



**DEPARTMENT OF MATHEMATICS  
CENTRAL WASHINGTON UNIVERSITY**

**Math 154, Fall 2020**

*It is your responsibility to read, understand, and follow the syllabus guidelines.*

<b>Course ID:</b> 90424	<b>Course Format:</b> Online
<b>Instructor:</b> Molly Andaya	<b>Phone:</b> 509-963-1826
<b>Email:</b> molly.andaya@cwu.edu	<b>Office:</b> Samuelson 228K
<b>Office Hours:</b> Virtual Hours (Monday – Friday by appointment)	

**COURSE DESCRIPTION**

Math 154 is a continuation of Math 153 with a focus on trigonometric functions (applied to both right and non-right triangles), the unit circle, solving trigonometric equations, vectors, the complex numbers, and an introduction to analytic geometry. Focus will be on skill as well as application.

**COURSE MATERIALS**

<b>Required:</b>	<b>Optional:</b>
Math Lab (inclusive access) <i>*will come with e-book for the course</i>	<i>Precalculus, 11e</i> , by Michael Sullivan <i>*it's really optional, I would not purchase</i>
Graphing Calculator <i>*no specific brand, but CWU Math dept uses TI-84</i>	

**GRADED ITEMS AND GRADING SCALE**

<b>Graded Items</b>	<b>% of Grade</b>
HW (math lab and written submissions)	35%
ASSESSMENTS (weekly quizzes and final exam)	65%
<b>TOTAL</b>	<b>100%</b>

*\*your course grade is **not** the same as the grade showing in MathLab. Your course grade is found in Canvas GRADES.*

<b>Grading Scale</b>	<b>Letter Grade</b>
93-100%	<b>A</b>
90-92%	<b>A-</b>
87-89%	<b>B+</b>
83-86%	<b>B</b>
80-82 %	<b>B-</b>
77-79%	<b>C+</b>
73-76%	<b>C</b>
70-72%	<b>C-</b>
67-69%	<b>D+</b>
63-66%	<b>D</b>



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Grading Scale	Letter Grade
60-62%	D-
59% or less	F

### COURSE ACTIVITIES

- **Readings/Notes (no points)**

You will cover roughly two sections per week. My detailed notes will be posted in each weekly module for you to read and work through. You will not be expected to read in a textbook. Your homework assignments, written work and assessments will be based on the notes for the class.

- **Homework (MathLab) (points vary)**

You will have an online homework assignment that corresponds to each section that we work through. The weekly homework will open every Monday. The number of questions and points possible varies for each assignment. You will get unlimited attempts at each homework question, so essentially, you could receive 100% for all of your MathLab homework.

- **Written Work (points vary)**

You will have short weekly written work assignments that are based on the notes for the week. These will be posted in your weekly modules. *I will grade these assignments.* You *may* have the opportunity to correct and resubmit. You will need to PRINT the document, show work and answers ON the document and submit through Canvas. Links to these assignments will be in the weekly modules. If you have access to technology that allows you to neatly write on PDF documents, you may complete and submit that way instead of printing. Written work done on your own notebook paper will not be accepted. If you are wondering why... it is much more efficient (and thus quicker) for me to grade assignment submissions that look the same. When I have to sift through a class set of papers that are all laid out differently, it significantly increases the amount of time it takes to grade and return to students.

- **Weekly Quizzes (points vary)**

You will have a quiz through MathLab at the end of each week. The quizzes will cover the material that was presented in the notes and practiced in the homework that week. You will get two attempts at each weekly quiz. There is a time limit for each quiz (generally 75 minutes), and you will be expected to take the quiz in one sitting. If you get interrupted, you will not be able to access that attempt again.

- **Final Exam (points vary)**

You will have a comprehensive final exam during finals week. The exam will be given in MathLab, and may also include a written submission which will be graded by me.

#### **Submitting Electronic Files (written work)**

All electronic files must be submitted in .doc, .docx or .pdf format. If you don't have Microsoft Office, you can download it for free, using your CWU email and password from the [MS Office website](#). Here is the guide on [How to download MS Office](#). Mac users make sure to save documents with visible extension (.docx or .rtf).



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**COURSE SCHEDULE**

**Important:** This schedule is subject to change. All changes will be communicated through Canvas. It is the responsibility of the student to be aware of, and adhere to, any announced schedule changes.

<b>Week</b>	<b>Sections</b>	<b>Homework (math lab)</b>	<b>Written work</b>	<b>Assessment</b>
<b>1</b> (Sep 9 – Sep 13)	6.1 and 8.1	HW 6.1 and 8.1	WW 1	Quiz 1 (6.1, 8.1)
<b>2</b> (Sep 14 – Sep 20)	6.2 and 6.3	HW 6.2 and 6.3	WW 2	Quiz 2 (6.2, 6.3)
<b>3</b> (Sep 21 – Sep 27)	6.4/6.6 and 6.5 Graphing	HW Graphing Trig Functions	WW 3	Quiz 3 (graphing)
<b>4</b> (Sep 28 – Oct 4)	7.1 and 7.2	HW 7.1 and 7.2	WW 4	Quiz 4(7.1, 7.2)
<b>5</b> (Oct 5 – Oct 11)	7.3 and 7.4	HW 7.3 and 7.4	WW 5	Quiz 5 (7.3, 7.4)
<b>6</b> (Oct 12 – Oct 18)	7.5 and 7.6	HW 7.5 and 7.6	WW 6	Quiz 6 (7.5, 7.6)
<b>7</b> (Oct 19 – Oct 25)	8.2 and 8.3	HW 8.2 and 8.3	WW 7	Quiz 7 (8.2, 8.3)
<b>8</b> (Oct 26 – Nov 1)	8.4 and start 9.3	HW 8.4 and 9.3	WW 8	Quiz 8 (8.4, start of 9.3)
<b>9</b> (Nov 2 – Nov 8)	9.3 (powers and roots)	HW 9.3	WW 9	Quiz 9 (9.3 powers and roots)
<b>10</b> (Nov 9 – Nov 15)	Wrap up class and study for final	none	none	none
<b>Finals Week</b> (Nov 17 – Nov 20)	All sections	none	none	Final Exam (comprehensive)

**LATE WORK**

- The due date for work submitted for this class will be SUNDAY, 6PM.
- Please manage your time for this class. **Late work is not accepted.** If *extenuating* (my judgement) circumstances exist, contact instructor well in advance.
  - *Generally speaking, requests for deadline extensions because of extenuating circumstances within a few hours of a deadline are declined.*
- Missed course requirements are entered into grades as “0” points.

**Challenges to Grades**

There is a statute of limitations of one week after assignments are graded for challenges to graded items. This means you have one week to raise any issues with your grade. If you do not check GRADES in Canvas and do not realize until several weeks after an assignment is due that you did not hand it in, or that you sent it to the wrong place, it will be too late to make any grade



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changes. If you keep up to date by checking your e-mail and GRADES, you should have no issues. I will normally grade assignments within one week after they are due.

### INSTRUCTOR FEEDBACK / COMMUNICATION

- **Timely Feedback**

You will be given timely feedback for all your questions you have throughout this course. The maximum response time will be 24 hours.

*Exceptions:*

- *If you ask a question after 3pm or on the weekend, you may have to wait until the next business day to get a response.*

Grades will be posted periodically throughout each week. Please watch your grade and ask questions if you have them.

- **Contacting the Instructor**

For quickest response, the best way to contact me is via message using the Canvas inbox. I will check email multiple times a day, Mondays – Fridays, and will respond within 24 hours (or sooner) during the work week. Check your CWU email numerous times a week to keep up with course communications. You can expect a weekly check-in email from me on Mondays. If you do not receive course messages, please make sure you have entered the correct email address in your Canvas profile settings.

### TECHNOLOGY SUPPORT

- There is a 24/7 Canvas support hotline available to you at 877-399-8897. You will find additional Canvas support and technology requirements on the [CWU online learning website](http://cwu.edu/online-learning), <http://cwu.edu/online-learning>. CWU Service Desk can assist you with MyCWU network and login issues ([servicedesk@cwu.edu](mailto:servicedesk@cwu.edu)): 509-963-2001.
- Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser. Canvas supports the last two versions of every browser release. We highly recommend updating to the newest version of whatever browser you are using as well as the most up-to-date Flash plug-in. This Canvas guide explains [Which browsers does Canvas support?](#) There are also tips on how to configure your chosen web browser to work best with Canvas.
- Canvas is not officially supported on mobile browsers, but it does have a Canvas Student App for iOS and Android. However, because it is made to work on a desktop, this is not the best interactive experience. Since Canvas uses small elements of Flash, not all Canvas features may be supported on mobile devices, especially on iOS.

**IMPORTANT:** Technology glitches can, and are likely to, occur; **do not wait until the last minute when doing assignments.** If you run out of time to complete a quiz or homework assignment on MathLab, you will get “kicked off” and you will not be able to re-access.



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### COURSE POLICIES

- **Policy on Academic Dishonesty**

Students are on their honor to follow the student conduct code as outlined in the [Washington Administrative Code](#). Violations of this section will result in a failing grade in the course in addition to further possible university sanctions.

(See <http://apps.leg.wa.gov/WAC/default.aspx?cite=106-125>.)

- **Policy on Diversity**

University-level education is about broadening horizons and looking at academic issues from a variety of perspectives. With this in mind, the participants in this class are encouraged to bring their own life experiences and viewpoints to bear on classroom discussions and assignments. Along with the freedom to express one's own views comes the responsibility to respect the views of others. No student will be discriminated against on the basis of race, ethnicity, age, creed, religion, gender, sexual orientation, marital status, or political ideology.

- **Disability Services**

Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any obstacles to learning, contact Disability Services to discuss a range of available options. Student Disability Services is located in Hogue 126. Call (509) 963-2214 or email [ds@cwu.edu](mailto:ds@cwu.edu) for more information.

#### Netiquette

- Check the discussion frequently and respond appropriately, and on subject.
- Capitalize words only to highlight a point or for titles. Capitalizing otherwise is considered SHOUTING!
- Be professional and careful with your online interactions, including with me!
- Wait 24 hours before responding to something that angers you.
- All postings should be free of language that would constitute harassment, discrimination, or be considered profane.

### STUDENT SUCCESS

Multiple resources are available to help students move past challenges and become academically successful.

- **Academic Success Center**

The CWU Academic Success Center helps students learn strategies that can increase GPA and improve course pass rates. All services are available online via Zoom unless otherwise noted. Expanded hours are available to meet student need. To access, go to [www.cwu.edu/asc](http://www.cwu.edu/asc) or <https://tutortrac.cwu.edu>, use your CWU login and password, and click the **Schedule an Appointment** link.

- **Tutors**

Several forms of peer tutoring are available. All Canvas courses include a direct link to a tutoring resources page. The PALS program pairs a trained tutor with a faculty member to promote



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learning strategies and content comprehension in specific courses. eTutoring allows students to get online help in 15 subjects with expanded hours of 5am-midnight, 7 days per week. To access, students visit [www.etutoringonline.org](http://www.etutoringonline.org), select CWU, and request a password link be sent to their CWU email address. A list of subjects is available at <https://www.cwu.edu/academic-success/online-tutoring/online-tutoring>

- **Academic Coaches**

Students can work one-on-one with an [academic coach](#) in individualized sessions that focus on building academic strength. Students can improve time management, develop a study plan, unpack how to process new information for deep understanding, increase reading and comprehension skills, and more. Coaches help students discover learning best strategies, maximize academic experiences, and reduce stress.

- **Writing Center**

Learning to write well can be a difficult skill set to develop, a process made easier via targeted feedback via the [CWU Writing Center](#). Students submit papers for review and receive detailed video comments from writing consultants in various disciplines. Students can also request a phone consult. Best results are achieved when students plan early for multiple rounds of feedback and revision.

- **Math Center**

Learning mathematics is challenging for many students. Students who struggle with math can access the [CWU Math Center](#). Students can connect with a math tutor for live help sessions that deal with all Quantitative Reasoning, 100-level, and other math courses. Zoom meetings, whiteboards, and other tools are used to promote deeper understanding of mathematics.