This agreement has been fully explained to me in class and I have read and understand the stipulations as stated on the course syllabus for **Math for Future Medical Professionals** taught by Dr. Eunkyung You and Ms. Melanie Partlow. My signature indicates I agree to adhere to and abide by the requirements of this class as stated herein.

NAME (print) ________________________________________

SIGNATURE ________________________________________________________________________

DATE ____________________________________

Contact information:

Cell Phone________________________________

E-mail ____________________________________
Syllabus
Abraham Baldwin Agricultural College
Math for Future Medical Professionals

Instructors: Dr. Eunkyung You                           Ms. Melanie Partlow
Office       Britt 207 (ABAC Campus)                    Britt 205 (ABAC Campus)
Office Phone (229) 391-5122                           (229) 391-5116
Email        eyou@abac.edu                             mpartlow@abac.edu
Cell Phone   (912) 253-2482                            (229) 326-1563

Please feel free to contact either instructor by email, text, or phone.

INSTRUCTOR SCHEDULE

<table>
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<tr>
<th></th>
<th>Tuesday</th>
<th>Wednesday</th>
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<tbody>
<tr>
<td>June 14, 15, 16</td>
<td>Ms. Partlow: Algebraic Expressions with Operations</td>
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<tr>
<td>June 21, 22, 23</td>
<td>Dr. You: Number Systems and Solving Equations</td>
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<tr>
<td>June 28, 29, 30</td>
<td>Ms. Partlow: Basic Functions</td>
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<tr>
<td>July 12, 13, 14</td>
<td>Dr. You: More Functions and Circles</td>
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<tr>
<td>July 19, 20, 21</td>
<td>Ms. Partlow: Geometry and Trigonometry</td>
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<tr>
<td>July 26, 27, 28</td>
<td>Dr. You: Problem Solving and Data Analysis</td>
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COURSE DISCLAIMER and DESCRIPTION
The instructors reserve the right to alter or adjust the content based on needs and prior knowledge of individuals taking the course. It is designed to prepare you for college level mathematics: College Algebra, College Geometry, Trigonometry, Calculus, and Physics. While no grade is officially given, a record of your performance will be kept and your continuation in this program is dependent on your performance in class. While students may come from a variety of mathematical backgrounds, we can all work hard, improve ourselves and even help our classmates. Your instructors for this course are professors at Abraham Baldwin Agricultural College and will treat you as a college student. College math courses use the TI-83, TI-84, TI-83plus, or TI-84plus calculators and therefore calculator instruction will be given for these calculators only.

ANNOUNCEMENT:
Welcome to Math for Future Medical Professionals, and, for some of you, welcome to college! Do not expect this class to be like high school. It is designed to resemble a college math course. Not only are you here to prepare for a future career, but for college as well. Please take this course as seriously as you take your internship or your current job. To perform
well, you need to make this course a priority. You will be treated as an adult who has selected this class as part of your job. As with the rest of your job, you will be required to perform at a high level in order to keep your job. This includes attendance and quality of work. Math should not be viewed as a few courses you take to get a diploma. Math may be heavily used in your career field. This program is an experience designed to teach you to think, broaden your understanding of the world, and give you the skills to grow and improve yourself for life. You need to leave your preconceptions of this class, college, and yourself behind. Through this experience you can grow beyond who you have been and who you have limited yourself to be. Your growth and your success in this class and in college will depend less upon your natural gifts or talents and more upon your willingness to change, grow, apply, and, above all, work hard.

**GRADING POLICY**

Your performance in this course will be assessed in the following areas:

<table>
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<tr>
<th>Written Homework</th>
<th>700 pts</th>
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<tbody>
<tr>
<td>Exam 1</td>
<td>100 pts</td>
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<tr>
<td>Exam 2</td>
<td>100 pts</td>
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<tr>
<td>Exam 3</td>
<td>100 pts</td>
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To receive a grade of A, a student must accumulate a total of 901 – 1000 points
To receive a grade of B, a student must accumulate a total of 801 – 899 points
To receive a grade of C, a student must accumulate a total of 701 – 799 points

**ATTENDANCE:**

- **Attendance is mandatory** and will be taken daily.
- Mr. Matney, the CEO of Colquitt Regional Medical Center agreed to allow only one unexcused absence from lecture and one missed homework.
- In order for an absence or late homework to be excused, speak with your instructor.
- Students are responsible for every instruction, every change in the syllabus, and all material covered in class whether or not they are present.

**HOMEWORK POLICY**

Homework is assigned daily and collected for a grade within two days of instruction. Homework in this course will consist primarily of problems from your workbook, with each assignment being weighted equally. Details will be given in class and will be available on Ms. Partlow’s [http://www.abac.edu/wp-content/uploads/2013/01/Math-for-Future-Medical-Professionals.pdf](http://www.abac.edu/wp-content/uploads/2013/01/Math-for-Future-Medical-Professionals.pdf). Unless you are receiving tutoring from one of the instructors, late homework will not be accepted.

**HOMEWORK ASSIGNMENT**

Homework points will be assigned based on completeness of the overall assignment, both mathematical accuracy and completeness of your answers/explanations on the problems.
Homework Assignment Expectations:

- You are expected to read each section of the text before attempting the assignment. To get the most benefit from the homework, it is recommended that you read the section first and then attempt the problems without referring to the text. You may not be able to get all of the problems at first (and that is okay), but trying them without referring to the text will help you clarify what you do and do not understand. After you have done this, go back and solve the problems you could not work the first time through. Doing your homework this way should significantly improve your understanding of the material. Even better, if you read the section before we discuss it in class, it will make the material much easier to follow.
- Your name must be placed on all assignments.
- All papers of two or more pages should be stapled. Keep in mind that you assume all risk of loss of any non-stapled pages. A stapler will be brought to class for your convenience.
- Please read and follow ALL of the directions for each problem completely. (Amazingly, this is one of the biggest reasons students earn low homework scores in math class!)
- Every problem assigned must be completed. Do not wait until the hour before class to begin your assignment. This way, you will have time to go to office hours or the tutoring hours for help if/when you need it.
- All work must be legible and shown in clear, logical order (i.e. Show your work and organize it well!) Illegible work will not be graded. Please do your best to write neatly! Include units on answers whenever appropriate, and label all graphs. If you have used your graphing calculator to graph a function, label the viewing window you have used.
- Write your solutions clearly. Many problems ask you to interpret your solution or to explain how you arrived at the solution. Please explain as clearly as you can, and use complete sentences. You will find that if you can explain your process clearly in words, your understanding of the mathematical ideas will be clear.
- In this course, as with most math courses, it is vital that you completely understand each topic we cover, as each “new” topic builds on prior material. When you do not fully understand an idea, remember that you have many sources of help available: your text, your friends, and free tutoring hours. If the scheduled tutoring hours do not fit your schedule, feel free to email one of the instructors and make an appointment.
- Discussion of homework problems (“working together”) is encouraged, but all answers and work must be your own. Please, do not copy! A warning will be issued to students turning in identical homework problems the first time it happens. After that, points may be deducted and the CEO at Colquitt Regional Medical Center will be notified in accordance with the guidelines set forth in this agreement.

EXAMS

1. There will be three exams in this course. Each test consists of materials covered after the previous test (non-cumulative). Test dates are June 23, July 14, and July 28.
2. The exam dates on the syllabus are approximate and subject to change.
3. Students must finish homework before taking exams. Homework is important and helps you prepare for exams.
4. There will be **NO MAKE-UP EXAMS**. Exceptions can be made if you have a proper documented excuse (death in the immediate family, severe personal illness, required military service, court-ordered appearance). **Show all your work** for the exams on paper.

5. No collaborative work on exams is allowed. This is considered cheating on the exam (i.e. any intentional giving of or use of external assistance relating to an examination, test, or quiz without express permission of the teacher. This includes looking on another student's paper, sharing answers, checking cell phone, or copying another student's paper), and the student will lose all credit for that exam with no make-up test permitted.

**ACADEMIC INTEGRITY:**
In order to ensure all students have a fair and equal opportunity to succeed in this course, the Math Department is committed to enforcing the University’s academic integrity policy and following the expressed wishes of Mr. Matney, CEO of Colquitt Regional Medical Center. Below is a description of academic misconduct, and the department’s responsibilities when misconduct is suspected.

Academic misconduct includes, but is not limited to:

- (A) Copying the work of another student on an exam, quiz, or assignment
- (B) Passing off the work of another individual as your own
- (C) Using non-approved devices or aids on exams, quizzes, or assignments
- (D) Having unauthorized possession of exams or quizzes
- (E) Engaging in deception in order to extend or reschedule an exam, quiz, or assignment
- (F) Facilitating acts of academic misconduct by others

**WHEN ACADEMIC MISCONDUCT IS SUSPECTED**
If a student is suspected of academic misconduct, the instructor’s duties are to:

- Confidentially inform the student of the allegation
- Ask the student to meet in order to review the form and discuss the charges and sanctions

At this point, the student can choose to accept or contest the allegation. Note that a student’s refusal to meet with the instructor or respond to the charges, within a reasonable period of time, is construed as acceptance of the allegation and proposed sanctions. If a student accepts an academic misconduct allegation, or if he is found guilty, possible sanctions include:

- A written warning
- Reduction of the assignment grade (including reduction to zero)

**OFFICE HOUR PROCEDURES**
When you come for help or plan a special time for tutoring, be prepared by doing the following:

1. Bring your workbook, your calculator, and your class notes
2. Make sure you have read the section in the text, read the class notes, and studied the examples
3. Be prepared to show at least two odd-numbered problems from the section that you have worked
4. Bring your incomplete or incorrect solution to each problem you have a question
5. Ask for help as early as possible
6. Do not wait until the day of a test

**GROUP WORK:**
Feel free to work together on homework, but make it your goal to understand the material and develop the skills that we are modeling in class. Group work is inappropriate for tests.

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:**
If you qualify for accommodations because of a disability, please contact Ms. Melanie in a timely manner so that your needs may be addressed. Disability Services determines accommodations based upon documented disabilities.

**CELL PHONES:**
The use of cell phones, MP3 players, iPods, and other electronic devices is a major distraction. Please ensure that all electronic devices are off (or in silent mode). Under no circumstance should the electronic devices be used during class. If an emergency arises, please be courteous to your fellow students and leave quietly.

**EMAIL:** Please check your e-mail account periodically for important information. Also, should we need to communicate with you, we will use the e-mail account provided on page one of this form.
   1. Usually your instructor has lots of students each semester. If you want to send an email to your instructor, use your full name, your course, and time.
   2. If you have an emergency and need to contact your instructor, you may do so by email, text, or phone. You may call the instructor’s office phone or cell phone, but please do not call after 9pm.
   3. Grades cannot be discussed through email. Make an appointment with the instructor to discuss grades.
   4. If you have questions, make them as specific as possible. Vague questions, such as: “I do not understand this chapter”, are not appropriate and the instructor cannot help you through email. It is more appropriate to make an appointment with your instructor for such questions.

**FOOD/DRINK POLICY:**
It is the policy of the Mathematics Department that food and drink be allowed in the classroom setting at the instructor’s discretion. Please be careful and clean up after yourself as a courtesy to Colquitt Regional Medical Center.

**CLASS POLICIES, REGULATIONS, AND PROCEDURES**
1. Study guides may be distributed before an exam. By using these, you will increase your chances for success in the class.
2. You may choose to purchase a graphing calculator and bring your calculator, but these are not required. TI-83, TI-84, TI-83 Plus, or TI-84 Plus are recommended, and instruction will be limited to those calculators.
3. It is your responsibility to be familiar with the ABAC Honor Code, the wishes of Mr. Matney, and abide by them. If a zero is earned because of cheating, it will average into your course grade. In this class, we encourage you to work
collaboratively on homework assignments. Finding a friend to study with will help you better understand the materials.

4. Keep up with your daily assignments, as they are opportunities for you to practice and learn the new ideas, rather than trying to “cram” everything in the night before the exam. For every hour spent in class, some of you may spend an additional 2 hours outside of class reading, studying, planning, and completing class assignments. Remember that mathematics builds relationally.

5. Extra help is available during the scheduled tutoring hours and other times by appointment. You should also consider working with other students for help on homework.

6. Respect the instructor and classmates.

7. Plan to arrive on time and to stay for the entire session.

8. Do not leave class until it is dismissed. If you must leave early, discuss this with the instructor prior class beginning.

9. Class tardies will be recorded, and two tardies will equal one unexcused absence.

10. Ask questions when you do not understand, and respect others when they ask questions.

11. Ringing cell phones, text messaging, iPods playing under your hat, wearing headphones, listening to music, etc. are prohibited in this class.

12. Repercussions: Students will be asked to leave class and will be marked absent for the day if they:
   - arrive in class without the proper tools
   - are found sleeping, cursing, or engaging in disruptive behavior
   - are texting or receiving phone calls during class (except for emergencies)
   - leave the room to answer a phone call (except for emergencies)
   - distract the class by talking or making noises