
Instructor: Melanie A. Partlow email: mpartlow@abac.edu
Office: Britt Hall S-205 Phone: office 391-5116; cell 326-1563
Class Hrs: MW 9-10, 1-2 Office Hrs: MTWR 8:30-9:00 or 9:30
TR 9:30-11, 12:30-3:15 MTWR 3:30-5:30
Other times are available by appointment. Please call, text or send me an email!

ALL EXAMS WILL BE GIVEN AT NIGHT FROM 6 – 8. 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.

Prerequisites: Math 1113 is designed for students planning to continue into Calculus. A graphing calculator (TI83) is required. Prerequisites are exemption from MATH 1111 College Algebra and high school Trigonometry. To exempt Math 1111 a student must have an SAT score of 590 or a passing grade on the CLEP test. If you have never had trigonometry before please speak to me after class.

Grades & Student Evaluation: Students enrolled in classes 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, analysis, 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 and collected for a grade and should be used as review for each test. These may come in the form of a quiz. Chapter reviews or review sheets may be given from time to time as homework or extra credit at the instructor’s discretion. TI-83 is required for this class (or equivalent calculator). Instruction is given for the TI-83 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.

Tobacco and Smoke-Free Campus Policy: In accordance with the Georgia Free Air Act of 2005, Title 31, Chapter 12A, this policy reinforces the USG commitment to provide a safe and amicable workplace for all employees. The goal of the policy is to preserve and improve the health, comfort and environment of students, employees and any persons occupying our campuses. The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates is expressly prohibited. “Tobacco Products” is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

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

**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:** Students are expected to attend class each session. 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 without an excused absence. Make-ups should be scheduled within one week of the test date or the return to school. Please inform the instructor if you will be arriving late or leaving early for a particular class.

**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.

***Scantron, number 2 pencil, and picture ID is required for the final exam.***

Whenever a student is absent, whether for official or personal reasons, the student must assume responsibility and provide notice to the instructor, preferably in advance, for making arrangements for any assignments and class work missed because of the absence. **However, final approval for makeup work remains with the individual instructor.**

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<tr>
<th>GRADE</th>
<th>percentage of grade</th>
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<tbody>
<tr>
<td>90 – 100</td>
<td>A homework 15%</td>
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<td>80 – 89</td>
<td>B tests 50%</td>
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<td>70 – 79</td>
<td>C final 20%</td>
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<td>60 – 69</td>
<td>D computer 15%</td>
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