

Math 1112 Course Syllabus Template

Information for the instructor

****Information for the Academic Integrity section:**

Academic Integrity: Instructors should provide a statement explaining their expectations for academic integrity and detailing how incidents of cheating and plagiarism will be handled in the class.

From VSU's Academic Integrity Code (the full code is available at <http://www.valdosta.edu/academics/academic-affairs/vp-office/academic-honesty-policies-and-procedures.php>) "Academic integrity is the responsibility of all VSU faculty and students. Faculty members should promote academic integrity by including clear instruction on the components of academic integrity and clearly defining the penalties for cheating and plagiarism in their course syllabi. Students are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct and the faculty members' syllabi. All students are expected to do their own work and to uphold a high standard of academic ethics."

****Information for the SOI Statement:**

Sample SOI Syllabus statement

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available through SmartEvals. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous to instructors/administrators. Instructors will be able to view only a summary of all responses after they have submitted final grades. While instructors will not be able to view individual responses or to access any of the data until after final grade submission, they will be able to see which students have or have not completed their SOIs. These compliance and non-compliance reports will not be available once instructors are able to access the results. Complete information about the SOIs, including how to access the survey, is available on the [SOI Procedures webpage](#).

****Information for the Accomodations section:**

(From VSU's Access Office <http://www.valdosta.edu/student/disability/faculty-and-staff-resources.php>):

Students with disabilities who are experiencing barriers in this course may contact the Access Office for assistance in determining and implementing reasonable accommodations. The Access Office is located in Farber Hall. The phone numbers are 229-245-2498 (V) and 229-375-5871 (Video Phone). For

more information, please visit <http://www.valdosta.edu/student/disability/> or email: access@valdosta.edu.

****Information for the Academic Support Center section:**

The Academic Support Center (ASC) provides free peer tutoring in core curriculum courses, including sciences, math, writing, social sciences, humanities, and foreign languages. The ASC also provides supplemental instruction (tutor-led study group sessions) for historically difficult courses like biology, chemistry, geosciences, psychology and sociology, as well as academic success workshops. Call 229-333-7570 to make an appointment, email us at asc@valdosta.edu, or visit our website: www.valdosta.edu/asc. Located in Odum Library, on the 2nd floor.

****Required Information for the Title IX section:**

Valdosta State University (VSU) is committed to creating a diverse and inclusive work and learning environment free from discrimination and harassment. VSU is dedicated to creating an environment where all campus community members feel valued, respected, and included. Valdosta State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including pregnancy status, sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, national origin, disability, genetic information, or veteran status, in the University's programs and activities as required by applicable laws and regulations such as Title IX. The individual designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policies is the University's Title IX Coordinator: Maggie Viverette, Director of the Office of Social Equity, titleix@valosta.edu, 1208 N. Patterson St., Valdosta State University, Valdosta, Georgia 31608, 229-333-5463.

The following are the core objectives that are assessed at the University level.

****VSU GENERAL EDUCATION OUTCOMES**

(Area A2)

Students will demonstrate mathematical proficiency by analyzing a variety of functions and solving various equations (Learning Outcomes 2, 3, 4, 5, 8)

(Learning Goal 3: Critical Thinking)

Students will identify, evaluate, and apply appropriate models, concepts, or principles to issues, and they will produce viable solutions or make relevant inferences (Learning Outcomes 3, 4, 5).

(Area D)

Students will demonstrate understanding of the physical universe and the nature of science (Learning Outcomes 3, 4, 5), and they will use scientific methods and/or mathematical reasoning and concepts to solve problems (Learning Outcomes 6, 7).

****Assessment Questions to Meet Education Outcomes**

A set of assessment questions have been developed to test students on the general education outcomes outlined above in the spring of odd-numbered years.

Information about withdrawals:

Undergraduate students are limited to 5 course withdrawals during their enrollment at VSU, and may withdraw “passing” before Midterm. Students must initiate the withdrawal. 6 or more withdrawals will be changed to WF – withdraw failing and is calculated in the student’s GPA as an “F”. Students cannot withdraw after Midterm unless the student is leaving school entirely.

Drop versus Withdraw: At VSU, a “drop” is part of the normal registration process. Students can register for their classes as they desire when Banner is open for registration. The last registration period for Fall and Spring generally ends on the fifth day of the semester (Friday), so students can add and drop courses up until that point with no help needed from anyone. If a student drops a course, then she/he does not have to pay fees for that course. For students who attend class beyond the first week of class, a withdraw is appropriate, not a drop. Students can use Banner to withdraw from class up until midterm without anyone’s permission. When a student withdraws, they do not get a reimbursement of fees, and the withdraw counts toward the student’s five-withdraw maximum.

Of course, that’s the ideal. Now the Registrar’s Office also has a Late Registration Add/Drop Form that it provides students to add/drop a course from their schedule after the online registration period. This seems like mixed signals, but the paper form is only supposed to be used in extenuating circumstances. If a student brings a drop/add form for you to sign as the instructor of the course being added or dropped, then please carefully read the instructions on the form. According to the drop instructions on the form, if a student has attended class “beyond the online registration period,” which ends on the fifth day of the semester (Friday), then we are not supposed to allow the student to drop at this point. Generally, if a student has an extenuating reason on the form and you wrote “N” to state that the student has not attended the class, then the department head signs the form and the form successfully makes it through the bursary and registrar’s.

For more information, see the “Drop versus Withdrawal” document on the network: V:\dept\MATH\Dept_Records\Policies and Procedures\Drop vs Withdrawl

Academic Calendar: For important dates for each semester (last day for drop/add, proof rolls, midterm, exam schedule):

<https://calendar.valdosta.edu/MasterCalendar/MasterCalendar.aspx>

Final Exam Departmental Policy: The final exam is mandatory for all students and comprehensive. The final exam comprises 20-30% of the overall course grade.

7. Solve problems, simplify expressions, prove identities using the sum, difference, double angle and half angle identities.
8. Solve conditional and multi-angle equations using algebra and inverse circular functions.
9. Convert complex numbers to trigonometric form or polar form.

Grading: Semester Grade {Explain the percentages of homework assignments, quizzes, projects, tests, final exam and how to determine semester grade.}

Grading Scale: A(90-100) B(80-89.99) C(70-79.99) D(60-69.99) F(59 and below)

Course Policies:

Exam Make up: {Explain your policy for allowing/not allowing students to make up missed exams, major assignments, etc}

Withdrawal from classes: {See instructor information.}

Attendance & Tardiness : Attendance is expected. A student who misses more than 20% of the classes will be subject to receiving a failing grade in the course. {list how you count tardies and whether you excuse absences or not as well as the number of absences you allow. Also, state how tardies and/or absences affect the final grade, if this is part of your grading procedure.}

Classroom Conduct: {Include your expectations of students' behavior in the classroom. Be sure to include a statement of what electronic devices (ex. Cell phones, calculators, etc) are allowed. If classroom conduct can affect the final grade, state your policy.}

Academic Integrity: {Include your policy concerning cheating on tests and exams and the consequences. See the paragraph on Academic Integrity on the first page of this document.}

SOI Statement: {See sample on the first page.}

Accommodations Statement: {Use statement from the instructor information.}

The Academic Support Center: {Use statement from the instructor information.}

Title IX Statement: {Use statement from the instructor information.}

Tentative Schedule: {include tentative test dates and material covered, due dates for any major assignments, and the date of the final exam.}

****Additional items you wish to add:** {It is suggested that you share additional items that you think will help students be successful in your class.}