**APT Math 240/260  Course Information**

**Texts:** 1. *Trigonometry (two Parts)*, Yoshiwara (required)  
2. *Precalculus* Carlson  (Workbook required, Textbook optional)

**Instructor:** K. Yoshiwara  
**Office Hours:** 10 am - 10:30 Daily, or by appointment

**Materials:** You will need the following materials for this course:
1. Textbooks
2. Access to the Internet (for the Precalculus Textbook)
3. Graphing calculator. I will demonstrate the TI-84 in class, but you may use any calculator.
4. 3-ring binder and hole-punch
5. Lined paper, graph paper, ruler, protractor, stapler. All graphs must be handed in on graph paper.

**Participation:** Students who are not participating in the class may be excluded. Participation is defined as follows:
1. **Attendance:** Be present for roll call at the start of each class meeting and stay until class is dismissed.
2. **Coursework:** Complete all assignments on time and at a passing level.
3. **Conduct:** Be engaged in the lesson and participate in classroom activities. Disruptive or discourteous behavior will not be tolerated. Students who are unprepared for class or are not participating will be asked to leave class and return at the next meeting.

**Grading:**
1. Your grade will be computed as follows:
   - Four Midterms: 60%
   - Daily Work: 15%
   - Final Exam: 25%
2. There will be **NO MAKE-UP TESTS** for any reason. However, during the last week of the semester, you may take a Re-Test on one of the Midterms.
3. The grading scale is:
   - A: 90-100%;  
   - B: 80-89%;  
   - C: 70-79%;  
   - D: 50-69%
4. You are responsible for any class material or assignments you miss when you are absent. Absence is not an acceptable excuse for missed assignments.
5. You are not eligible to receive a grade of Incomplete unless you have taken three Midterms and your course average is C or better.

**Final Exam:** All students must take two final exams:
- **Math 240:** Mon Dec 10, 11 am  
- **Math 260:** Tue Dec 11, 11 am

**Please read the rest of the Course Syllabus on-line at our course webpage.**
**Class Meeting Schedule, Fall 2012**

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tr>
<td>1, 8/27</td>
<td>Intro, PreTest</td>
<td>T1.1, 1.3, 2.1</td>
<td>T1.2, 2.2</td>
<td>T2.3, Lab</td>
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<tr>
<td>9/3</td>
<td>Holiday</td>
<td>T3.1, Quiz</td>
<td>T3.2, P2.1</td>
<td>T3.3, P2.2</td>
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<td>9/10</td>
<td>P2.3, 2.4</td>
<td>Review, P2.6</td>
<td>P3.1, 3.2</td>
<td><strong>Midterm 1</strong></td>
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<td>9/17</td>
<td>P3.3, 3.4</td>
<td>T4.1, 4.2</td>
<td>T4.2, 4.3</td>
<td>Quiz, Lab</td>
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<tr>
<td>9/24</td>
<td>T5.1, 5.2</td>
<td>T5.3</td>
<td>P4.1, 4.2</td>
<td>P4.3, 4.4</td>
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<tr>
<td>10/1</td>
<td>P3.5, 3.6</td>
<td>P3.6, 4.5</td>
<td>P4.6, 4.7</td>
<td>Review</td>
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<td>10/8</td>
<td><strong>Midterm 2</strong></td>
<td>T6.1, 6.2</td>
<td>T6.3</td>
<td>P5.1, 5.2</td>
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<td>10/15</td>
<td>P5.3-5.5, Quiz</td>
<td>P5.6, 5.7</td>
<td>P5.8</td>
<td>P5.9</td>
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<tr>
<td>10/22</td>
<td>Transformations</td>
<td>T7.1, 7.2</td>
<td>T7.3</td>
<td>Review</td>
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<td>10/29</td>
<td><strong>Midterm 3</strong></td>
<td>T8.1, 8.2</td>
<td>T8.3</td>
<td>P6.1, 6.2</td>
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<td>11/5</td>
<td>P6.4, 6.5</td>
<td>P6.4, 6.6</td>
<td>T9.1, 9.2</td>
<td>T9.3</td>
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<tr>
<td>11/12</td>
<td>Holiday</td>
<td>T11.1, 11.2</td>
<td>Lab</td>
<td>Review</td>
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<tr>
<td>11/19</td>
<td><strong>Midterm 4</strong></td>
<td>Parametric Equations</td>
<td>Conic Sections</td>
<td>Holiday</td>
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<tr>
<td>11/26</td>
<td>Sequences</td>
<td>Series</td>
<td>Lab</td>
<td>Review</td>
</tr>
<tr>
<td>12/3</td>
<td>Quiz</td>
<td>Review</td>
<td><strong>ReTest</strong></td>
<td>Review</td>
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**Midterms** are scheduled for

<table>
<thead>
<tr>
<th>Midterm</th>
<th>Date</th>
<th>Sections</th>
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<tbody>
<tr>
<td>1</td>
<td>Thursday, Sep 13</td>
<td>T1-3 and P2</td>
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<td>2</td>
<td>Monday, Oct 8</td>
<td>T4&amp;5, P3&amp;4</td>
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<tr>
<td>3</td>
<td>Monday, Oct 29</td>
<td>T6&amp;7, P5</td>
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<tr>
<td>4</td>
<td>Monday, Nov 19</td>
<td>T8&amp;9, P6</td>
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Optional **ReTest** scheduled for

**Wednesday, Dec 5**

* (All dates are tentative and subject to revision!)

The **FINAL EXAM** is scheduled for

**Mon Dec 10** and **Tue Dec 11**
Attendance and Academic Integrity Contract

I Attendance Policy

Please read the following attendance regulations carefully. It is your responsibility to understand school policies regarding attendance, exclusion, and dropping classes.

1. If you do not attend the first class meeting on Monday, Aug 27, you will be excluded from the class.
2. If you do attend on Aug 27 but are absent on Tuesday, Aug 28, you will be excluded from the class.
3. Any student who is not participating will be excluded from the class before the drop day. Participation includes attendance, turning in assignments on time, and using class time for learning the material. You may be excluded if you miss more than four class meetings.
4. Absence is not an excuse for missed assignments. It is your responsibility to know what the assignments are and to make arrangements for submitting them on time.
5. The last day that you can drop and receive a refund of fees is Monday, Sep 10. The last day that you can drop without having a grade of "W" appear in your permanent record is Sunday, Sep 9. The last day that you can drop and receive a grade of "W" in the course is Sunday, Nov 18.
6. Students should never rely on the instructor to exclude them. It is your responsibility to drop the class if you wish to. If you stop attending class and do not officially drop through the Admissions Office, you will receive a final grade of "F" in the course.
7. You cannot receive a grade of Incomplete unless you have taken all but one of the tests and have a passing grade in the class.
8. You should arrive for class before the scheduled meeting time. If you must leave class early, do not return until the following meeting. Try not to disrupt class by entering or leaving during the lesson.

Please read the standards for academic integrity on the back of this sheet. If you do not comply with the rules for taking tests, you will be asked to leave the room and will not be allowed to take the test.

(over → )
II Academic Integrity

All students are expected to abide by the policy for academic integrity. If you cheat on a test or quiz you will receive a grade of F, and a report will be filed with the Dean of Students.

Cheating includes (but may not be limited to) the following activities:
1. Copying someone else’s work on a test, quiz, or assignment (plagiarism). Copying does not have to be verbatim to constitute plagiarism.
2. Allowing another student to copy your work on an assignment, quiz or test. Failure to take adequate precautions against copying may also constitute cheating.
3. Referring to notes, a book, or other aids without permission during a test or quiz.
4. Reading another student’s paper during a test or quiz.
5. Passing written information to another student during a test or quiz.
6. Talking to another student during a test or quiz.
7. Obtaining or providing advance knowledge of the contents of a test or quiz.
8. Allowing another person to take a test or quiz in your place.

Rules for taking tests and quizzes:
2. You may not sit in the back row of desks against the wall.
3. Put all your books and belongings under your chair.
4. You may not leave the room during a test or quiz. If you need to visit the restroom, do so before the test.
5. You may not wear headphones or a hat.
6. Keep your eyes on your own paper.
7. You may not talk to other students or refer to your textbook or notes unless given permission.
8. You may not answer or use your cell phone.
9. You may not share your calculator with another student. You may not borrow my calculator.
10. If you have a cold or allergies, bring kleenex and use them.

III Contract

Please return to me the signed confirmation below that you have read and understood the policies on attendance and academic integrity. Classwork handed in before this confirmation is received will not be graded.

(Cut along this line.)

***************************************************
Math 240/260          Fall  2012
Print Name    ID
Last   First    MI

I have obtained a copy of the class syllabus and have read and understood the policies on attendance and academic integrity.

Signature    Date
How to Obtain the Course Materials

1. **Textbooks:** *Trigonometry* is available from [Lulu.com](http://lulu.com)
   *Precalculus Student Workbook* is available from [rationalreasoning.net](http://rationalreasoning.net)
   *Precalculus Student Textbook* is available on-line with your Workbook

2. **Graphing Calculator:** You can rent calculators at the following site:
   http://rentcalculators.org/

3. Ruler, protractor, 3-ring binder, hole punch, stapler: available in college bookstore or office supply stores

**Helpful Hints:**
1. Exchange e-mail or phone numbers with at least one study partner in the class. You will need to contact your study partner to get the assignments if you have to miss class. It is also helpful to have someone to discuss homework problems with while you are working on the assignment.
2. Feel free to ask for my help when you need it -- that's what office hours are for. You can also send me e-mail if you have a question, but remember that it's harder to get explanations via e-mail than in person.
3. If you need accommodation for a disability, contact Student Services.
4. Be in class **ON TIME.** It is rude and disruptive to arrive late. You should arrive 5 minutes before class begins, with your books and supplies, and be ready to begin. If you cannot arrive before class begins, you should sign up for a section that meets at a more convenient time.
5. Turn off cell phones before coming to class. They annoy your instructor and are disrespectful to your classmates.

**Cheating:** If you cheat on a test or quiz you will receive an F and a report will be filed with the Dean of Students. Assignments copied in any amount will receive a score of zero.

**Student Learning Outcomes:**
Upon successful completion of Trigonometry (Math 240) the student will be able to:

1. Use the trig ratios (sine, cosine, and tangent) and standard trigonometric identities to solve applied problems involving triangles.
2. Use the sine and cosine functions of real numbers to model periodic processes and to solve applied problems involving periodic phenomena.

Upon successful completion of Precalculus (Math 260) the student will be able to:

1. Choose an appropriate basic function (e.g. linear, piecewise, exponential, trigonometric, power, etc.) to model an applied situation and formulate conclusions about the original situation.
2. Recognize and evaluate functions, including inverse, polynomial and rational functions, and demonstrate knowledge of transformations and compositions of functions.
3. Recognize, graph and calculate with polar coordinates.

SLOs for this course will be assessed on the final exam.
**Daily Study Plan**

**The Day Before Class:**
1. Consult the Schedule for tomorrow's lesson.
2. Go to your textbook and read the assigned sections. Work the Exercises as you go along. Write down any questions you want to ask in class.
3. When you finish reading, look over the Algebra Refresher and the section Summary for each section. Be ready to answer the Study Questions in class.

**During Class:**
4. In class, your instructor may give a brief outline of the section, but you are responsible for reading the section ahead of time and being familiar with the content.
5. We will work in groups to learn the material. We'll answer the Study Questions for each section and complete the Activities Worksheets or Skills exercises.

**After Class on Class Day:**
6. Go over your class notes and fill in any missing information.
7. Complete the written Homework and file in your course notebook to bring to class. Homework may be collected for grading at any time.
8. Now go back to Step 1 and prepare for tomorrow's Lesson!

**What to do when you need help outside of class:**
1. Go back to the textbook and look for similar Examples, or a discussion of the relevant topic.
2. Send me an e-mail with your question. Try to be specific!
3. Contact your group members and work together.
4. Visit the Center for Academic Success in Village 8402 and ask a tutor for help. The CAS is open 9 am-5:30 pm Monday to Thursday, and 10 am - 2 pm on Fridays.
5. If you have a disability, you may contact Special Services at (818) 719-6430 or visit their office in the Student Services Building 4800.

**The Secret of Success**

In college most of your learning takes place outside the classroom.

- **YOU** are responsible for learning the material when it is assigned -- we will only discuss it once in class!
- If you don't understand something, **YOU** must seek help right away!
- **Practice** is the key to learning skills: work problems every night until you have mastered each new topic.
**Guidelines for Written Work**

Your homework must be neat, organized, and easy to read. If your paper does not follow the guidelines below, the grader will not look at your paper, and you will not receive credit!

**Format**
1. Do not use paper torn from a spiral notebook: no fuzzy edges.
2. Write your name, the date, the textbook section number of the assignment, and your instructor's name in the upper right corner.
3. Staple your pages together with ONE staple in the upper left corner.
4. Write each step of your solution on a separate line -- do not "run on" across the page.
5. Write up the problems in order. Label each problem clearly with its problem number. Skip a line between problems.

Do not clutter up the page with scratch work. Do scratch work on scratch paper, and make a clean copy of your solutions to turn in.

**Content**
1. Show your calculations and justify your work. Answers alone receive no credit!
2. Answer questions in complete sentences.
3. Your work must be logical and complete, with each step following clearly from the previous one. If the grader cannot follow your work, you will not receive credit for the problem.
4. All graphs must be presented on graph paper. This includes graphs from the calculator: you must make a copy of your calculator's display on graph paper.
5. Make sure you complete all the instructions for the problem!

**Mathematical Usage**
1. Do not invent your own notations and abbreviations.
2. Do not use " = " as a connector between steps. Use the equals sign only in equations, and only to mean "is equal to."
3. Each step should be written out completely. Radicals, denominators, " = 0," or other parts of equations should not disappear and magically reappear at the end of the problem.
4. When appropriate, include units with your answers. (Feet, hours, etc.)
5. All graphs must be presented on graph paper. Use a ruler to draw straight lines.

Homework assignments are due at or before the **beginning of class** on the due date. **Late assignments will not be graded.**
Keeping a Course Notebook

Good organization is essential for success in mathematics. Keeping a notebook will help you organize the material in your math course. You will find it much easier to study for tests and the final exam if you have all of your work at your fingertips.

Supplies you will need:
- a three-ring binder (rings at least 1” in diameter)
- a package of dividers
- notebook paper and graph paper
- a hole puncher

To prepare your notebook:
All pages should be hole-punched and placed in the binder. No loose pages!
The first page of your notebook will be this page, showing:

Your Name
Course Name
Instructor's Name
Semester and Year

Label the tabs on the dividers:
- Course Info: This section includes the syllabus and other handouts
- Homework: This section includes assigned homework from the textbook
- Tests and Quizzes: This section includes all returned midterms and quizzes and their corrections

Your notebook will be graded on neatness and completeness as part of your classwork grade. You should bring your notebook to class every day. It may be checked at any time, but will always be checked on midterm days.

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<th>Notebook Score</th>
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Syllabus Search

1. When are your instructor's office hours?

2. When can you take a make-up test?

3. What are the three components of Participation?

4. When should you arrive for class?

5. When is your first Quiz scheduled?
   When is your first Midterm?

6. What is the last day that you can drop without receiving a W (and thus using one of your three attempts at this course)?

7. When are your final exams for this course?

8. Name the four features in each section of your textbook that you should study before coming to class each day.

9. Where is the tutoring center (CAS)?

10. What should you do if you have to miss class?

11. What is the key to learning new skills?

12. Name six things you may not do during a test.

13. What are the three sections of your Course Notebook?

14. What sort of paper should you NOT use for homework assignments that will be collected?

15. When should you turn in homework assignments that are collected for grading?