written homework will be collected several times during the semester. Assignments will be scored on a scale of 0 - 5 points; each will be checked for completeness and selected problems will be graded.

**Note:** The homework problems from the text are listed by lecture in this student guide. The specific lectures due each discussion will be updated weekly on the MAC 1140 homepage. To earn credit, you must **bring the required problems to your assigned discussion period.** Each assignment must be on a separate sheet; if more than one sheet is necessary the papers must be stapled together. Write your name and section number legibly on the top of the first page and **show all work for full credit.** **No late homework will be accepted***.

2) **Quizzes:** More often, your discussion leader will administer a quiz in discussion class. Each quiz will be graded on a scale of 0 to 5 points, and will be based on recent lecture material and homework assignments. **We do not give makeup quizzes.**

*There are two drops total (both homework and quizzes) to accommodate an occasional absence from your discussion class. If you are participating in a University of Florida sponsored event, you may make up a quiz or assignment if you bring your documentation to Mrs. Smith in Little 378 **prior to the event.** If you must miss more than two discussion assignments (either homework or quiz) for documentable reasons, see Mrs. Smith to discuss makeup work. **Your discussion leader cannot give a makeup for any assignment without the authorization of the course coordinator.**

**CLASS PARTICIPATION POINTS.** Up to twenty points may be earned by attendance in lecture or discussion, or by problems to be worked and collected in class (without advance notice). There are blank worksheets in the student guide for this purpose.

**NOTE:** Homework (online and handwritten), quizzes, and class participation points account for 105 points of the total to be earned in the course, and significantly impact your grade.

**EXAMS.** During the semester, there will be four exams given from 8:30 - 10 PM on the dates shown in the calendar in this guide. These will be scored on a scale of 0 to 75 points, and include both multiple choice questions and a free response, partial credit section (tearoff sheet). As previously mentioned, the location of each exam will be announced in lecture and on the MAC 1140 webpage at least one week in advance.

The best three of the four test scores will be used in the computation of your final grade for the course. That is, the lowest of your four exam scores will be dropped.
IMPORTANT EXAM POLICIES. MAC 1140 requires that students take evening exams on the dates indicated on the calendar in this book. There are no exceptions to this requirement. Students who have conflicts must make advance arrangements to be available on the evenings of exams. Note that if you have regularly scheduled courses, you should arrange for makeup work in these classes.

*UNIVERSITY OF FLORIDA DURING TERM ASSEMBLY EXAM POLICY* as stated in Conflict Exam Policies, Schedule of Courses (www.reg.ufl.edu/soc):

“For fall and spring terms, exams may be held Monday-Friday from 8:20-10:10 PM (periods E2-E3).

If other classes are scheduled during an exam time, instructors must provide make-up class work for students who miss class because of an assembly exam.

If two exams are scheduled at the same time, assembly exams take priority over time-of-class exams. When two assembly exams conflict, the higher course number takes priority. Instructors giving make-up exams will make the necessary adjustments.”

If MAC 1140 is the lower course number, students must inform the course coordinator, Mrs. Smith, in person at least ONE WEEK in advance of the exam date so that appropriate accommodations can be made. Otherwise it may not be possible to reschedule.

If you are participating in a University of Florida sponsored event, you may make up an exam only if you bring your documentation to Mrs. Smith PRIOR to the event.

If illness or other extenuating circumstances cause you to miss an exam, you must contact the course coordinator as soon as possible with appropriate documentation. You will then be allowed to take a makeup exam at a scheduled time. See Mrs. Smith to make arrangements for a makeup.

STUDENTS WITH LEARNING DISABILITIES. Students requesting classroom accommodation must first register with the Dean of Students Office. That office will provide documentation to the student who must then present this letter to the Course Coordinator, Mrs. Smith, in her office, Little 378. This must be done as early as possible in the semester, at least a week before the first exam, so that there is adequate time to make proper accommodations.

FINAL EXAM. A comprehensive final exam will be given during the regularly scheduled exam time for MAC 1140 as shown in the Schedule of Courses and on the calendar. The Registrar determines which course exams have precedence in the case of a conflict. The two hour exam is a multiple-choice exam scored on a scale of 0 to 110 points.
THE FOLLOWING INFORMATION APPLIES TO ALL EXAMINATIONS:

a) Students are responsible for material covered in lectures, reading assignments, and homework problems.

b) Sample tests are available in the back of this student guide and at the Broward Teaching Center the week before each exam. Old tests do not necessarily represent the content of this semester’s exams, but are available for practice and to give you an idea of test format. They can also help you learn to pace your work so that you can best complete your exams in the allotted time.

c) Solutions to the test will be posted on the course webpage after each exam. To take advantage of this, record your answers on the test paper or scratch sheet that you will retain after turning in the answer and tearoff sheets.

d) You should bring only the following to each test:

1) pen and soft lead graphite pencils (#2)
2) knowledge of your discussion section number and UF ID
3) picture ID (either your University of Florida Gator One card or a state drivers license) with a legible signature.
4) Scientific calculators only may be permitted on some tests.

Announcements concerning their usage will be made prior to each test.

e) No papers, books or other aids are permitted. All backpacks and books must remain at the back of the exam room during testing. Cell phones must be turned off and out of sight. **DO NOT BRING ANYTHING OF VALUE TO THE EXAM.** Scratch paper will be provided.

f) No student will be admitted to a test later than 20 minutes after it starts, and no one will be permitted to leave before this time.

g) You must take your tests in the test location assigned to the discussion section in which you are officially enrolled. The instructions for completing the answer sheet must be carefully followed. The TEST FORM CODE, section number and other information must be encoded correctly (there may be a penalty after the first time you fail to do this) and the test must be signed in ink (both tearoff and scantron sheets). Otherwise, you may NOT receive your anticipated score.

h) The graded tearoff sheets will be returned in your discussion section. You will then have one week to see your discussion leader or course coordinator if you have any questions about the grading of your exam (or any homework or quizzes).
GRADES. Your course grade is based on 440 points accumulated as follows:

9 highest Quiz/Homework Scores (up to 5 points each)  45
8 online homework Scores (up to 5 points each)       40
Class Participation Points                           20
3 best Exam Scores (up to 75 points each)           225
Final Exam                                          110

The total sum of points is your numerical score, which will be converted to a letter grade according to the following scale. There will be no additional curve in this course.

C+ [326–343] E  [0–244]

For those taking the S–U option:
S  [278–440] U  [0–277]

NOTE: approval of the S–U option must be obtained from the course coordinator. The deadline to file an application with the Office of the Registrar, and any further restrictions, are listed in the current Schedule of Courses and the Undergraduate Catalog. The Gordon Rule cannot be satisfied with the S–U option.

Note: The grade of I is never used to avoid an undesirable grade. It is used only if illness or extenuating circumstances result in a student being unable to complete course requirements by the end of the semester (after having completed a major portion of the course with a passing grade).

Missing a final exam due to negligence, however, will result in a minimum 10 point penalty.

ACADEMIC HONESTY. Please remember that you committed yourself to academic honesty when you registered by signing the statement:

“I understand that the University of Florida expects its students to be honest in all of their academic work. I agree to adhere to this commitment to academic honesty, and understand that my failure to comply with the commitment may result in disciplinary action, up to and including expulsion from the University.”

The Mathematics Department expects you to follow the academic honesty guidelines. Matters of violations of academic honesty are adjudicated by the Student Honor Court.
In addition, we remind you that lectures given in this class are the property of the University/faculty member. They may not be taped without prior permission from the lecturer and may not be used for any commercial purpose. Students found to be in violation may be subject to discipline under the University’s Student Conduct Code.

HELP! In addition to regularly attending your lecture and discussion the following aids are available:

a) Teaching Center Lab. Find details at [www.teachingcenter.ufl.edu](http://www.teachingcenter.ufl.edu).

b) A solutions manual along with the textbook is available for reference in the lab and at the Reserve Desk, Library East. Use this only after attempting to work the problems yourself.

c) You may obtain from the Mathematics Department Office (358 Little) a list of qualified tutors for hire. You may also download the list from the math department webpage, [www.math.ufl.edu](http://www.math.ufl.edu).