
**Instructor:** Melanie A. Partlow  
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Office: Britt Hall S-205  
Phone: office 391-5116; cell 326-1563  
Class Hrs: MWF 11-12, TR 12:30-1:45  
         MTWR 2-3:15, TWR 8:30-10  
Office Hrs: MTWR 3:30-5:30 F 9-11, 2-3  
**Other times are available** by appointment. Please call, text or send me an email!

Practice tests and other materials can be found on my website at:  
http://www.abac.edu/academics/schools/math-science/faculty-staff/mpartlow  
Just pick your course and pick the practice you would like to work.

**Course Requirements:** Students enrolled in this course must have a C or better in Math 1001, 1111, or 1113.

**Grades and Student Evaluations:** Students enrolled in the Division of Science and Mathematics will be expected to demonstrate an understanding of subject matter requiring higher order processing skills. Examination questions may include essay, synthesis, and application; as well as completion, multiple choice, true-false and matching. Computational skills and drawing or diagramming may also be required.

**Learning disabilities** should be brought to the instructor’s attention and arrangements made for special needs the first week of classes. **Homework** is assigned through Math Zone and from the text. Both are required and collected for a grade and should be used as review for each test. TI-83 is required for this class (or equivalent calculator). Instruction is given for the TI-83/TI-84 only. **Cell phones**, pagers and all other electronic communication devices must be turned OFF during class each day. **No hats** or other head-gear is allowed on exam day. **Cheating** or dishonesty will not be tolerated. ABAC’s policy is in the college catalog online.

**Students are expected to:**
- arrive for class with proper tools (text book, notebook, pencil, calculator)  
- keep personal phone out of sight and on silent during class time (speak with your instructor before class should you experience an emergency)  
- refrain from cursing during class  
- be in class on time (two tardies count as one absence)  
- treat faculty in a kind and courteous manner  
- complete assignments on the assigned date  
- be attentive and actively participate in class  
- wear no hats or other head gear on exam day
Faculty are expected to:
- begin class on time
- be prepared for class (text book, markers, calculator, handouts)
- treat students in a kind and courteous manner
- provide students with a schedule of events

Repercussions – students will be asked to leave class and will be marked absent for the day if:
- they arrive in class without tools
- they are found sleeping, cursing, or engaging in disruptive behavior
- they are texting or receiving phone calls during class (except for emergencies)

All members of the ABAC community have an obligation to promote an atmosphere in which teaching and learning can take place in an orderly and efficient manner. To maintain this learning environment, individuals must refrain from behavior that disrupts the teaching and learning process. In order to assure the rights of all students to benefit from time spent in class, faculty members have the right and responsibility to excuse from a class session any individual whose behavior disrupts the teaching and learning process. Serious or continued infractions may result in referral of the student for disciplinary action by the student judiciary or appropriate administrative officer.

Absences: Two tardies count as one absence. A record of your attendance will be kept and sent to the Registrar with your final grade. In order for an absence to be excused, provide documentation such as a doctor’s excuse, authorization from the vice-president, etc. in order to help the instructor make a fair evaluation. Please submit justifications in writing and I will return my decision to you as soon as I can. There will be no make-up exams, quizzes, homework, or computer work! If an hourly exam is missed, the final exam will be substituted for the missed exam. Exceptions may be granted on an individual basis only if extreme circumstances render it necessary. These circumstances must be cleared with the instructor prior to testing.

Grades & Student Evaluation:

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<th>Percentage of Grade</th>
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***Test Days:*** All bookbags, books, phones, etc shall be placed in the front of the classroom. Nothing but pen/pencil and calculator goes to the desk with you. Phones found on the desk or in view during a test will be considered cheating and students will receive a zero for the test. **Students are required to bring a picture ID, a number 2 pencil, and a scantron form to the final exam.**