Instructor Name: Constance S. Smith
Email Address: SmithC@uamont.edu
Office: 201A
Phone: 870-460-2019
Office Hours: MW 8:00 – 9:00 1:00 – 1:30 3:30 – 4:00 TT 11:30 – 12:00
Math lab: TT 12:00 – 1:00 (Room 207) TTH 2:30 – 4:00 (Room 207)

COURSE DESCRIPTION: This course covers basic arithmetic, algebraic, geometric, and trigonometric skills. Topics include binary and hexadecimal systems; fractions; decimals; percents; ratios; proportions; tables and graphs; algebraic notations and expressions; geometry; trigonometric functions of angles; solving right triangles; and solving oblique triangles using the law of sines and law of cosines.

PREREQUISITE: None


SUPPLIES: In addition to the textbook, please have the following supplies: 1) Scientific Calculator (square root function, sin, tan, cos functions 2) Notebook or folder for papers; 3) Sharpened pencils

TECHNICAL SUPPORT INFORMATION:
Issues with Blackboard:
  Contact Office of Academic Computing; phone 870-460-1663.
  Open Monday-Friday, 8 a.m.-4:30 p.m.
  Help Desk at fendley@uamont.edu or phone 870-460-1663.
Issues with Email: Contact the Office of Information Technology; phone 870-460-1036; open Monday-Friday, 8 a.m. – 4:30 p.m.

Email response: Most often, a student can expect a response to email within 24 hours Monday through Friday. No emails will be answered after 5 p.m. on Friday until the following Monday. All important correspondence with the teacher will be by email.

You must sign up for a blackboard account for this class. Your grades will be kept on blackboard, and you will be expected to make sure they are accurately recorded. You will not ask the teacher for your grade average since that will be available to you on Blackboard.

Daily assignments will also be posted on Blackboard along with Test dates. If you are absent, you will be responsible for getting your assignment completed before you return to class. There is no excuse for not knowing what you are expected to do since it will be posted each day. Being absent before the test does not excuse you from the test. Check Blackboard and be ready!

No food in the classroom. Absolutely no eating in the classroom – eat before you come or after you leave. You may bring something to drink only in a bottle with a secure cap. Absolutely no cups with or without straws. I walk around in the classroom checking your work, and cups get knocked to the floor where they spill and make a big mess.

No spitting into containers of any kind.
**Five minute break.** Each day at approximately halfway through the class (time chosen by the instructor), we will have a five minute break. This is only enough time for a quick bathroom break; you do not have time for a snack at this time. Please use that time to take care of your personal needs and **do not leave class at any other time**.

**STUDENT LEARNING OUTCOMES:** An individual who successfully completes this course should be able to do the following:

1. Understand and demonstrate mastery of the fundamental principles of mathematics including fractions, decimals, and ratios; factoring whole numbers; exponents; square and cube roots; number systems (binary, hexadecimal); and place value notation.
2. Demonstrate mastery of the principles of algebra including solving equations, the quadratic formula and other formulas.
3. Demonstrate mastery of the principles of geometry, including simple geometric figures, perimeter, angle and triangle measure, area of a circle, volume, and surface area.
4. Demonstrate mastery of the basics of the metric system, including SI base units, prefixes and length, area, volume, and capacity; mass and temperature, and derived units.
5. Demonstrate mastery of measurement; graphing the plane; proportions and equations; and solving advanced equations.
6. Demonstrate mastery of the principles of trigonometry including functions of angles, solving right and oblique triangles and radian measure.
7. Apply these principles to real life situations.

**ATTENDANCE POLICY FOR TECHNICAL COURSES (8-01-13)**

Regular and prompt attendance is expected of all students enrolled at UAM CTC and is necessary to maintain satisfactory progress. In technical courses, attendance will be recorded for each student by course. A student will be placed on attendance probation in technical courses once he/she has been absent 15% of the total scheduled hours of a course.

When the student is absent 20% of the total scheduled hours of a course, the student will be officially notified in writing and dropped from the course. A letter grade of “F” will be recorded for the course unless official officially withdrawn by the designated deadline. The student will be notified of attendance probation in writing provided he/she has returned to school before reaching 20% absences. A student terminated for poor attendance may be considered for re-enrollment in the course at its next offering with the consultation and approval of the instructor and school administration.

**NOTE:** *The only exception to this attendance policy is that of the Practical Nursing Program, which is mandated by the Arkansas State Board of Nursing to a much stricter policy concerning clinical attendance. This policy is detailed in the Practical Nursing Handbook.*

A student cannot use make-up time to reduce hours of absence any time during the school year.

**Each time a student is late for class or leaves early, the student will be charged a full hour or hours of absence (rounded up to the larger hour of time).**
In a case of extreme emergency, a student may request a leave of absence in technical courses. A leave of absence must be requested in writing and may be granted or denied by the Student Services Coordinator. Written documentation supporting the request for a leave of absence must be provided prior to the granting of the leave or the first day back in class after the leave. The leave of absence must be for no less than seven (7) calendar days and for no more than 21 calendar days during a fall or spring semester or 10 calendar days during a summer term. If a student’s absences reach 20% of the total class hours and the student has not been approved for a leave of absence, the student will be dropped. No more than one such leave of absence can be granted in a twelve-month period.

Upon receipt of proper documentation, absences caused by court subpoena, jury duty, military orders, or other government ordered visit(s) will be recorded but not included in the total cumulative hours of absence per course. The documentation must be submitted on the first day the student returns to school. Also, absences because of a natural disaster (as determined by the administration) will not be counted in the hours of absence.

Agencies granting financial assistance will be notified as required of all absences of those students receiving financial aid. The policy of each agency regarding payment when a student is absent will apply in each case.

There is zero tolerance for absence in this class because of the cumulative nature of mathematics skills. You are responsible for the work that is due whether you are in class or not. I will not take assignments late. Please consult the class on Blackboard on the occasion that you miss class so that you can complete that day’s homework before the next scheduled class.

EVALUATION: Assignments are given in this course for a reason: it has been proven that students who work each set of exercises (and often times rework them) in the order in which they are presented are more likely to be successful in math courses than those students who do not. Therefore, if you wish to be successful in this course, do all assignments as thoroughly as possible as they are assigned. Test dates will be announced at least one week in advance of administration. If you know that you will be unable to take a scheduled test, you must make arrangements to take it before the scheduled time.

No makeup tests will be given after the test has been administered in class. The first missed test grade will be replaced by your grade on the final exam. Any subsequently missed test will receive the grade of 0 (zero). Pop quizzes and class work are not scheduled and may be given at any time. Pop quizzes and class work may NOT be made up – so attend class daily.

GRADE WEIGHTING: Tests will count 80% of your grade. Homework will be 10% of your grade, and class work/quizzes will be 10% of your grade.

MINIMUM GRADE: You must earn at least a “C” for this course to satisfy the requirements for your technical program.
**HOMEWORK:** Homework will be assigned daily, and short quizzes may be given at any time of any class period covering the previous day’s assignment. All homework assigned since the previous test will be graded for completion on each test day. This must be labeled with date and page numbers and presented in the order assigned. The problems for each assignment must be worked in numerical order, and all pages must be secured together in some manner (no paper clips or simply folding pages together). If you are working in a notebook, you may turn in your notebook provided the work is done in order with no extra pages between assignments.

Advanced Industrial Mathematics uses the following grading scale:

- **A** 90 – 100
- **W** Withdrew
- **B** 80 – 89
- **I** Incomplete
- **C** 70 – 79
- **W and I** are not used in computing a student’s grade average.
- **D** 60 – 69
- **F** 0 – 59

Students who stop attending a course but who do not officially withdraw by the dates posted will receive an F in the course.

**Academic Dishonesty:** Academic dishonesty involves acts which may weaken or compromise the integrity of the educational process. Cheating, collusion, duplicity, and plagiarism are serious offenses. Since dishonesty in any form harms the individual, other students and the University, policies concerning academic dishonesty will be strictly enforced.

If cheating, collusion, duplicity, or plagiarism is suspected, the instructor may, at his or her discretion, take any of the following actions: 1) issue a warning to the student; 2) lower the grade awarded to the student for the assignment or test; 3) require the student to redo the assignment or retake the test; 4) award no credit for the paper or test; or 5) award the student a failing grade for the course. For more information, refer to the Academic Dishonesty policy in the University’s catalog.

For this class, it is acceptable to work together on assignments. However, each person must develop his or her own solutions to the assignments and tasks. All assignments collected by the instructor must be the students’ original work. If you need help on an assignment, please contact the instructor immediately.

**Cheating:** includes, but is not limited to, the possession, receipt, use, buying, selling, or furnishing of unauthorized help while doing any of the following: assignments, documents, projects, quizzes, tests, homework (copying homework, assignments, or answers from another student).

Students shall not give, receive, offer, or solicit information on examinations, quizzes, etc. This includes materials, notes, or texts other than those specifically permitted by the instructor; collaboration with another student during the examination; buying, selling, stealing, soliciting, or transmitting an examination or any other material; or substituting for another person during an examination or allowing such substitutions for oneself.

**Collusion** is defined as obtaining from another party, without specific approval in advance by the instructor, assistance in the production of work offered for credit, to the extent that the work reflects the ideas of the party consulted rather than those of the person whose name is on the work submitted.

**Duplicity** is to offer for credit identical or substantially unchanged work in two or more courses, without specific advanced approval of the instructors involved.
Plagiarism includes, but is not limited to, submitting any document, idea, or passages that have been copied in whole or in part from another individual’s work. Copying someone else’s works and submitting them as his or her own work will NOT be tolerated.

With all of the above in mind, any assignment that is copied, borrowed, or plagiarized by a student in Advanced Industrial Mathematics will receive a grade of zero (0). Any test that is compromised by cheating will be assigned a grade of zero (0). Such behavior can result in permanent dismissal from the class and a grade of F for the course. Allowing someone to copy your work may result in the same penalty.

STUDENTS WITH DISABILITIES: It is the policy of the University of Arkansas-Monticello to accommodate individuals with disabilities pursuant to federal law and the University’s commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any approved accommodations at the beginning of the course. Any student requiring accommodations for courses at UAM-CTC should contact the Office of Special Student Services representative on campus: phone 870-364-6414, Fax 870-364-5707, or Toll Free 1-866-323-3384.

DISRUPTIVE BEHAVIOR: The following action is prohibited under the Student Conduct Code: Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the University community, including behavior which breaches the peace of violates the rights of others.

If you wish to talk, sleep, play games, pass notes, look at pictures, work on homework, or anything else not related to class and/or lecture, don’t come to class.

NOTE: ALL CELL PHONES MUST BE TURNED OFF AND PLACED OUT OF SIGHT WHEN YOU ARE IN MY CLASSROOM.

Special dates of concern:

August 21 (Thursday)  First day of classes
August 23 (Friday)  Last day to register or add classes
September 1 (Monday)  Classes Closed - Labor Day Holiday
October 29 (Wednesday)  Last day to drop a regular fall class. Grade W.
November 3 (Monday)  Preregistration for Spring 2015 begins
November 14 (Friday)  Preregistration for Spring 2015 ends
November 26 – 28 (Wednesday – Friday)  Classes Closed - Thanksgiving Holiday
December 5 (Friday)  Last day of classes
December 9 (Tuesday)  Final Exam
# Tentative Course Calendar:

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<tr>
<th>Chapter</th>
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<th>Date</th>
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<tbody>
<tr>
<td>Chapter 1</td>
<td>Test</td>
<td>Monday, September 8</td>
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<tr>
<td>Chapter 2</td>
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<td>Monday, September 22</td>
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<td>Chapter 3</td>
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<td>Wednesday, October 1</td>
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<td>Chapter 5</td>
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<td>Monday, October 13</td>
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<td>Chapter 6</td>
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<td>Wednesday, October 22</td>
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<td>Chapter 7</td>
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<td>Wednesday, October 29</td>
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<td>Chapter 12</td>
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<td>Wednesday, November 5</td>
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<td>Chapter 13</td>
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<td>Chapter 14</td>
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<td>Monday, November 24</td>
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<td>Chapter 16</td>
<td>Test</td>
<td>Wednesday, December 3</td>
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<tr>
<td>Final Test (Comprehensive)</td>
<td>Test</td>
<td>Monday, December 8</td>
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*Be sure to come to each class with the necessary supplies to participate fully.*