

COURSE SYLLABUS

Subject, Course# Title: MATH 1610, Pre-Calculus
Course CRN: 11853
Number of Credits: 4 credits
Semester and Year: Fall 2023
Prerequisites: This course has no prerequisite
Course Days & Times: TR 12:30PM - 2:15PM
Learning Modality: This is a traditional course and meets on campus unless otherwise indicated.
Course Delivery: This class will meet on ground with materials found at <http://www.bakersmathclass.com>
Campus Location: Three Rivers Campus
Class Location: Room E221
Academic Calendar: Bookmark this page for important semester academic engagement deadlines: <https://ctstate.edu/academic-calendar>

Instructor Information:

Name: Tony Baker	CT State e-mail: tbaker@trcc.commnet.edu
Phone: 860 373 0143	Campus office Location: D209
Office Hours: Tuesday and Thursday 2:00 - 5:00 pm or by appt.	

As a CT State student, you have been given an official student email address, which is the primary way you will receive communications from all your professors and the college. It is your responsibility to check your college email **regularly** for all communications. Emails are not sent to personal email accounts. To access your email, go to: <https://my.ctstate.edu/>

Course Description:

This is an intensive preparatory course for the Calculus course sequence. Topics include a study of functions and their graphs; polynomial functions and their zeros including complex solutions. This also covers rational, trigonometric, exponential, and logarithmic functions and equations. The use of mathematics specific technology to support understanding of the Precalculus course is required.

Required Textbook/Materials:

Product	ISBN
ALEKS 360 for Precalculus G&M: One-semester (18 weeks)	9780077518028

CT State gives free access to web applications and downloads of Microsoft Word, Excel, PowerPoint, and OneNote. For more information, go to: [Accessing Office 365](#). Click "Log In" on the upper right of the page. Log in using your Net ID and password.

Student Learning Outcomes:

Upon successful completion of this course, the student will:

- 1) Sketch polynomial, rational, trigonometric, logarithmic, and exponential functions, apply transformations, and identify key characteristics
- 2) Solve equations involving polynomial, rational, trigonometric, logarithmic, and exponential equations and evaluate for reasonableness
- 3) Solve applications involving polynomial, rational, trigonometric, logarithmic, and exponential expressions or functions and evaluate for reasonableness
- 4) Verify and apply trigonometric identities
- 5) Simplify and manipulate polynomial, rational, trigonometric, logarithmic, and exponential expressions
- 6) Solve inequalities and write the solutions in interval notation and on a number line
- 7) Perform Polynomial division

Course Delivery:

All materials for this course will be posted on <http://www.bakersmathclass.com>. Assignments will be posted on the website or in ALEKS.

Evaluation & Grading:

Homework in ALEKS	20%
3 Tests	45%
Final Exam	25%
Participation	10%

Homework from ALEKS

ALEKS has an integrated one step process for getting into the homework and accessing the textbook.

Tests

Tests will be given in class and announced in advance.

Participation

It is very important that you attend ALL classes. Your attendance in the classroom, participation in classroom work /projects and preparation for each class is required and is essential to your success in the course.

Grading Policies

Late Work: Late work accepted with documented excused reason. E-mail me if you feel this applies to you.

Missed Work Make-Up Policy: Missed work may be allowed to be made up with documented excused reason. E-mail me if you feel this applies to you.

Extra Credit: Any allowed extra credit is already built into the course. No other Extra Credit will be available.

To compute numerical credit point averages, grades are evaluated as follows for each semester hour of credit. Grades on exams, papers, and quizzes, will be based on this grading system.

Grading Standards and Equivalency Table

Letter Grade	Grade Scale	GPA Equivalency	Description
A	93-100	4.0	Distinguished achievement in all phases of the course or assignment
A-	90-92	3.7	
B+	87-89	3.3	
B	83-86	3.0	High level of achievement in some phases of the course or assignment
B-	80-82	2.7	
C+	77-79	2.3	
C	73-76	2.0	Basic understanding of the subject of the course or assignment
C-	70-72	1.7	
D+	67-69	1.3	
D	63-66	1.0	Minimal performance in the course or on the assignment
D-	60-62	0.7	
F	0-59	0.0	Failure

Final grades and academic standing can be obtained from <https://my.ctstate.edu/>.

Course Outline/Readings:

This schedule may be modified at the discretion of the instructor to accommodate students' needs, and the instructor will notify the students when doing so, but students are responsible for being aware of any changes.

Dates	Content
8/29 – 8/31	Chapter 1 and 2
9/5 – 9/7	Chapter 3 and 5
9/12 - 9/14	Chapter 4
9/19 - 9/21	Chapter 4
9/26 - 9/28	Review and Test Chapter 4
10/3 - 10/5	Chapter 6
10/10 - 10/12	Chapter 6
10/17 - 10/19	Review and Test Chapter 6
10/24 - 10/26	Chapter 7
10/31 - 11/2	Chapter 7
11/7 - 11/9	Chapter 8
11/14 - 11/16	Review and Test Chapter 7 and 8
11/21 - 11/30	Chapter 5
11/5 - 12/7	Chapter 5
12/6 -12/11	Final Exam Review
*12/14	Final Exam

Instructions for the student:

Your **Class Code** is: **AFPE3-GEF4W**

Your **Financial Aid Access Code** is: **B3685-2A89A-A9F69-32750**

The **Financial Aid Access Code** does not add an additional two weeks to your account.

NOTE: This code gives you temporary access to ALEKS for a two-week period. Once the code expires, you will be locked out of your ALEKS account until you purchase a regular Student Access Code. **It is highly recommended that you purchase the Student Access Code BEFORE the two weeks expire** to prevent interruptions with your ALEKS account.

1. To log into ALEKS using the Financial Aid Access Code, go to: <https://www.aleks.com>.
2. Click on the "**SIGN UP**" link located in the menu at the upper-right of the page.
3. Enter your **Class Code** in the box and click on "**Continue.**"
4. Verify that you are registering for the correct class and click on "Confirm."
5. Continue with the registration process until your account has been set up successfully.
6. On the Apply Access page, enter the 20 character Financial Aid Access Code and click "Continue."
7. Next you will see a page with the date your temporary access expires, click "Continue."
8. You will arrive at the **My Classes** page.
9. You can extend your access to your new class at any time by selecting "**Extend access**" from the class tile menu and enter your new access code. **You do not need to create a new ALEKS account to continue your class.**

Enjoy your class.

Academic Integrity:

Academic misconduct includes, but is not limited to, plagiarism and all forms of cheating. Students are expected to do their own work on assignments, laboratory exercises, quizzes, examinations, and any other academic work.

Plagiarism is defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author (whether purchased, borrowed, or otherwise obtained, from any source, including the Internet) without appropriate attribution, either intentionally or unintentionally.

Cheating includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff or any other individual or entity; (iv) falsifying laboratory results or other data; (v) submitting, if contrary to the rules of a course, work previously presented in another course; (vi) knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed; and (vii) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

Unauthorized recording or transmissions includes, but is not limited to, the use of any electronic media or device for the transmission and/or recording of class material, unless authorized by the instructor.

Faculty can assign a grade of "F" to any student found guilty of academic misconduct. Such an "F" cannot be overridden by a student-initiated "W" (withdrawal from the specific class or withdrawal from all classes). If a student is found to have multiple infractions, a stronger penalty may be observed. Academic dishonesty can also result in other disciplinary sanctions as defined in the [CSCU Student Code of Conduct](#).

Resources, Policies, and Procedures

Absences and Attendance Guidelines:

- The Faculty expects that each student will exercise personal responsibility regarding class attendance.
- All students are expected to attend every class session of each course for which they are registered.
- Students are responsible for all that transpires in class whether or not they are in attendance, even if absences are the result of late registration or add/drop activity at the beginning of a term as permitted by college policy.
- The Faculty defines excessive absence or lateness as more than the equivalent of one week of class meetings during the semester. Distance Learning courses will use criteria established by the Instructor.
- When presence counts towards a class participation grade, excessive absence or lateness may, at the discretion of the instructor, lower a student's course grade.
- Instructors will maintain class participation records.
- If extenuating circumstances arise at any point during the semester, please contact me as soon as possible. We will discuss what action to take concerning your work.
- Remember that you are responsible for what goes on in a class you have missed, and you should find out what went on in your absence. To that end, you may want to write down several of your peers' phone numbers and e-mail addresses.

Academic Engagement Policy:

CT State students are expected to actively engage in learning. Current CSCU policy requires that students who do NOT begin participation in each class by a certain date be dropped from the class(es) in which there is no evidence of active participation. Logging into Blackboard alone does not prove engagement. Changes in enrollment may impact financial aid eligibility. For more information see this link: [1.19 Policy on Grades, Notations, and Academic Engagement.pdf \(ct.edu\)](#) and watch this [Academic Engagement Video](#).

Class Cancellations:

If a class is cancelled or delayed because of weather or other unforeseen event, instructors may plan for a qualified substitute instructor or plan make-up assignments for any class time missed. Faculty can plan for make-up assignments through a variety of ways including, but not limited to, online/additional class assignments. If I cancel class I will put an announcement in Blackboard and email it to your school email and a note will be placed on the door by the Academic Office admin. **Cancellation or delay of classes due to inclement weather is made only by the Chief Executive Officer (CEO) of the College. To learn about these cancellations or delays promptly, please sign-up for MyCTState Alerts for immediate notifications.** For directions to sign up: [MyCTState Alert Signup](#). **Announcements will also be made on the campus websites and on local TV as appropriate.**

Continuing Notice of Nondiscrimination:

Connecticut State Community College does not discriminate on the basis of race; color; religious creed; age; gender; gender identity or expression; national origin; marital status; ancestry; present or past history of intellectual disability, learning disability or physical disability; veteran status; sexual orientation; genetic information or criminal record.

The following person has been designated to respond to inquiries regarding the non-discrimination policies: John-Paul Chaisson-Cardenas, Vice President for Diversity, Equity and Inclusion, CT State Community College, 860-612-7056, jchaisson-cardenas@commnet.edu.

Connecticut State Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.

Deferred Action for Childhood Arrivals (DACA) Students:

The fundamental responsibility of a public education institution is to foster learning, innovation, and strong communities to any student willing to put in the work to learn and achieve. CT State admits students based on a holistic approach and our campuses are open access. CT State does not collect or retain information on undocumented students' immigration status and does not maintain a list of undocumented students.

Office of Disability and Accessibility Services - Students with Accommodation Needs:

Students who require accommodations, based on a documented disability, are encouraged to contact the Disabilities Office, on their campus, at the beginning of each semester. Students needing accommodations may also apply online at this link: <https://ctstate.edu/cdas>. After providing documentation and completing the intake process, students are then encouraged to speak directly, with their instructor(s), within the first two weeks of the semester, to discuss any approved accommodations (formal accommodation letters will be provided). Accommodations are not retroactive. Instructors, in conjunction with appropriate college personnel, will provide accommodations, to students, who have provided proper documentation and completed the intake process, with their respective campus Disability officer.

Incomplete:

An "I" is a temporary grade assigned by a faculty member when coursework is missing, and the student agrees to complete the requirements.

Although a student may request an Incomplete from a faculty member; that faculty member is not required to agree to the request. Faculty members should assign an Incomplete when there are extenuating circumstances, such as illness, that prevent a student from completing the assigned work on time. Further consideration should be given to determine if the student has attended for at least 60% of the duration of the course, completed at least 80% of the course requirements, and - in the judgment of the faculty member - the student can complete the remaining work no later than the tenth week of the next standard semester.

Any faculty member who assigns an Incomplete shall document such an activity, and inform the student, the campus dean of faculty, the Registrar, and other appropriate parties, as needed, using a common form.

Supporting documentation, agreed upon by both the faculty and student, must include:

- a brief description of the requirements to be completed;
- the date by which the coursework must be submitted to the faculty member;
- a statement that the Incomplete will change to a specific letter grade if the work is not completed by the tenth week of the next standard semester.

If a student submits the required work on time, the faculty member shall calculate a grade to replace the Incomplete and submit it to the Registrar no later than the 10th week of the following semester. If a student fails to complete the required work or fails to submit the work by the specified time, or if the faculty member fails to submit a replacement grade, the Registrar shall convert the Incomplete on the student's transcript to the letter grade specified on the original paperwork.

Students with an Incomplete are temporarily ineligible for semester or graduation honors. Upon conversion of the Incomplete to a letter grade, students may retroactively receive semester or graduation honors, and such recognition shall appear on the transcript, provided the student has earned the required GPA.

Library Resources:

The CT State Community College Library supports students, faculty, staff, and the community by providing robust and diverse collections and services; innovative and inclusive campus spaces; and environments that support equity, inspire lifelong learning, and contribute to professional, academic, and personal growth:

<https://ctstate.edu/library>

Mental Health Resources:

Navigating college responsibilities while balancing the demands of life can be a challenge. Many college students often find themselves feeling overwhelmed and struggling to cope. These stressors can interfere with your ability to be academically successful. A licensed Wellness Counselor will help you identify your current stressors, assist you in developing healthy coping skills and connect you to additional resources. For more information:

<https://ctstate.edu/wellness>

Recorded Class Sessions:

Class sessions may be recorded and uploaded to Blackboard and shall be used for the purpose of completing course assignments only. Unless prior permission is obtained or reasonable accommodation granted, students are not permitted to record classes. Students participating in the virtual classroom should refrain from sharing personally identifiable information from education records. Additionally, U.S. Copyright Law, Connecticut State law, or relevant collective bargaining agreements protect the intellectual property of the faculty member, CSCU, which may include, but is not limited to lectures, demonstrations, or performances. Any redistribution of recordings without the faculty's or the institution's prior approval constitutes academic misconduct and may result in disciplinary sanctions. CSCU reserves the right to delete the class recordings pursuant to CT State law retention requirements after the period of instruction is over.

Smoke-Free Campus Policy:

Section 19a-342 of the General Statutes of Connecticut prohibits smoking in any building or portion of a building owned or leased by the state. Smoking is also prohibited in any vehicles owned or leased by the state or any political subdivision thereof (this policy does not apply to personal vehicles). **Smoking shall also be prohibited in all outdoor areas of campus property, including but not limited to parking lots, paths, fields, and sports/recreational areas.**

Student & Faculty Communication and Processes:

Good communication between students and their instructors can make a big difference in academic experiences. If a student has a question or problem with the course or an assignment, they should always try

to talk to their instructor first. Please reach out to your instructor to arrange a time to meet to discuss any issues, questions, or problems you may be facing as soon as possible.

It is the College's policy to provide a mechanism and process whereby a student may formally appeal faculty decisions. When a student uses the appeals procedure, all parties should endeavor to resolve the dispute amicably at the earliest possible stage.

An academic appeal is an allegation by a student that an employee of the college has violated federal or state laws and regulations, college or department policies, accreditation standards, or the policies stated in the course syllabus related to an assigned grade, notation, or other academic decision. A student may seek campus-level review of the assignment of a grade, notation, or other decision affecting academic status in accordance with the procedure outlined in the college catalog.

The campus-level appeal will take place at the campus where the grade, notation, or course being appealed took place. The student shall be afforded the right to present a statement of appeal and relevant information in support of it. The faculty member shall also be afforded the right to present a statement of relevant information regarding the appeal. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of this policy. The student is entitled to a written response upon completion of the appeal procedure outlined in the college catalog.

The procedural time frames provided may be modified by the Campus CEO for good cause shown. The decision of the Campus CEO, or designee shall be final.

The procedure for students can be found here: [Appeal Procedure](#)

Student Handbook:

Please see the [Student Handbook](#) for more information on these and other policies and procedures such as all Code of Conduct violations, smoking policy, and more.

Title IX:

Title IX of the Education Amendments of 1972 is a federal law that protects all students attending or accessing services at an educational institution that receives federal funding. It allows all students to attend school in an environment free of harassment, gender-based violence and discrimination. Violations of your rights under Title IX would be sexual assault, sexual harassment, sex discrimination or gender discrimination. For information regarding the nondiscrimination, disability, and Title IX policies/procedures, contact: John-Paul Chaisson-Cardenas, Vice President for Diversity, Equity and Inclusion, CT State Community College, 860-612-7056, jchaisson-cardenas@commnet.edu.

For direct on campus and in-person support and resources at TRCC, please connect with Dr. Becca Kitchell, Associate Dean for Student Development and Deputy Title IX Coordinator, at RKitchell@trcc.commnet.edu or stop by C:131. Appointments can be made using this link: [Calendly.com/bkitchell](https://calendly.com/bkitchell). To connect with our confidential College Advocate, Lianne Marsella, from the Sexual Assault Crisis Center of Eastern CT, please email her at LianneMarsella@SACCEC.org. Her on campus office hours are Tuesdays from 3-5pm in C:164.

Sexual Assault 24-Hour Hotline: 888-999-5545

Tutoring Resources:

All campuses offer tutoring centers which are and welcoming environment for all students. We are here for you. The centers support you in completing assignments and allowing you to advance in academic programs. We offer in-person and on-line tutoring. . For detailed information and campus links for tutoring services, please see the Tutoring/Academic Success Centers section in the [Student Handbook](#).

Veterans:

If you are a veteran and you believe your military experience or commitments may affect your attendance or participation in this course, please speak with me outside of class to discuss ways to accommodate your needs. For detailed information and campus links for Veteran's services, please see the appropriate section in the [Student Handbook](#).

At the center of veteran life at TRCC is the OASIS Center (Operation Academic Support for Incoming Service Members). The OASIS is a place for veterans to socialize, study and receive mentoring, or become a mentor to other veterans. The Center also serves as the focal point for veteran-related activities and is where student veterans can learn more about how to connect with local resources and services. The OASIS Center is located in Room F:203.

Withdrawal Deadlines:

Withdrawal dates, along with Refund Deadlines for the various course schedules can be found on the College's website at: <https://ctstate.edu/academic-calendar>

Withdrawal Policy:

Withdrawing from a course can affect students' academic progress as well as their financial aid. If a student is considering withdrawing, they should first talk to their instructors about their current progress and explore alternatives. If students are on financial aid, talk to that office to understand any consequences. If students decide to withdraw, they must submit a written withdrawal request to the Office of the Registrar by the appropriate deadline. Withdrawals can be made in person, by mail, or online through your student account at <https://my.ctstate.edu/>. **NOTE: Students are responsible for completing appropriate withdrawal paperwork; instructors do not withdraw students from their classes. The withdrawal date for Fall 2023 is November 17.**

For a list of the campus GPA offices and additional information on financial aid, please see the Academic Advising and Financial Aid sections in the [Student Handbook](#).

Food Insecurity:

The Full Plate Food Pantry is a free resource available to students experiencing food insecurity. The Pantry is open M-F and is located in E-100. Students may visit the Pantry twice a week and may take up to 10 items each visit in addition to an unlimited supply of personal hygiene and period products. For more questions about the Pantry, please email tr-foodpantry@trcc.commnet.edu. Visit the website to learn more.

The Gemma E. Moran United Way/Food Center Mobile Food Pantry visits the TRCC Campus the second Wednesday of each month from 4-5 p.m. Students/families will receive a box containing fresh produce, protein, nonperishables, and more. No registration required. You are served on a first come-first served basis. Please remain in your car. Boxes will be loaded into your trunk or back seat. In the case of unsafe weather conditions, the event will be held indoors in the Multipurpose Room. Find the United Way calendar of mobile distributions online at www.uwsect.org/calendar.

Student Engagement CT State Community College at Three Rivers offers so many ways to connect with fellow students outside of the classroom and get involved in club life, programming, and various other initiatives that reflect your unique interests. Learn more about ways to get involved here:

- Facebook: TRCC Student Programs Office
- Instagram: @trccspo
- Snapchat: @threeiversspo
- Tik Tok: @trccstudentprograms

Office of Student Development

The Office of Student Development, located in C:131, supports the mission of the college and works to enhance the student experience by addressing student concerns, removing obstacles to access, providing programs and initiatives that support the whole student, and fostering the overall development of students. The Office of Student Development is the centralized point of contact to access both on campus and local resources. Connect with Associate Dean Kitchell in person, via email RKitchell@trcc.commnet.edu or stop by C:131. Appointments can be made using this link: [Calendly.com/bkitchell](https://calendly.com/bkitchell)