MAC 1114 C: College Trigonometry
Department of Mathematics, College of Sciences
3 Credit Hours
Section: B001

Course Syllabus

Instructor:	**Dr. Seongchun Kwon (Michelle)**	**Term:**	**Summer 2024**
Office Location:	MSB 403	Class Meeting Time and location:	1:00 p.m.-2:20 p.m. Monday, Tuesday, Wednesday at CB2 0201
Office Hours:	Onsite: 2:20 p.m.-3:20 p.m. on Thursday at MSB403. *Exception: June 27th through Zoom. Zoom Office Hours: 5p.m.-6p.m. M, T, W, F Appointment a day before the meeting is required for Zoom Office Hours	Exam Hours and location:	1:00 p.m.-2:20 p.m. on July 11th, 18th, 25th , and Aug 1st at MSB 240, 241, 242
Phone:	407-823-1740	Class Location:	CB2 0201
Email:	Seongchun.Kwon@ucf.edu or Webcourses@UCF messaging (Preferred)	Course Modality:	P(face-to-face)
Remark	Lecture attendance in the classroom building is voluntary because the in-class lectures will be broadcast through Zoom. Lectures will be recorded and made available on the course website. If you cannot attend the live lectures in any format, you can watch the recorded lectures. Daily attendance codes will be provided. You must take attendance quizzes within two days after the lectures.		

Learning Assistants
Ashley Coppola: ashley.coppola@ucf.edu
Liza Faraldi: li261210@ucf.edu

Tutoring Hours* (*See Exception Times Below)

Tutoring will start on June 26th.

Date	Time	Location	TA
Monday	6:00-7:00pm 8:00-9:00pm	Zoom Zoom	Liza Liza
Tuesday	2:30-3:30pm 6:00-7:00pm	In person (MSB204) Zoom	Liza Liza
Wednesday*	6:00-7:00pm 9:00-10:00pm	Zoom Zoom	Liza Ashley
Thursday*	3:00-4:00pm 8:00-9:00pm	Zoom Zoom	Liza Ashley
Saturday	1:00-2:00pm 8:00-9:00pm	Zoom Zoom	Ashley Ashley
Sunday*	1:00-2:00pm 8:00-9:00pm	Zoom Zoom	Ashley Ashley

***Exceptions**

June 30th (Sunday)	10:30-11:30am 1:00-2:00pm	Zoom Zoom	Ashley Liza
July 3rd (Wednesday)	6:00-7:00pm	Zoom	Liza

July 4th (Thursday)	**No Tutoring this Day (holiday)**		

*Zoom links are found on our course website.

Course Description
PR: Appropriate score on the UCF Math Placement Exam, or MAC 1105C with a "C" (2.0) or higher, or C.I. The circle arc length, identities, trigonometric functions, inverse functions, applications to simple harmonic motion, function of angles, complete development of triangle solving. Prepares students for upper level mathematics. The "NC" grading policy applies to this course

Course Goals: This course is designed to familiarize the student with graphs and their functions, trigonometric functions, analytic trigonometry, and applications of trigonometric functions, polar coordinates, and vectors. Upon successful completion of the course, the student will be able to apply various problems solving strategies to find solutions to a variety of real-life problems. Furthermore, the student will have acquired the necessary trigonometry background to continue pursuing higher levels of mathematics.

Required Materials:

1. WebAssign: Precalculus by Stewart/Redlin/Watson, Enhanced Edition, 8th Edition
2. Computer and Internet Access
3. TI30XA calculator

Textbook Purchase Option:

Through First Day Course Materials in WebCourses: Course Materials tab appears on the left side bar in WebCourses. You will choose 'Opt-In' to participate. You will get a deep discount. The charge goes to your student account.
If you experience technical problems or have further questions, then you are to contact the following:

- Link to Customer Care website and FAQs: https://tinyurl.com/firstdayfaq
- Open a ticket Online for the Customer Care team: https://tinyurl.com/customercarerequest
- Email the Customer Care team: bookstorecustomercare@bncollege.com
- Call the Customer Care team: 1-844-9-EBOOKS (1-844-932-6657)

WebAssign Code only: Stewart/Redlin/Watson - WebAssign Printed Access Card for Stewart/Redlin/Watson's Precalculus, Enhanced Edition, 8th Edition, Single-Term| 9780357758823, 3/8/2018 © 2018, 8th Edition.
WebAssign Code only offers e-textbook and online assignments. This exactly what you need. This is what the First Day Course materials offer.

Cengage Unlimited: Cengage - Cengage Unlimited, 1 term (4 months) Instant Access 0357700007 | 9780357700006 3/8/2018 © 2018
If you take more than one course which uses Cengage Learning, then you can consider this option. You can call the Cengage Customer Service at (800) 354-9706 for further information.

Text + WebAssign: Stewart/Redlin/Watson – Bundle: Precalculus: Mathematics for Calculus, Loose-leaf Version, 8th + WebAssign, Single-Term Printed Access Card 9780357953396

If you need a printed book, then you can use this option. However, most students don't need a printed book. You can call the Cengage Customer Service at (800) 354-9706 for further information.

How to access WebAssign?
You will access WebAssign only from Webcourses. Go to Assignments in WebCourses. Click the assignment. *You cannot open your assignments if you login to WebAssign directly.*
WebAssign Accessibility Statement
WebAssign Privacy Statement

Required Academic Activity: As of Fall 2014, all faculty members are required to document students' academic activity at the beginning of each course. The first attendance quiz, which is due on June 26th, will serve as the required academic activity. Not taking the first or second attendance quizzes may result in a delay in the disbursement of your financial aid.

Homework assignments and Quiz due days:

1. Homework Assignments will typically be *due on Wednesday and Saturday*.
2. Reviews are typically *due on Thursday and Sunday with some exceptions*.

Exam dates:

- Exam 1: July 11
- Exam 2: July 18
- Exam 3: July 25
- Comprehensive Final Exam: August 1

You must come to the 2nd floor of the Mathematical Sciences Building. You will take your exam in MSB 240, 241, or 242.

Test dates	Duration	# of Questions (not counting the sub-problems)	Sections
Exam 1*:	70 min	12 questions	6.1, 6.2, 6.3, 5.3

Test dates	Duration	# of Questions (not counting the sub-problems)	Sections
July 11 (TH)			
Exam 2*: July 18 (TH)	70 min	13 questions	5.4, 5.5, 5.6
Exam 3*: July 25 (TH)	70 min	12 questions	7.1, 7.2, 7.3, 7.4, and 7.5
Final Exam August 1 (TH)	75 min	19 questions	Comprehensive final exam (All materials covered except 6.5, 6.6, and 9.1)

Exam Regulations:

Pre-arranged exam:

If you cannot take an exam on the exam day because of your participation in official University-sponsored activities (e.g., intercollegiate athletics), religious observances (see restrictions), legal obligations (such as jury duty), or military obligations, then you must obtain permission from your instructor **ahead of time** and provide valid and complete documentation in advance. (e.g. UCF program verification form, copy of military orders, jury notice). Your professor will rearrange the exam day. Otherwise, a grade of zero for the missed exam will be factored into your course average. It is at your professor's discretion to determine whether the reason why you missed an exam grants a pre-arranged exam. *Personal travel plans are not valid reason for taking tests at a different date/time than scheduled.*

Make-up Policy

1. Late Homework and Reviews: If you miss the homework or review original deadlines due to internet outage, any other technical problem, or personal emergency, then you can request WebAssign automatic extensions within 6 days after the original assignment deadlines to get 24 more hours to complete the assignments. You will lose access to the assignment at the end of the extension window. All the assignments except the final exam will be locked after August 2. Therefore, if the extension window extends past August 1st, the deadline for those assignments will be August 2.

   *If you see the answers by clicking 'View Key' before you request the automatic extension, then the automatic extension will be disabled.

2. Make-up exam: In case of emergency, if it happens for the first time, then the first missed exam will be the lowest exam to be dropped. If it happens more than once, then option 2 (Final exam 70%, dropping all the exams 1, 2, and 3) will be used for your course grade.

3. **SAS student regulation:** If you are a SAS student and need further accommodation for the exams, then you have to take exams at the SAS testing center. If you come to the Mathematical Sciences Building for the exams, no accommodation will be provided. Please refer to the following website for when and how you request exam accommodation: https://sas.sdes.ucf.edu/students/exams/

   You don't have to request exam hour extensions by contacting me. I have all the information. Your exam hours will be adjusted accordingly even if you don't request it if you take an exam at the SAS testing center.

   The first missed exam due to a medical reason will be the lowest exam to be dropped by applying the course regulation. We will follow the SAS guidelines for the second missed exam.

Class GroupMe

You are not allowed to open any other class social media sites. If you are contacted by other classmates regarding separate class social media sites, I encourage you to report this to me with information about your classmate. GroupMe is adopted as the class discussion board. The Class GroupMe site can be accessed from the course homepage. You can join GroupMe only with your real name, identical to the name in the WebCourses roster. Postings in GroupMe are strictly limited to questions or discussions about course materials or course policy. You are not to ask for or post attendance codes or discuss quiz or exam problems. You cannot advertise any organization or activities that are not directly related to our class. If you do, you will be referred to Student Conduct.

If you notice that your classmate posts illicit information or questions, report it to me immediately. Otherwise, many other students who unknowingly join the conversations could violate academic integrity and will be punished. Our class GroupMe site will be monitored by our learning assistant and me. Some of the questions you post here will be answered by our learning assistants or me.

Communication Policy

- Your email will be responded to within 24 hours if the answer to your question is not found in the syllabus, announcements, or frequently asked questions. If you don't get a response within 24 hours, it implies that the answer can be found in the

announcements, syllabus, or frequently asked questions. Questions whose answers are found in either the syllabus or the frequently asked questions may not receive a reply or may get a short response that points out where you can find an answer.

- If you have any questions and want to meet with me during my Zoom office hours, please make an appointment a day prior. You don't have to make an appointment if you come to my in-person office hour on Thursday, which will start on July 11th.
- No prior appointment is necessary if you go to the Zoom or in-person tutoring hours.
- I will not answer mathematical questions through email outside of my office hours. If you have any mathematical questions outside of learning assistants' tutoring sessions or my office hours, please post your questions on the class GroupMe so that our learning assistants, other classmates, or I can respond.
- You will have to ask questions related to WebAssign grading to our learning assistants.

Please read the syllabus, announcements, and frequently asked questions before you send any e-mails.

WebAssign Tech Support:

Your course professor doesn't troubleshoot the technical issues. If you experience any technical issues or have questions, then you are to contact the WebAssign Tech support. The link to the tech support site is on our course website or you can go to https://cengage.force.com/s/login/

Holidays:

Independence Day Thursday July 4

Grading Scale: (Your final grade will be no less than the following)

Average	Grade
90 – 100%	A
80 – 89%	B
70-79%	C
30-69%	NC (Not for credit)*
Otherwise	F

*NC means you cannot get credits from this course. However, NC wouldn't affect your overall GPA.

Assessment:
Your course grade will be determined by either option 1 or option 2 whichever is higher.

Option 1:

	Weights	Number of Drops
Homework	10%	Lowest scored 3 HW assignments
Review	15%	Lowest scored 3 review assignments
Attendance Quiz	5%	3
Exam 1	50%	Lowest exam
Exam 2		
Exam 3		
Final exam	20%	No Drop

Option 2:

	Weights	Number of Drops
Homework	10%	Lowest scored 3 HW assignments
Quiz	15%	Lowest scored 3 review assignments
Attendance Quiz	5%	3
Exam 1	0%	All dropped
Exam 2		
Exam 3		
Final exam	70%	No Drop

Extra Credits: The scores from bonus assignments will be added to the course total after the final exam.

There will be 5% of bonus point assignments. The percentage from the bonus assignments is calculated as

$$\frac{\text{Your accumulated scores from corrent answers}}{\text{Total scores from bonus assignments}} \times 5.$$

Your score from the bonus assignments is proportional. *You will get the score according to how many problems you solved correctly. There is no minimum score you are to achieve to get bonus points.*
Bonus assignments are optional. *Not doing bonus assignments will not work against you.*

TEST POLICIES & PROCEDURES:

- The tests will be in WebAssign, which you will also access through WebCourses. All tests are closed-book. Learning aids of any type will not be allowed. You will be able to use non-electronic earplugs for testing.

Please follow this check list:

- Have an active (not expired) access code, you should check your account before you go to test.
- Memorize your NID and password to log in to a computer and Webcourses.
- Make sure that you arrive early as the test will start on time. You will lose elapsed time if you are late or don't know log in information and need to retrieve it.
- If you miss any of the first three tests that will be your dropped test if you miss 2 or more option B will be used to calculate your grade.
- You must have a UCF ID and put it front of desk, on left side of keyboard to make it easy for the staff to check.
- $.50 if you are going to use a locker (read instruction before you use a locker so you don't lose the money before it locks). No personal belonging are allowed during testing.
- Writing utensil.
- NO skateboards, NO calculators (you'll be loaned TI-30XA), NO smart watches. (If you don't want put them in a locker please don't bring them with you and don't jeopardize your grade.)
- During tests 1, 2, 3, or the final if your phone makes noise, is observed to be on, or you access it for any reason while you are in the testing room you will be given a zero on that test and possibility sent to student conduct.
- At all times, you must abide by Mathematics Assistance and Learning Lab (MALL) Policies and Procedures, please visit http://mall.cos.ucf.edu/ as it is the student's responsibility to read, understand and follow policies.
- The use of any algebra solving app, algebra solving calculator or algebra solving software is cheating and the student will be sent to student conduct for cheating.
- After taking the test and during the remaining portion of that test week the dissemination of the contents of the test by any means is unauthorized assistance and is a violation of the UCF code and the student will be sent to student conduct.

Learning Objectives:

After the completion of this course, students will be able to

1. Describe the angle measurements by using radians and degrees.
2. Evaluate the exact values of the six trigonometric functions or estimate them for the given angles with or without scientific calculator.
3. Describe and apply the properties of the six trigonometric functions and their transformations to solve the application problems.
4. Describe the properties of the six inverse trigonometric functions.
5. Evaluate the six inverse trigonometric functions.
6. Solve trigonometric equations and their application problems in a rectangular coordinate system or in a polar coordinate system.
7. Solve the application problems in vector space.

Test 1 will assess outcomes 1, 2 and 3. Test 2 will assess outcomes 3, 4 and 5. Test 3 will assess outcomes 3 and 6. The final exam will assess outcomes 1, 2, 3, 4, 5 and 6.

College Trigonometry Course Pace

Week	Summer 2024	Course Pace	HW Due	Review Due	Bonus Review Due
1	Jun 24-June 30	Course Introduction 6.1. Angle measure 6.2. Trigonometry of right triangles 6.3. Trigonometric functions of angles	6/26 (6.1,6.2) 6/29 (6.3)	6/27(6.1, 6.2) 6/30(6.3)	
2	July 1 - July 7	5.3. Trigonometric graphs *Unit circle definition of sine and cosine functions, Basic sine and cosine graphs 5.3. Trigonometric graphs *Stretches and Reflection 5.3. Trigonometric graphs *General Form with Phase shift 5.4. More trigonometric graphs *tangent and cotangent functions 5.4. More trigonometric graphs *secant and cosecant functions	7/3(5.3.A,B) 7/6(5.4)	7/4(5.3.A,B) 7/7(5.4)	
3	July 8 - July 14	5.5. Inverse trigonometric functions			

		and their graphs *Inverse sine functions 5.5. Inverse trigonometric functions and their graphs *Inverse cosine and tangent functions 5.5. Inverse trigonometric functions and their graphs *composite functions with inverse trig functions 5.6. Modeling harmonic motion Exam 1 (July 11) (6.1, 6.2, 6.3, 5.3)	7/10(5.5.A,B) 7/13(5.6)	7/11(5.5.A,B) 7/14(5.6)	7/10 (6.1,6.2, 6.3, 5.3)
4	July 15 - July 21	7.1. Trigonometric identities 7.2. Addition and subtraction formulas 7.3. Double-angle and half-angle formulas * Double-angle formulas 7.3. Double-angle and half-angle formulas *Half-angle formulas Exam 2 (July 18) (5.4, 5.5, 5.6.)	7/17(7.1.) 7/20(7.2,7.3A)	7/18(7.1) 7/21(7.2,7.3A)	7/17(5.4,5.5,5.6)
5	July 22 – July 28	7.4. and 7.5.Basic trigonometric equations 8.1. Polar coordinates 8.2. Graphs of polar equations	7/24(7.4and7.5, 8.1)	7/25(7.4and7.5, 8.1)	

		8.4. Plane curves and parametric equations Exam 3 (July 25) (7.1, 7.2,7.3, 7.4 and 7.5)	7/27(8.2,8.4)	7/28(8.2,8.4)	7/24(7.1,7.2,7.3, 7.4 and 7.5)
6	July 29 - Aug 2	9.1. Vectors in Two dimensions 6.5. The law of sines 6.6. The law of cosines Comprehensive Final Exam (August 1) All materials covered except 6.5, 6.6, and 9.1	7/31(9.1) **8/2(6.5,6.6: Optional** for 1% bonus)		7/31(8.1,8.2,8.4, Review exam1, 2, and 3)

Section by section details of learning objectives:

6.1. Angle Measure

After you complete this section, you will be able to

1. Describe degree, radian, and angle in standard position
2. Convert degree to radian and radian to degree
3. Identify coterminal angles
4. Apply arc length, angular speed, and linear speed formulas in real-life situations.

6.2. Trigonometry of Right Triangles

After you complete this section, you will be able to

1. describe six trigonometric functions: sine, cosine, tangent, cosecant, secant and cotangent functions
2. evaluate six trigonometric functions of the given angle in a right triangle
3. describe 30-60-90 and 45-45-90 triangles and evaluate six trigonometric functions for $30°$, $60°$ and $45°$.
4. evaluate six trigonometric function values with TI30XA calculator.
5. solve real-life application problems related with trigonometry of right triangles.

6.3. Trigonometric Functions of Angle

After you complete this section, you will be able to

1. describe the definitions of six trigonometric functions by using coordinates.
2. calculate six trigonometric functions for any angles in standard position.
3. determine which quadrants each trigonometric function is positive or negative.
4. describe what the reference of a given angle is.
5. calculate the exact value of trigonometric functions by using 30-60-90 or 45-45-90 special triangles and reference angles.
6. describe Pythagorean identities in trigonometric functions.
7. solve application problems of Pythagorean identities in trigonometric functions.

5.3. Trigonometric Graphs

After you complete this section, you will be able to

1. describe the domain, range, amplitude, period and phase shifts of sine and cosine functions
2. draw the graphs of sine and cosine functions.

5.4. More Trigonometric Graphs

After the completion of this section, you will be able to

1. describe domains, ranges, periods, and vertical asymptotes of the tangent, cotangent, secant, and cosecant functions.
2. graph the tangent, cotangent, secant, and cosecant functions.

5.5. Inverse Trigonometric Functions And Their Graphs

After the completion of this section, you will be able to

1. describe the domains and ranges of inverse sine, inverse cosine, and inverse tangent functions.
2. graph inverse sine, inverse cosine, and inverse tangent functions.
3. evaluate the inverse sine, inverse cosine, and inverse tangent functions.
4. describe the inverse properties of inverse sine, inverse cosine, and inverse tangent functions.
5. apply the inverse properties to problem-solving.

5.6. Modeling Harmonic Motion

After the completion of this section, you will be able to

1. set up an equation of simple harmonic motion.
2. describe the amplitude, period, and frequency of simple harmonic motion.

6.5. Th Law of Sines

After the completion of this section, you will be able to

1. describe the law of sines
2. apply the law of sines to solve the triangles

3. apply the law of sines in real-life situations

6.6. The Law of Cosines

After the completion of this section, you will be able to

1. describe the law of cosines
2. apply the law of cosines to solve the triangles
3. apply the law of cosines in real-life situations
4. determine when you use the law of sines and when you use the law of cosines to solve the triangles

7.1.Trigonometric Identities

After the completion of this section, you will be able to apply the trigonometric identities to simplify trigonometric expressions or verify other trigonometric identities.

7.2. Addition and subtraction formulas

After the completion of this section, you will be able to apply the addition and subtraction formulas for sine, cosine, and tangent functions to evaluate the angles.

7.3. (A) Double Angle and Half Angle Formulas

After the completion of this section, you will be able to apply the double-angle and half-angle formulas for sine, cosine, and tangent functions to evaluate the angles

7.3.(B) Sum to Product Formulas

After the completion of this section, you will be able to apply the product-sum and sum-product formulas for sine, cosine, and tangent functions to evaluate the angles.

7.4. Trigonometric Equations

After the completion of this section, you will be able to apply the properties of trigonometric functions, trigonometric identities, and factoring to solve trigonometric equations.

8.1. Polar Coordinates

After the completion of this section, you will be able to

1. plot the points on the polar coordinate plane.
2. write the polar coordinates of a point in the polar coordinate plane.
3. Convert polar coordinates to rectangular coordinates and rectangular coordinates to polar coordinates.
4. Convert polar equations to rectangular equations and rectangular equations to polar equations.

8.2. Graphs of Polar Equations

After the completion of this section, you will be able to

1. Plot the polar curves, cardioid, rose, and limacon, in a polar coordinate when the polar equations are given.
2. describe the polar equations which generate cardioid, rose, or limacon.
3. describe the number of petals by looking at the equation of roses.

8.4. Plane Curves and Parametric Equations

After the completion of this section, you will be able to

1. describe what plane curves and parametric equations are.
2. graph parametric equations by applying the method, called 'eliminating parameter'.
3. find the parametric equations of straight lines with the given properties.

9.1. Vectors in two dimensions

After the completion of this section, you will be able to

1. state the factors (direction, magnitude, horizontal component, and vertical component) of vectors geometrically and in the coordinate plane.
2. multiply a scalar to the vectors.
3. operate vectors by adding and subtracting.
4. state and apply the algebraic properties of vectors: commutative property, associative property, and, identity and inverse elements.
5. apply the properties of vectors to real-life situation.

Religious Policy: It is the practice of the University of Central Florida to reasonably accommodate the religious observances, practices, and beliefs of individuals in regard to admissions, class attendance, and the scheduling of examinations and work assignments. A student who desires to observe a religious holy day of his or her religious faith must notify his/her instructor in writing at the beginning of the term (prior to 5:00 PM on Friday, July 5) to be excused from classes to observe the religious holy day. Please note that documentation will be requested.

Course Accessibility Statement. The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. Students with disabilities who need disability-related access in this course should contact the professor as soon as possible. Students should also connect with Student Accessibility Services (SAS) http://sas.sdes.ucf.edu/ (Ferrell Commons 185, sas@ucf.edu, phone: 407-823-2371). Through Student Accessibility Services, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential access and accommodations that might be reasonable. Determining reasonable access and accommodations requires consideration of the course design, course learning objectives and the individual academic and course barriers experienced by the student.

WebAssign Accessibility Statement.

Campus Safety Statement. Emergencies on campus are rare, but if one should arise during class, everyone needs to work together. Students should be aware of their surroundings and familiar with some basic safety and security concepts. In case of an emergency, dial 911 for assistance. Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Students should make a note of the guide's physical location and review the online version at http://emergency.ucf.edu/emergency guide.html Students should know the evacuation routes from each of their classrooms and have a plan for finding safety in case of an emergency. If there is a medical emergency during class, students may need to access a first-aid kit or AED (Automated External Defibrillator). To learn where those are located, see http://www.ehs.ucf.edu/AEDlocations-UCF (click on link from menu on left). To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to my.ucf.edu and logging in. Click on "Student Self Service" located on the left side of the screen in the toolbar, scroll down to the blue "Personal Information" heading on the Student Center screen, click on "UCF Alert", fill out the information, including e-mail address, cell phone number, and cell phone provider, click "Apply" to save the changes, and then click "OK." Students with special needs related to emergency situations should speak with their instructors outside of class. To learn about how to manage an active-shooter situation on campus or elsewhere, consider viewing this video (https://youtu.be/NIKYajEx4pk).

Accessibility Related Accommodations: It is my goal that this class be an accessible and welcoming experience for all students, including those with disabilities that may impact learning in this class. If anyone believes the design of this course poses barriers to effectively participating and/or demonstrating learning in this course, please meet with me (with or without a Student Accessibility Services (SAS) accommodation letter) to discuss reasonable options or adjustments. During our discussion, I may suggest the possibility/necessity of your contacting SAS (Ferrell Commons 185; 407-823-2371; sds@ucf.edu) to talk about academic accommodations. You are welcome to talk to me at any point in the semester about course design concerns, but it is always best if we can talk at least one week prior to the need for any modifications.

Academic Integrity Statement. Students should familiarize themselves with UCF's Rules of Conduct at http://osc.sdes.ucf.edu/process/roc According to Section 1,"Academic Misconduct," students are prohibited from engaging in Unauthorized assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating. Communication to another through written, visual, electronic, or oral means: The presentation of material which has not been studied or learned, but rather was obtained through someone else's efforts and used as part of an examination, course assignment, or project. Commercial Use of Academic Material: Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the university and the instructor. Course materials include but are not limited to class notes, Instructor's PowerPoints, course syllabi, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc. Falsifying or misrepresenting the student's own academic work. Plagiarism: Using or appropriating

another's work without any indication of the source, thereby attempting to convey the impression that such work is the student's own. Multiple Submissions: Submitting the same academic work for credit more than once without the express written permission of the instructor. Helping another violate academic behavior standards. For more information about Academic Integrity, students may consult The Center for Academic Integrity http://www.academicintegrity.org/icai/assets/FVProject.pdf For more information about plagiarism and misuse of sources, see "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices" http://wpacouncil.org/node/9

Responses to Academic Dishonesty, Plagiarism, or Cheating. Students should also familiarize themselves with the procedures for academic misconduct in UCF's student handbook, The Golden Rule http://goldenrule.sdes.ucf.edu/docs/goldenrule.pdf. UCF faculty members have a responsibility for students' education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to academic misconduct. Penalties can include a failing grade in an assignment or in the course, suspension or expulsion from the university, and/or a "Z Designation" on a student's official transcript indicating academic dishonesty, where the final grade for this course will be preceded by the letter Z. For more information about the Z Designation, see http://goldenrule.sdes.ucf.edu/zgrade

Campus Safety Statement. Emergencies on campus are rare, but if one should arise during class, everyone needs to work together. Students should be aware of their surroundings and familiar with some basic safety and security concepts. In case of an emergency, dial 911 for assistance. Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Students should make a note of the guide's physical location and review the online version at http://emergency.ucf.edu/emergency guide.html Students should know the evacuation routes from each of their classrooms and have a plan for finding safety in case of an emergency. If there is a medical emergency during class, students may need to access a first-aid kit or AED (Automated External Defibrillator). To learn where those are located, see http://www.ehs.ucf.edu/AEDlocations-UCF (click on link from menu on left). To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to my.ucf.edu and logging in. Click on "Student Self Service" located on the left side of the screen in the toolbar, scroll down to the blue "Personal Information" heading on the Student Center screen, click on "UCF Alert", fill out the information, including e-mail address, cell phone number, and cell phone provider, click "Apply" to save the changes, and then click "OK." Students with special needs related to emergency situations should speak with their instructors outside of class. To learn about how to manage an active-shooter situation on campus or elsewhere, consider viewing this video (https://youtu.be/NIKYajEx4pk).

Deployed Active Duty Military Students. A deployed active duty military student who feels the need for a special accommodation due to that unique status should contact their instructor to discuss the circumstances. Please provide a paper copy of your military orders.

Unauthorized Use of Websites and Internet Resources

There are many websites claiming to offer study aids to students, but in using such websites, students could find themselves in violation of academic conduct guidelines. These websites include (but are not limited to) Quizlet, Course Hero, Chegg Study, and Clutch Prep. UCF does not endorse the use of these products in an unethical manner, which could lead to a violation of our University's Rules of Conduct. They encourage students to upload course materials, such as test questions, individual assignments, and examples of graded material. Such materials are the intellectual property of instructors, the university, or publishers and may not be distributed without prior authorization. Students who engage in such activity could be found in violation of academic conduct standards and could face course and/or University penalties. Please let me know if you are uncertain about the use of a website so I can determine its legitimacy.

Disclaimer: *Instructor has the right to make some adjustments to syllabus and any adjustment will be announced in class and via email and/or Webcourses announcements.*