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

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

Office Hours: Tuesday, Thursday: 12:45 AM to 1:15 PM {right after class [use class zoom link]};
Wednesday: 10 AM to 11 AM [Email me to get a zoom link]

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. Everyone MUST download the Canvas App on their smart phones.

Zoom: In Canvas, use the "zoom" module to find links and come to our virtual class meetings every T, Th from 10:30 AM to 12:45 PM. Use the same zoom link to attend office hours right after class ends. Use your official name/ preferred name to be on zoom and keep your videos on.
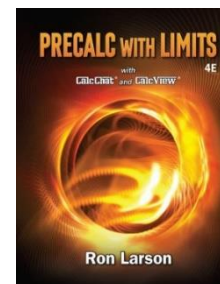
Math 31 Co-requisite Class:
You are registered for Math 231, (a 2.5 credit co-requisite algebra support class), with Math 31. I am not going to teach Math 231 as a separate class, which means our online meetings will be lectures and Algebra reviews intertwined on Tuesdays, and Thursdays. Since this is a hybrid course, you are required to watch recorded videos for one to two sections **every week** and learn the material on your own.

Prerequisite: Math 114: Intermediate Algebra with a grade of C or better

Required material:

1) PRE-CALCULUS with Limits, (4th Edition) By Ron Larson
2) WebAssign online homework (register through canvas link)
3) Scientific Calculator (**graphing calculators are not allowed**)
4) Graph paper, notebook, ruler (you need to buy graph paper/ print out for free)
5) Laptop/ tablet and Mobile phone WITH CAMERA
6) Camera: All exams and quizzes will be during class time, **on zoom, with cameras on (mandatory)**, so make sure you have a working camera attached to your laptop/tablet. If you do not have a built in camera in your device, please arrange for one asap.
7) Download Canvas App on cell phone.
8) 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 do this]

Course Objectives: (This is not an exhaustive list.)
(Chapters 1, 2, 3, 7, 9, 10 from the text book; parts of Appendix A.1 to A.6 as needed)
Functions and Graphs, Polynomial and Rational Functions, Exponential and Logarithmic Functions, Sequences and Series, Conic Sections.

Weekly Quizzes: (on zoom with videos on)

There will be a quiz (canvas/written) worth 5 points almost every week on Tuesdays (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.

Check-in Quizzes: (2 points each): These are short, 5 minute, quick quizzes so you can check to see whether you understood the particular section. It will also be an incentive to promptly study the weekend videos on time (before Monday 10 PM). There will be one check-in during zoom class on Thursday and at least one over the weekend. Three lowest check-ins will be dropped.

Homework:

- **WebAssign problems and Reading assignments:** (2 points each section) will be assigned in every class for every section and due on Tuesday at 10 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. Online Homework will be due every Tuesday at 10 PM.

- **Watch Videos: (2 point check ins) :** Recorded sections will be posted for you to watch every week and you may see these after the Thursday class (weekend). You will take a short 5 minute check-in quiz after you see the weekend videos, which is due by Monday 10 PM. It is your job to see these videos at home and come prepared to the class next day. Weekend video check-ins are due on Monday 10 PM.

- **Weekly Written HW:** (5 points each) You will be assigned a set of problems every week on all sections covered that week. You have to solve these questions on paper neatly and upload it on canvas. You may learn all the material through out the week and then work on the HW, or you may keep a written record of the solution as you learn each section. Just answers without supporting work will earn 0 points. You have to show graphs on graph paper. Written HWs will be due on Tuesday, 10 PM.

Exams: These will be given on canvas while you are with your **videos on** on zoom.

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 the 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 Thursday, JUNE 24th from 9:15 AM to 11:15 AM. **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:
Attendance is strongly emphasized and class participation (2 points for every T, Th tutorial) is actually part of your course grade. Study everyday and be ready with any questions you have. The first hour of both zoom lectures will be tutorials where you will solve a set of questions on WebAssign – you may ask questions while solving the tutorial questions.

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 4 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.

Please make sure your mics are muted except when you need to ask / answer a question. I prefer you have your videos on at all times.

* IF YOU MISS ANY CLASS, LOOK FOR MISSED WORK & RECORDING ON CANVAS

Grading:

Tutorial (Class Participation) 2 pts each	30 Points	T, Th 10:30 AM to 11:30 AM
Check in assessments (2 points each)	40 Points	At home & Th (right after tutorial)
Quizzes (5 points each)	30 Points	Tuesday 12:30 PM
Online WA Homework (2 points per section)	60 Points	Due every Tuesday before 10 PM
Written HW (5 points each)	50 Points	Due every Tuesday before 10 PM
Exam 1	50 Points	THURSDAY, APRIL 15th
Exam 2	50 Points	THURSDAY, APRIL 29th
Exam 3	50 Points	TUESDAY, MAY 18th
Exam 4	50 points	THURSDAY, JUNE 3rd
Final Exam	100 Points	THURSDAY, JUNE 24th 9:15 AM to 11:15 AM

Total Points: ~ 460

Letter Grade: I do not curve. Course grades will be determined on a standard scale:
$\geq 97 \%$ → 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 –
$\leq 59.9\%$ → F

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

ALL class Assessments :
- Will be on Canvas
- Will be on zoom with **videos on,** therefore make sure you have a WORKING camera from day one.
- When you are done with the assessment, you will first submit the test, then log out of canvas and LASTLY switch off the camera and log out of zoom (if the class is over).
- You may not have any ear phones/ head gear during assessments. You may not talk to anyone.
- You have to be clearly visible on camera

Additional NOTES:

- Last day to **drop class** with a full refund and with no record of grade is **Sunday, April 18th.**

- The deadline for dropping with a "W" **is Friday, May 28th**
 In every case, a student is responsible for dropping him/herself. 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 Saturday, **April 17th.**

- **College Policy:** Students cannot take the same class more than three times for a grade, including W.
 Late adds and drops will not be processed.

Online class room (zoom) etiquette

1. Please keep your mics muted when you enter zoom / while listening.

2. Use your official name/ preferred name when on zoom.

3. If internet is spotty, consider using your phone for audio and laptop/ ipad for video.

4. Use proper language while talking and chatting. Be patient, sensitive and receptive to people with different accents.
5. Keep other distracting devices away from reach so that you can focus on your course work.

6. It is my advice you are seated upright in a comfortable posture on a chair while your computer is on a table. Lying down on a bed or slouched on a couch takes away the seriousness of education.

7. It will be greatly appreciated if you are dressed decently and are presentable. :-)

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.
2) Your classmates: Use the "DISCUSSIONS" feature in Canvas. Many students find informal study partnerships and groups to be most helpful in learning math. I recommend that you study virtually with others in this class and participate in canvas discussion boards.
3) TALK TO ME DURING VIRTUAL OFFICE HOURS: Please feel free to ask me questions during class time and/or email me for one on one meetings on "zoom" on canvas. 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.**

4) Any student with a documentable disability who needs academic accommodations should contact: Disability Support Services (DSS): www.deanza.edu/dsps/

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 finger tips answers to any questions which might arise.

This "Syllabus" is readily available in Canvas, so you can easily refer to it.

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

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. Do not waste time cheating from books/ asking friends for answers during assessments. The reason is three folds:
    (a) Most importantly, you will be doing disservice to yourself by being ill prepared for this course and all subsequent math courses.
    (b) The assessments are timed; you will not have time to finish the test if you spend time cheating – I will not give extra time to finish.
    (c) Cheating is against the HONOR CODE, which you are pledging to abide by.

3. 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**.

4. Students often fall into the trap of thinking that if they have done all the homework, often by looking at the answers and working backwards, or by plugging in numbers in similar problems, 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 **smug confidence.**

5. 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.

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 log onto zoom with mics muted.

Math 31 Spring 2021 Tentative Calendar

	Tuesday	Wednesday	Thursday	Weekend	Week
APRIL	6 A-1 First Day of class	7 Office hours 10 to 11	8 A-2	1.1 & 1.2	1
	13 1.3 Quiz 1	14 Office hours 10 to 11	15 1.4 EXAM 1	1.5	2
	20 1.6 Quiz 2	21 Office hours 10 to 11	22 1.7	1.8 & 1.9	3
	27 2.1 Quiz 3	28 Office hours 10 to 11	29 2.2 EXAM 2	2.3	4
MAY	4 2.4 Quiz 4	5 Office hours 10 to 11	6 2.5	2.6	5
	11 2.7 Quiz 5	12 Office hours 10 to 11	13 3.1	3.2	6
	18 3.3 EXAM 3	19 Office hours 10 to 11	20 3.4	3.5	7
	25 7.1 Quiz 6	26 Office hours 10 to 11	27 7.2	7.3	8
JUNE	1 7.5 Quiz 7	2 Office hours 10 to 11	3 9.1 EXAM 4	9.2	9
	8 9.3 Quiz 8	9 Office hours 10 to 11	10 10.2	10.3 & 10.4	10
	15 Review chapter 1,2, 3 Quiz 9	16 Office hours 10 to 11	17 Review 3, 7, 9, 10		11
	22	23	24 FINAL EXAM 9:15 to 11:15 AM		12

Saturday, April 17th :   Last day to add classes

Sunday, April 18th: Last day to drop w/ refund

Friday, May 28th : Last day to drop w/ "W"

Student Learning Outcome(s):

*Demonstrate sound algebraic techniques by applying proper mathematical notation to problems involving algebraic and transcendental functions.