



*MAT123 – Precalculus
Syllabus
Fall 2023*

Table of Contents

Part 1: Course Overview	2
Course Information	2
Course Meeting Time/Delivery Mode.....	2
Required Course Textbooks and Materials.....	2
Textbook	2
Calculator	2
Lumen	2
Brightspace	3
Gradescope	3
How We Will Communicate	3
How to Succeed in this Course.....	3
Part 2: Grading, Attendance and Late Work Policies.....	4
Assessment and Grading.....	4
Homework.....	5
Makeup Policy.....	5
Part 3: Course Schedule	6
Part 4: Technical Requirements	6
Attendance Policy	6
Part 5: University and Course Policies	7
University Policies	7
Student Accessibility Support Center Statement.....	7
Academic Integrity Statement	7
Critical Incident Management.....	8
Course Policies	8

MAT123/Precalculus

Part 1: Course Overview

Course Information

Course Coordinator: Deb Krieg debra.krieg@stonybrook.edu [Contact Card](#)

Each lecturer and recitation instructor's contact information can be found under *Instructor Contact Info* within the course components on Brightspace.

Course Description: You will study functions and their properties with special emphasis on polynomial, rational, logarithmic, exponential and trigonometric functions: all the skills necessary to be successful in a calculus course. You are expected to have a strong foundation in algebra if you are not concurrently registered in MAT119.

Course Meeting Time/Delivery Mode

Lectures and recitations are held in-person and are not recorded therefore you are expected to attend every class. New material is introduced in lecture while questions including homework help are answered during recitation.

General education designation(s) (SBC): DEC: C; SBC: QPS

Credit hours: 3

Prerequisites: C or better in MAP 103 or level 3 on the mathematics placement exam or corequisite MAT 119. (Prerequisite must be met within one year prior to beginning the course.)

Required Course Textbooks and Materials

Textbook

There is no textbook to purchase for this course. There is an e-book on the homework platform for reference but otherwise your main reference material will be the lecture notes.

Calculator

A calculator (e.g., TI-84, desmos.com) is required to complete some of the **online** homework problems. You'll be expected to know how to sketch basic functions and corresponding transformation indicating intercepts, etc. without a calculator. On **paper** homework and exams, a calculator CANNOT be used. Answers must be exact (containing fully reduced fractions and/or radicals where appropriate) not rounded decimals.

Lumen

You will be expected to use Lumen to complete the online homework component of the course. Login instructions will be posted on Brightspace under *Assignments*.

MAT123/Precalculus

Brightspace

You are expected to check Brightspace (brightspace.stonybrook.edu) regularly throughout the course to access course material, read announcements and view grades. Most announcements will also be emailed to your Stony Brook email. You may also choose to use the Brightspace app although the functionality differs across devices.

Gradescope

You are expected to use Gradescope to upload your completed paper homework each week and you'll access your graded exams through this program. Look for an email invitation to create a login on your **Stony Brook** email account at the *end of the Week 2 of the semester*. More information on how to use Gradescope will be provided on Brightspace.

How We Will Communicate

Regular, professional and respectful communication is essential. Review the [Online Communication Guidelines](#) carefully and ask if you have questions.

To make sure you are receiving all communications in this course:

- Log into Brightspace at least once a day to check for newly posted material.
- Regular announcements will be posted in Brightspace: most are also sent to your SB email.
- For personal/private issues, email coordinator directly to set up a time to discuss either in person or via Zoom. **Please allow between 24-48 hours for an email reply** although you'll generally receive a reply within 6 hours.
- Your Stony Brook University email must be used for all University-related communications. *Include course name and section in subject.*
- All instructor correspondence will be sent to your SBU email account. **Plan on checking your SBU email account regularly for course-related messages.** To log in to Stony Brook Google Mail, go to <http://www.stonybrook.edu/mycloud> and sign in with your NetID and password.

How to Succeed in this Course

Expect to spend 2-5 hours/week on average for homework and exam preparation.

- Attend each lecture and recitation
- Check Brightspace and your SBU email regularly
- Keep track of all due dates and plan ahead!
- Complete all graded assignments on time
- Work through problems more than once until you are able to complete it without the use of notes, help videos, etc.
- Complete review material in advance of review sessions

We're happy to answer questions you have about the material or to discuss any concerns that you have with the course. If you are struggling to understand a topic, it

MAT123/Precalculus

will be more productive to ask us for clarification before looking at sites such as Khan Academy or trying to find a relevant YouTube video.

There are multiple university offices and help desks that are available to assist you with everything from advising, tutoring, accessibility, online-specific support, and much more.

Besides recitation, you can also get homework help from the [Math Learning Center](#).

Part 2: Grading, Attendance and Late Work Policies

Assessment and Grading

Letter Grades: Course grades are determined based on the breakdown of the class's weighted average (see weights below) and your mastery of the material. There are no predetermined cutoffs for course grades. Grades are decided based on performance not a bell-shaped curve. For example, there is not a limit to the number of A's given.

Individual exams are not assigned letter grades but statistics will be posted so you know how you did compared to others in the course.

Extra credit opportunities are not an option to compensate for low exam scores.

Weights

Activity/Assignment	Percentage	Due Date
Paper Homework	10%	Wednesdays 11:59pm*
Lumen Average	15%	Fridays 11:59pm*
Exam #1	15%	See Curriculum
Exam #2	25%	See Curriculum
Final Exam	35%	See Curriculum
Total	100%	

* exceptions may occur

Exam Formats:

Midterms are taken at NIGHT; final exam is held during finals week. (see Curriculum on Brightspace under *General Course Info* for dates/times)

See Part 5 of the syllabus if you require [accommodations](#).

Exams are closed book and short answer with partial credit given where appropriate. You may NOT use a calculator during exams. Full work must be shown to receive full credit – little to no credit is given for a correct answer without proper substantiation. In addition to computational and application problems, be prepared to explain a concept in 1-2 sentences.

MAT123/Precalculus

Exams are cumulative with a heavy emphasis on material covered since previous exam.

Make-up exams will not be given under any circumstances. See below for more information on makeup policy***.

See [Undergraduate Grading System](#) for information about GPNC, withdrawal, Incompletes, etc.

Homework

There are 2 homework components in the course:

- web based assignments on Lumen
- paper homework uploaded to recitation instructor via Gradescope (only)

Homework Guidelines:

1. By design, the level of difficulty for some of the homework questions is higher than those given in lecture. Expect to need help completing the assignment. You can ask questions during recitation, office hours, via email (include a picture of your work) and/or at the [Math Learning Center](#).
2. You'll always have the opportunity to ask homework questions during recitation before the assignment is due. Work through as much as you can, bring questions to class.
3. Knowing HOW to complete homework problems is just as important as getting the answer correct. i.e., guessing, copying and/or just modeling the video is not enough.
4. Strive to complete homeworks in a timely fashion as the hands-on practice with the material will better enable you to comprehend the subsequent content.
5. See next section regarding missed assignments.

Makeup Policy

Occasionally events such as work shifts, exams in other courses, illness and family events will make it difficult to complete a homework assignment on time. **If a Lumen assignment is missed**, you will be able to use the fixed number of Late Passes that have been assigned to you with no penalty to complete a past due assignment – note that reopening older assignments require more Late Passes than more recent ones. Use Late Passes sparingly and wisely. Do not ask for additional Late Passes.

Paper homeworks will not be accepted late under ANY circumstances. **If you miss the deadline to upload an assignment to Gradescope** for any reason including connectivity issues, you will not be able to make it up but the two (2) lowest scores will be dropped to offset the occasional unforeseen situation. Learn in advance how to upload assignments as they will not be accepted via email by your instructors.

*** **If a midterm is missed** due to a documented emergency, *your final exam score will then also be your midterm score*. If the absence is not excused, your score will be zero.

MAT123/Precalculus

If the final exam is missed due to a documented emergency, an Incomplete may be given as the course grade and you must make arrangements with the Course Coordinator to take the final the next time the course is offered (winter, summer or fall semester). [see *Course Policies* below for more info on [taking an Incomplete.](#)]

Part 3: Course Schedule

Curriculum contains topics that will be covered in the course, pacing of topic introduction as well as **exam dates** and University deadlines. Curriculum is posted on Brightspace under *General Course Info*. The possibility exists that unforeseen events will make schedule changes necessary. Any changes will be clearly noted on the Curriculum and in the Brightspace Activity Feed.

Part 4: Technical Requirements

Having a reliable computer and Internet connection throughout the term is required. **Caution!** You will be at a disadvantage if you attempt to complete all coursework on a smartphone or tablet. It may not be possible to submit the required files.

Be prepared to take pictures with your phone, iPad, laptop, etc. then either upload them to Gradescope .

If you need to borrow a device, please visit [SBU's Laptop Loan Program](#).

Technical Assistance:

If you need technical assistance at any time during the course or to report a problem with Brightspace you can:

- Phone: 631-632-9800 M-F 9:00-5:00 (device support, Wi-Fi, software, hardware, logins)
- Submit a help request ticket: <https://it.stonybrook.edu/services/itsm>
- Email brightspace@stonybrook.edu

Attendance Policy

You are expected to attend every recitation plus report for examinations and submit major graded coursework as scheduled. If you are unable to attend class(es), report for any exams or complete major graded coursework as scheduled due to extenuating circumstances, you must contact the instructor as soon as possible. You may be requested to provide documentation to support their absence and/or may be referred to the Student Support Team for assistance. Students will be provided reasonable accommodations for missed exams, assignments or projects due to significant illness, tragedy or other personal emergencies. Please note, all students must follow Stony Brook, local, state and Centers for Disease Control and Prevention (CDC) guidelines to reduce the risk of transmission of COVID.

Part 5: University and Course Policies

University Policies

Student Accessibility Support Center Statement

If you have a physical, psychological, medical, or learning disability that may impact your course work, please contact the Student Accessibility Support Center, Stony Brook Union Suite 107, (631) 632-6748, or at sasc@stonybrook.edu. They will determine with you what accommodations are necessary and appropriate. All information and documentation are confidential.

Once approved for accommodations, **you must SCHEDULE to take each exam with SASC personnel**. Exam lengths are posted on the Curriculum.

Students who require assistance during emergency evacuation are encouraged to discuss their needs with their professors and the Student Accessibility Support Center. For procedures and information go to the following website: <https://ehs.stonybrook.edu/programs/fire-safety/emergency-evacuation/evacuation-guide-disabilities> and search Fire Safety and Evacuation and Disabilities.

Academic Integrity Statement

Each student must pursue his or her academic goals honestly and be personally accountable for all submitted work. Representing another person's work as your own is always wrong. Faculty is required to report any suspected instances of academic dishonesty to the Academic Judiciary. Faculty in the Health Sciences Center (School of Health Professions, Nursing, Social Welfare, Dental Medicine) and School of Medicine are required to follow their school-specific procedures. For more comprehensive information on academic integrity, including categories of academic dishonesty please refer to the academic judiciary website

at http://www.stonybrook.edu/commcms/academic_integrity/index.html

You must pursue your academic goals honestly, honorably and be personally accountable for all submitted work. Representing another person's work as your own is always wrong. *In doing these things, you risk losing scholarships, financial aid and the ability to graduate with honors.*

Note: when it appears that collaboration between students has occurred, **both** students will be reported therefore make every attempt to keep your own work out of view of others.

MAT123/Precalculus

Critical Incident Management

Stony Brook University expects students to respect the rights, privileges, and property of other people. Faculty are required to report to the Office of Student Conduct and Community Standards any disruptive behavior that interrupts their ability to teach, compromises the safety of the learning environment, or inhibits students' ability to learn. Faculty in the HSC Schools and the School of Medicine are required to follow their school-specific procedures. Further information about most academic matters can be found in the Undergraduate Bulletin, the Undergraduate Class Schedule, and the Faculty-Employee Handbook.

Course Policies

Understand When You May Drop This Course:

If you need to drop or withdraw from the course, it is your responsibility to be aware of the tuition liability deadlines listed on the registrar's [Academic Calendar](#). Before making the decision to drop/withdraw you may want to contact me and/or refer to the University's policies:

- [Undergraduate Course Load and Course Withdrawal Policy](#)
- [Graduate Course Changes Policy](#)

Incomplete Policy:

Under emergency/special circumstances, students may petition for an incomplete grade. Circumstances must be documented and significant enough to merit an incomplete. If you need to request an incomplete for this course, contact me for approval as far in advance as possible. You should also read the University's policies that apply to you:

[Undergraduate Bulletin](#)

[Graduate Bulletin](#)

Course Materials and Copyright Statement:

Course material accessed from Brightspace, Zoom, Echo 360, VoiceThread, etc. is for the exclusive use of students who are currently enrolled in the course. Content from these systems cannot be reused or distributed without written permission of the instructor and/or the copyright holder. Duplication of materials protected by copyright, without permission of the copyright holder is a violation of the Federal copyright law, as well as a violation of Stony Brook's Academic Integrity.

MAT123/Precalculus

28-Aug	Topics	University Deadlines
1	administration functions/domain range I symmetry	
4-Sep	no classes Monday 4-Sep	
2	piecewise functions difference quotient domain/range II linear function model	11-Sep 4pm: last day to add/drop, swap sections 11-Sep 4pm: last day withdraw wo "W"
11-Sep		
3	common graphs transformations combining functions	
18-Sep		
4	composing/decomposing functions inverse functions angles	
25-Sep	unit circle	
5	Pythagorean Theorem/Identity beyond unit circle signs of trigonometric functions evaluating trigonometric functions end of Exam 1 material	
2-Oct		
6	REVIEW Exam 1: 4-Oct 8:30 - 9:45pm	exam length: 75 min
9-Oct	graphing sine and cosine sine/cosine applications graphing tangent	13-Oct 4pm: last day to Drop Down to MAP103
16-Oct	no classes Oct 9-10 (Mon, Tues)	[great time to get caught up on Lumen assignments]
8	quadratic function model polynomial function model	
23-Oct	find polynomial given roots exponential laws exponential function model logarithmic function model (start)	
9		
30-Oct		
10	logarithmic function model (finish) solving exponential equations solving logarithmic equations end of Exam 2 material	27-Oct 4pm: last day GPNC/withdraw
6-Nov		
11	REVIEW Exam 2: 9-Nov 8:30 - 9:45pm	exam length: 75 min
13-Nov	inverse trigonometric functions trigonometric identities sum/difference formulas	
12		
20-Nov		
13	double angle formulas solving trigonometric equations rational function model (start)	
27-Nov	no classes Nov 22-26 (Wed-Sun)	
14	rational function model (finish)	
	[another chance to get caught up on Lumen assignments - deadline: 8-Dec 2:15pm NY Time]	
4-Dec		
15	REVIEW	11-Dec: last day of classes 15-Dec: Reading Day
	Final Exam: 13-Dec 2:15-5:00pm ET	exam length: 2 hr 30 min