

MAT1275CO Offline Syllabus/Grading Policy

Spring 2025 (01/27/2025 – 5/22/2025)
MAT1275CO College Algebra and Trigonometry
Section: **D122 / L122**
Classroom: **N818**

Instructor: Mr. Victor Lee
E-Mail: vilee@citytech.cuny.edu

Office: **N825 / N604**

Online Classroom and Office (in the event that our class becomes online):

<https://us02web.zoom.us/j/95099471147?pwd=SGJvMXRQYmp3Tld6NkVTQ1U4aW40UT09>

Class Hours: Monday / Wednesday / Friday 10:00am – 11:40am

Office Hours: Monday / Wednesday 12:00pm – 1:00 pm **N825 / N604**

Textbook: [College Algebra and Trigonometry: Expressions, Equations and Graphs](#), by Holly Carley and Ariane Masuda, adapted from Intermediate Algebra 2e by Lynn Marecek and Andrea Honeycutt Mathis, et al. OpenStax, on LibreTexts, Summer 2023.

Workbook: [MAT 1275 Workbook](#) by Holly Carley and Ariane Masuda, Summer 2023.

OpenLab Site: <https://openlab.citytech.cuny.edu/leemat1275cospring2025/>

OpenLab Group: <https://openlab.citytech.cuny.edu/groups/mat1275co-college-algebra-and-trigonometry-spring-2025>

Grading Policy

<u>Grade Range</u>	<u>Letter</u>	<u>GPA</u>	<u>Grade Range</u>	<u>Letter</u>	<u>GPA</u>
93-100	A	4.0	77-79.9	C+	2.3
90-92.9	A-	3.7	70-76.9	C	2.0
87-89.9	B+	3.3	60-69.9	D	1.0
83-86.9	B	3.0	-59.9	F	0.0
80-82.9	B-	2.7			

Technology Requirements

- You may have a **scientific calculator**. Graphing calculators will not be permitted.
- **Internet access**. If you do not have Internet access or a device that can attain access, please follow this link [here](#).
- [City Tech Email Address](#) as well as your **CUNYFirst Login** credentials.

Important Dates

- Jan 29: No classes
- Jan 31: Last day to add classes
- Feb 12: College closed
- Feb 17: College closed
- Feb 18: Monday schedule
- Mar 6: Wednesday schedule
- **Mar 21: Midsemester grades**
- Mar 31: No classes
- Apr 12 -20: No classes
- **May 21: Final Exam**
- **May 27: Final Grade Due**

Withdrawal Dates

- Jan 24: 100% Refund
- Jan 31: 75% Refund
- Feb 7: 50% Refund
- Feb 14: 25% Refund
- **April 1: Last Day to withdraw with a “W” Grade**

Assessment Policy

<u>Method of Assessment</u>	<u>Percentage of Final Grade</u>	<u>Time Given</u>
Quizzes	15	15 minutes

- Quizzes will be unannounced and will be based on material from the previous class.

<u>Method of Assessment</u>	<u>Percentage of Final Grade</u>	<u>Time Given</u>
WeBWork	15	1 week

- **The list of WeBWork sections will be posted on the following site:**
<https://mathww.citytech.cuny.edu/webwork2/MAT1275CO-F24-Lee-D231>
- All WeBWork assignments will be due three classes after they have been initially assigned.
- If more than 90% of WeBWork assignments are completed by the end of the semester, you will receive 100%
- No extensions will be given unless the instructor sees completed work for each question done on paper.

<u>Method of Assessment</u>	<u>Percentage of Final Grade</u>	<u>Time Given</u>
Test 1, 2, 3	15, 15, 15	100 minutes
Final Exam	25	100 minutes

- You may have at least a **scientific calculator** on the day of the test. (This applies on tests they are allowed)
- On test days, you will not receive a test form unless you submit your cellular phone and/or smartwatches.
- **There will be NO MAKEUP exams.** Any exam you miss or do not submit will count as a 0 toward your final grade.
 - For medical emergencies, please email documentation to accessibility@citytech.cuny.edu and for non-medical emergencies: studentaffairs@citytech.cuny.edu.
 - Travel is not an excuse for absence.
- Your lowest test grade will be replaced with your Final Exam grade if the Final Exam grade is higher.
- **Only methods discussed in class will be graded on your test papers.**
- Any violation of the **Academic Integrity Policy** on a test or exam will result in an automatic 0 and a Faculty Action Report sent to you and the Academic Integrity Committee. Penalties that may be assessed include a 0 as an assessment grade or an automatic failure of the course.
 - An Academic Integrity Policy violation will also result in your lowest test grade not being replaced for the semester.
- No extra time will be given to latecomers.
- **Once one student leaves during an examination, no latecomers will be allowed to take the exam.**
- **All students are REQUIRED to take the FINAL EXAM.**

- **Students must pass the final exam with at least a score of 60 to pass this course.** The student's class average before the final exam may dictate that their passing score on the exam needs to be higher than a 60.

<u>Method of Assessment</u>	<u>Percentage of Final Grade</u>	<u>Time Given</u>
Class Participation	Extra Credit	
Attendance		

- Attendance in the classroom is mandatory.
 - You are expected to be on time for every class meeting.
 - If you are not consistently present for each class for the entire class, then you should not expect to pass the course.
 - A student who is not in a class for any reason is not receiving the benefit of the education being provided. Students with more absences have lower grades than those who consistently attend each class on time.
 - Missed class time includes not just absences but also lateness, early departures, and time taken outside the classroom during class meeting periods. Missed time impacts any portion of the final grade, such as quizzes and exams, that are based on classroom activities. Absence is failure to attend any part of the class, from roll call to dismissal. Using unauthorized electronic devices means that you are not present in the class; When you are inattentive, you are not present.
- Lateness counts as $\frac{1}{2}$ of an absence.
- City Tech Policy mandates that students can have no more than 10% absences without penalty. In this section, that means you are allotted **5 ABSENCES**. If you stay, the penalty is having your final grade reduced by a partial-letter grade. (e.g., from B to B-)
- **Please turn off all electronics while in class.** If you absolutely MUST take the call, please leave the classroom immediately to do so.
- Please keep OpenLab and/or forum responses civil and respectful if we are using them this semester.
- If you are recognized as making a positive contribution to class discussion or the instructor is informed that you are regularly attending NYCCT-based tutoring outside of class, your final grade may be raised a partial-letter grade (e.g., from C to C+). Note, this will only apply if you are passing with at least a C grade.
- **Learning requires active participation in the class.** This is time that is dedicated to learning mathematics. Simply watching your instructor or classmates solve mathematics problems is not enough. You need to be working on problems during class. It is crucial that you have the correct process for solving problems. Ask questions and get feedback. If you are not consistently getting the solutions, then get help. Here is a list of behaviors that are considered class participation:
 - Engaging in group discussion and activities
 - Starting off the class with homework question/solution on the board
 - Helping others in class or asking for help from classmates
 - Regular attendance at one of the City Tech-based tutoring programs or office/student hours.

The instructor reserves the right to amend to the syllabus in any that he deems academically advisable. Amendments will be announced in class and on OpenLab.