

MA 1453 Precalculus with Graphing Calculators
Instructor - Mrs. Betty Scarborough

INDEPENDENT STUDY BY CORRESPONDENCE
Continuing Education
Mississippi State University

IMPORTANT NOTES TO THE STUDENT

If the course title on the first page in the study guide is not the same as the course in which you wish to enroll, immediately contact the Independent Study Office, either by writing a note, telephoning the office (662) 325-8382, by FAX at (662)-325-2657, or by e-mail at jmaddox@aoce.msstate.edu.

Textbook

Precalculus

by J Douglas Faires and James DeFranza

Fourth Edition

Brooks/Cole Publishing Company

2007

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The study materials are important. It is important to get the correct edition of the textbook since it correlates to this study guide and any substitution of another edition may result in confusion with respect to the instructions.

The textbook may be obtained from the Barnes and Noble Campus Bookstore or the Campus Bookmart in person or by order. If ordering the textbook, please provide the bookstore with the correct title, edition, author, and publisher and ISBN. The bookstore addresses are:

Barnes and Noble Campus Bookstore

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(662)323-7660 or 1-888-712-5080
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Note: It is important to inform the bookstores above that the course you are taking is an Independent Study course offering. This will ensure you receive the correct book because Independent Study textbooks have their own section at the above bookstores.

When your textbook and materials arrive, compare them with the textbook listed above. If you have not received the correct textbook contact bookstore from which you ordered the book or the Independent Study Office.

Graphing Calculator

A graphing calculator is required for this course. All projects and tests and the final examination require the use of a graphing calculator. Any brand and model of graphing calculator is acceptable, but the TI calculators are recommended for ease of use and easy availability. Be sure you have the user's manual for your calculator. You will need it for reference purposes in this course. The calculator projects are found in the **Appendix** at the end of your booklet or under Course Documents on WebCT. There are also some samples of problems solved using graphing calculators in the **Appendix**.

LESSON ASSIGNMENTS

The content of this course has been divided into fourteen (14) lesson assignments and four graphing calculator projects. It is advisable to retain a copy of each completed assignment and calculator project in case of loss in the mail and for use as a study guide for tests. **(Only pages on which corrections of the lessons have been made will be returned to the student.)**

The student's lesson assignments and projects will be graded by the instructor and the grade, as well as corrections made by the instructor, are returned to the student.

A minimum of two (2) weeks is usually needed for lesson assignments and projects to be received by the instructor, graded, recorded and placed in return mail. At certain times of the year, during vacations and examination periods instructors may be busy or out of town and lesson assignments may not be graded as promptly as usual.

Students are encouraged to work lessons systematically and regularly. Students should not rush lesson assignments so that they can profit from the feedback and progress reports from the instructor.. **No test will be graded until the lessons and projects preceding the test have been submitted, graded, and returned to the student. Do not submit all of the lessons at the same time** because they will not be graded before the test preceding them has been graded.

Individual lesson assignments should be prepared carefully and sent in as they are completed. The paper used should be white, 8 ½ x 11 inches, lined or unlined. **Write only in pencil** and leave enough space between problems for ease of readability and to allow space for comments and corrections. **Box or circle** your answers, where feasible. Photocopies of lessons will not be accepted. Only original work will be accepted. **Work must be neat and legible.** Careless work that is hard to read will not be graded and will be returned to the student.

Instructions on the correct format for projects is included with the projects.

Always fill out the cover sheet completely and **submit a separate cover sheet for each lesson and each test.** Mail the lesson or test and **completed cover sheet** to the Independent Study Office at Mississippi State University. On the envelope, write the name of the instructor grading your work in the blank marked “instructor”.

YOUR INSTRUCTOR IS Mrs. Betty Scarborough.

The envelope in which you mail your lesson assignment to be graded must be filled out completely. **The lesson assignment number is very important** to insure the records of your submissions are correct.

All lesson assignments and tests must be completed three (3) weeks before graduation. It is your responsibility to submit all lesson assignments and tests to the Independent Study Office at Mississippi State University.

EXAMINATIONS

There are five (5) supervised examinations in this course:

Test 1 -- Covers material in Lesson Assignments **1, 2** and **3**

Test 2 -- Covers material in Lesson Assignments **4, 5** and **6**

Test 3 – Covers material in Lesson Assignments **7, 8** and **9**

Test 4 – Covers material in Lesson Assignments **10, 11** and **12**

Final Examination – Requires **mastery** of all material covered in the course (Lesson Assignments **1 - 14**)

Please note that **all** assignments, projects and tests must be submitted and graded before the **final examination** will be administered. No assignments are scored until the tests preceding them have been taken, and no tests are scored until the assignments preceding them have been graded.

The examinations may be taken in the Independent Study Office at Mississippi State University or in an approved location under the supervision of an approved proctor.

Students are responsible for taking two (2) or three (3) first class postage stamps to their proctor for mailing the examinations. The proctor **MUST** mail the examinations to the Independent Study Office. (This does not apply to students taking their exams in the Independent Study Office on the Mississippi State University campus.) **All** of the student's work must be enclosed with the exam.

The Independent Study Office reserves the right to require any student to come to the Mississippi State University campus to take the test and/or final examination. This requirement is usually made only at the request of the instructor.

No notes, textbooks, tables or cell phones are to be used during the tests. A graphing calculator is allowed for all tests and the final examination. The test answers should show what you have learned, not what the author of the text has written.

Photographic identification must be presented to the proctor. A student ID with photo a driver's license with photo will serve this purpose.

Independent Study students are bound by the same code of academic ethics as students in residence. Please refer to the Academic Policy found at <http://www.msstate.edu/dept/audit/1207A.html> . Credit will not be allowed when there is evidence that the student has violated this code. Examples of unethical behavior include copying another student's lesson assignments or test answers, having someone else do the work for you, and using the author's wording without including quotation marks and indicating the correct citation. Changing a few words in someone else's sentences without using quotation marks is plagiarism

and will not be given credit as your answer. Extensive quotation of others also will not receive credit. You will receive a point grade for each lesson assignment you submit.

Your point grade for all thirteen (14) lesson assignments will be averaged and this average will constitute ten percent (10%) of your final grade. The four (4) calculator projects will be averaged and this average will constitute ten percent (10%) of your final grade. The four (4) one-hour tests (exams) will count ten percent (10%) each. The final examination will count forty percent (40%) of your final grade. You make make a grade of at least 60 on the final exam to pass this course.

Homework	10%
Project Average	10%
Four One-Hour Tests (10% each)	40%
<u>Final Examination</u>	<u>40%</u>
Total	100%

Grading Scale

90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
Below 60 = F

TIME LIMITS

Time Limits: The **minimum** time for completion of one three hour course is thirty (30) days from the date of registration. The **minimum** time for completion of two courses of three semester hours each, taken concurrently, is forty-five (45) days from the date of registration. The **maximum** time for completion is one year.