

SYLLABUS FOR “[FALL/SPRING]” SEMESTER, 20xx

Course Title:	TRIGONOMETRY REVIEW		
Instructor:	“[Instructor Name]”		
Credit Hours:	1	Office:	“[Office Location]”
Course Number:	MATH 1980-xxx	Hours:	“[Office Hours]”
Location and Time:	“[Location and Time]”	email:	“[e-mail address]”

IMPORTANT INFORMATION: This course is for students who have **already had** a course in trigonometry and (preferably) who are currently taking Calculus. If you have not taken a serious trigonometry course, you should take MATH1330 or MATH1340 instead. This course is “calculus oriented” in the sense that we shall cover topics that are most relevant for calculus. Your calculus instructor may also give some quick review of trigonometry but we will discuss in more details.

REQUIRED MATERIALS: No textbook required. However, you have to enroll into the instructor’s course online at www.WebAssign.net. To create an account, please follow the instructions at <https://www.webassign.net/v4cgi/selfenroll/classkey.html>. The class key is **utoledo xxxx xxxx**. WebAssign gives you free access from now until “Date/Time”. After this time you must **purchase an access code** online in order to continue the course.

Lecture notes will be posted on www.WebAssign.net. Homework will be assigned and graded online as well. Lecture notes and the assignment for the first week have been made available. As soon as you create an account, you should read the lecture notes (look for “Class Resources” on the bottom left corner of the page) and try the assignment.

ONLINE MEETINGS: This is an online course so we shall not meet in a classroom except when you take tests. It is your responsibility to read the lecture notes posted on www.WebAssign.net. On Fridays at the meeting times, online sessions will be held to go over some homework problems and answer your questions through chat. The lecture notes will not be discussed in detail but some time may be spent explaining the concepts that you have questions. The activities will be recorded and you will be able to watch later.

SETTING UP YOUR COMPUTER: There are a few things you should know and do before the first online meeting:

1. Live class sessions will take place online via Collaborate in Blackboard.
2. You should prepare your computer to run Collaborate NOW before classes start. This is important so you can make sure that you will be able to connect to your first session. Directions for doing so can be found here: <http://utlv.screenstepslive.com/s/student/m/21812/c/79852>. You will need to install Collaborate Launcher in order to access the online meetings.
3. It is highly recommended that you use a headset while participating in a Collaborate session. Doing so helps reduce the chance of feedback and interference from outside activity. If you have an existing headset or pair of ear buds with a microphone, they should work. If you do

need to purchase a headset, Learning Ventures uses and recommends the Logitech ClearChat Comfort/USB Headset (Model H390).

4. A Blackboard Collaborate guide for students is available here: Blackboard Collaborate. The guide contains step-by-step instructions for using the various features in Collaborate.
5. If you need assistance with connecting to a Collaborate session you can contact:
 - a. Blackboard Collaborate support: via Phone at 1877-382-2293, or via Chat/Support case at http://blackboard.force.com/btbb_publichome?dfprod=Collaborate.
 - b. The University of Toledo Learning Ventures Help Desk: via Phone at 419-530-8835 or Toll Free: 1-866-8865336, via Email utdl@utoledo.edu, or via Chat at http://www.utoledo.edu/dl/main/contact_us.html.

JOIN ONLINE MEETINGS: At your class times on Fridays, you are expected to join the on-line meetings. Remember that you have to set up your computer as described above. Follow the following steps: Log into Blackboard, then click MATH 1980, then “Online MEETINGS” on the left panel, then “Join Room” under “Join Math 1980 Meetings”.

CALCULATOR POLICY: Calculators will **NOT** be allowed in the tests and I encourage you not to use calculators in the online homework either. From time to time, if you encounter large numbers or decimal numbers in the homework, you may use a calculator. I will design the tests in a way so that you will not encounter such numbers.

HOMEWORK: Homework assignments will be assigned and graded online at www.WebAssign.net. Assignments will usually be due on **Fridays at midnight**. Questions regarding homework will not be answered if received after 12:00 pm on Fridays. Computer based grading of homework is not perfect: if you detect a problem, let me know immediately.

TESTS AND EXAMS: There will be 2 on-campus tests (on paper, **not on computer**). Calculators are **not** allowed. Please note that IDs will be checked. **This is an 8-week course. There will be no final exam.**

MAKE-UP WORK: Make-up tests will only be given in certain circumstances. If a test is missed with an acceptable reason (as described in the University of Toledo Missed Class Policy at http://www.utoledo.edu/facsenate/missed_class_policy.html) and if the instructor is notified by e-mail or voice-mail either before or immediately after the test, a make-up test will be given in the Testing Center. If you miss a test without a documented excuse or if you do not inform the instructor in a timely manner as described above, you will receive a score of zero for that test.

GRADING POLICY:

ONLINE HOMEWORK:	40%
Test 1:	30%
Test 2:	30%
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Total:	100%

The grading scale is: 90 – 100% = *A*; 80 – 89% = *B*; 70 – 79% = *C*; 60 – 69% = *D* and 0 – 59% = *F*. It is the departmental policy that, to pass online classes, a student **MUST** take and pass the ON CAMPUS portion of the course. This means that the average of your two on-campus tests must be at least 60%.

TENTATIVE SCHEDULE:

Test 1: Friday, **September 19, 2014**, your section time, Room TBA
Test 2: Friday, **October 17, 2014**, your section time, Room TBA

IMPORTANT DATES: Last day to Add/Drop is Tuesday, September 02, 2014. Last day to Withdraw is Friday, September 26, 2014.

ACADEMIC DISHONESTY: Any act of academic dishonesty as defined by the University of Toledo policy on academic dishonesty (found at <http://www.utoledo.edu/dl/students/dishonesty.html>) will result in an F in the course or an F on the item in question, subject to the determination of the instructor.

RESOURCES: Mathematics tutoring is provided by the Mathematics Learning and Resource Center located in the basement of Carlson Library phone ext. 2176. For more information and current hours, follow the link <http://www.utoledo.edu/success/lec/tutoring/math.html>.

NON-DISCRIMINATION POLICY: The University of Toledo is committed to a policy of equal opportunity in education, affirms the values and goals of diversity.

STUDENTS WITH DISABILITIES: The University will make reasonable academic accommodations for students with documented disabilities. Students should contact Student Disability Services (Rocket Hall 1820; 419.530.4981; email address: studentdisabilitysvs@utoledo.edu) as soon as possible for more information and/or to initiate the process for accessing academic accommodations. Their website is at <http://www.utoledo.edu/offices/student-disability-services/index.html>.

OFF-CAMPUS TESTING: If you live far from campus and need to take the exams near your home, then you must contact the Learning Ventures office to help you find a qualified proctor and testing center in your area. It is the **student's responsibility** to locate the proctor/testing center and schedule an appointment for each exam. The instructor does not play any part in this and furthermore is not responsible for the testing center you choose. It is recommended that when you select a testing center, it is a good idea to visit it to see if it is quiet and up to your standards. If you do not do well on a test due to a loud or distracting environment, it is not the instructor's fault and you will not be given an opportunity to retake the exam. The link below **MUST** be read for further information on using a proctor for off campus exams: <http://www.utdl.edu/lv/proctor/student.php>.