

Welcome to College Algebra!

I am excited to be your instructor this fall, and I hope that you are ready to get started. Look for italicized portions of the syllabus throughout for comments from yours truly. If you have any questions, please feel free to either email me or talk to me before class, in class, after class, or during office/MLSC hours!

Sincerely,

Nina

**Instructor:** Nina Williams

**Office:** MSCS 418

**Office Hours:** Mondays at 9:20am-10:00am, Wednesdays at 1:20pm-2:00pm, or by appointment

**MLSC Hours:** Tuesdays at 4:20pm-6:00pm

**Phone:** (405) 744-9316 (*Do not use this number. Emailing me is the best way to contact me!*)

**Email:** [nina.l.williams@okstate.edu](mailto:nina.l.williams@okstate.edu) (*Please include **Math 1513.62850** in the subject line of any emails. (Ex. Math 1513.62850 Grade Inquiry) Emails with this phrase are organized in a folder specific to your class in my inbox. Exclusion of the phrase will delay reply time and may result in no response.*)

**Webpage:** Brightspace at <https://online.okstate.edu> (*If I say "D2L", I mean Brightspace.*)

**Connect Math Tech Support:** 1-949-390-2095 or <http://support.connectmath.com/>

**ALEKS Tech Support:** 1-714-619-7090

**Syllabus Attachment.** OSU has compiled useful information that applies to all classes at <http://academicaffairs.okstate.edu>

This website includes add/drop/withdrawal dates, university holidays, accommodations for students with disabilities, academic resources, and much more. You are responsible for reading this information and having any questions answered. (*I posted it on Brightspace for your convenience.*)

**This study of College Algebra involves the use of technology** – the use of the graphing calculator has been integrated into the delivery of this course. Online methods are also used. Technology can be a tremendous aid in learning mathematics only if it is used *appropriately*. Technology is not a "quick fix" to learning functions or any mathematics! Because of the importance of technology today, a goal of the course is that you are comfortable with it and that you know when it is *appropriate* to choose it in learning mathematics. *As such, I ask that you bring a calculator to class daily to use at the appropriate times. Limit the use of cellphones to emergencies and checking the time only. You may use a laptop or tablet to take notes and access online class materials only. Cellphone, laptop, and tablet use will be revoked if it becomes disruptive.* I think you will find technology is a great asset in learning mathematics.

**Course Prerequisites.** A minimum score of 45 on the ALEKS Placement Assessment or a Grade of C or better in Math 1483. Some minimal familiarity with a graphing calculator such as the Texas Instrument TI-83 Plus is also required.

**Course Objectives.** To learn college-level algebra and to complete the college mathematics requirements for further study of mathematics and of mathematically-dependent subjects.

### Required Textbook Package and Supplies.

- **Connect Math Homework and Textbook & ALEKS Homework Package.** The bursar account of each individual enrolled in College Algebra will be charged for access to the Connect Math and ALEKS homework and e-textbook. (after the University drop deadline) There are also several resources provided online. If you desire a softbound printed textbook it can be ordered directly from McGraw-Hill from the Connect Math homepage for \$25.00.
- **Graphing Calculator.** You are required to have a TI 83 or TI 84 series graphing calculator (CAS system, TI Nspire, or similar calculators are not allowed) for this course. I will be using a TI-83

Plus graphing calculator for class demonstrations. You may check out a TI-83 Plus graphing calculator from the Mathematics Department (401 MS) for use during the semester while the supply lasts; there is NO charge.

**Course Evaluation.** There will be a total of 1000 points possible in this course, distributed among homework, worksheets, group work, MLSC participation, hourly exams, and the final exam as shown below. Course grades will be determined according to the following distribution.

Homework	190 points	Letter grades will be assigned according to the following scale.	
Worksheets	110 points		
In Class Group Work	40 points	900-1000 points	A
MLSC Participation	60 points	800-899 points	B
Mid-Term Exam 1, 2, 3, 4	400 points	700-799 points	C
Final Examination	200 points	600-699 points	D
	-----	0-599 points	F
<b>TOTAL</b>	<b>1000 points</b>		

**Examinations.** There will be four (4) fifty-minute examinations with a possible score of 100 points each and a 200 point comprehensive final examination. *Make-up midterm exams* will be considered only if the request is made in writing to the Course Coordinator (Rae Tree -- rae.tree@okstate.edu) at least 72 hours (3 days) in **advance** for known conflicts that are **documented, valid and unavoidable**; or your request must be made in writing to the Course Coordinator (Rae Tree -- rae.tree@okstate.edu) within 24 hours (1 day) when last minute extenuating circumstances arise (**documentation required**). If this condition is not satisfied, it is understood that the opportunity to receive a make-up exam is voided. In the instance that a make-up exam is appropriate, the College Algebra course coordinator will schedule and administer the make-up exam in a timely manner. With rare exceptions all make-up midterm exams must be completed 1 week from the time of the scheduled exam. Bring your student ID to each examination.

**Exam Dates.** Our exams will be held on the following dates; mark your calendar NOW!

**Exam 1: Monday September 19 over 2.1, 2.3-2.8 & 1.1-1.2**

**Exam 2: Wednesday October 5 over 1.3-1.8 & 3.7**

**Exam 3: Monday October 31 over 3.1-3.5, 2.2, 7.1 & 7.3**

**Exam 4: Friday November 18 over 4.1-4.6**

**Final Exam: Tuesday December 6, 12:00noon-1:50pm (Comprehensive) in CLBN 101**  
(That is Classroom Building North, close to Hall of Fame Avenue! Far away from the Student Union!)

**Homework Grade.** Homework will be completed online using the Connect Math program and additionally the ALEKS Prep for College Algebra for the first three weeks of the semester. The homework category will be worth 190 points and each Connect assignment will be worth 5 points. The ALEKS Prep for College Algebra will count 20 points toward the homework category. (Each 6 topics completed will count 1 point.) To complete the ALEKS Review portion of the course will require you to complete an "initial knowledge check" to determine which of the review topics you have already mastered and you will be given credit for mastering said topics. To master any remaining topics you will work problems within the program to show mastery. After completing 20 topics and spending 5 hours in the program you will complete a "progress check" which will again adjust your mastery level. Once you have completed all of the ALEKS Review topics you will need to complete a "final assessment" to determine retained mastery of the Review topics. At this time you may need to rework some of the Review topics to complete the ALEKS Review. Late homework will not be accepted.

**Worksheets.** During the semester you will complete Worksheets about once a week as noted in the course outline. The worksheets will be due at the beginning of the class session on the due date. Late worksheets will not be accepted. All work must be shown. The worksheet category will be worth 110 points and each worksheet will be worth 10 points.

**In Class Group Work.** Periodically (about once a week) over the semester Group Work will be completed in class. You must be present to complete the Group Work. Group work cannot be made up. The Group Work category will be worth 40 points and each Group Work will be worth 4 points.

**MLSC Participation.** You will earn points by using the free resources at the Mathematics Learning Success Center (MLSC). Each week (Sunday-Friday) you will spend a minimum of 1 hour at the MLSC to earn MLSC participation points. Four (4) points will be earned each week beginning the week of August 15 and ending the Friday (December 2) of pre-finals week. (The MLSC may be open during Finals Week, but participation points will not be earned.) **To ensure that your points are recorded each time that you go to the MLSC, make sure that you check in and check out with your OSU Student ID and identify yourself as a College Algebra student.** I also encourage you to keep a log of the dates and times that you visited for your own reference. MLSC Participation Points will not be recorded if you check into the MLSC during the time your class meets. You also need to spend a minimum of 15 minutes working on College Algebra each time you attend the MLSC for the time to count. By the end of the second week of class you will be able to log into the STAR system and view the time you have completed for the week. (You are responsible to make sure you are in attendance at the MLSC for the minimum 15 minutes each time you check in.) The weekly points earned are all or nothing. Please be mindful that the computer is unforgiving and 59 minutes in a week will not earn any MLSC points. To see your time for the week log in to “star.okstate.edu” and use your okey password.

**Every time you go to the MLSC:** Check in and check out with your OSU Student ID Card.

**The MLSC is open the following times this semester:**

Sunday	1:00pm – 9:00pm
Monday – Thursday	9:00am – 9:00pm
Friday	9:00am – 5:00pm

The MLSC will be closed on University Holidays.

**MLSC: Mathematics Learning Success Center** - The MLSC is an invaluable resource to support your mathematical learning. The MLSC is located on the 5<sup>th</sup> floor of the Library (Check in at the front desk). For more information, visit the MLSC website at [www.math.okstate.edu/mlsc](http://www.math.okstate.edu/mlsc), or call 405-744-5818 or 405-744-5688.

**Electronics In The Classroom.** To promote learning and student interaction in the classroom electronic devices will not be permitted. Electronic devices must be turned off and stowed out of sight in a backpack, purse, pocket, etc. These electronic devices include, but are not limited to cell phones, ipods, ipads, laptops, and earbuds.

**More on Class Attendance.** Class attendance involving active participation is a very important element in your success in learning College Algebra. **YOU ARE EXPECTED TO ACTIVELY PARTICIPATE IN EACH CLASS SESSION.** Experience has shown a definite correlation between good class attendance and good grades. Signing the class Attendance Sheet for another student is not permitted; if it is determined that a student signed in for another student, this unethical conduct will be regarded as a violation of Academic Integrity and the appropriate University policies will be employed. Of course, you won't get anything out of the class if you are there physically but not mentally or if you are unprepared. Simply showing up to class is not enough.

Because of the value I place on our class sessions as active learning opportunities, I ask that you assume responsibility for being physically present no later than 8:30am. If you do miss a class session, you are responsible for finding out what you missed from a classmate, including any announcements and notes from class discussions. I also realize that you may have a class that follows this one; I will dismiss each class session promptly at 9:20am.

**Drop and Withdrawal Policy (General University Policy 2-0206).** "Dropping" means withdrawing from a specific course while "withdrawal" means withdrawing *from all courses* and leaving the University for the balance of the term. The drop and withdrawal dates are noted on the syllabus attachment. **IT IS YOUR RESPONSIBILITY TO KNOW AND COMPLY WITH ALL DEADLINES.** Reasons similar to those listed below will NOT result in approval for dropping a course after the deadline (from OSU Policy 4.03):

- a. Student's lack of knowledge or misunderstanding of the deadline.
- b. Student waited to get the results of an exam or other assignment.
- c. Student's grades have declined since the deadline.
- d. Student doesn't need the course for graduation.
- e. Different deadlines existed at a previous school.

**Incomplete Grade.** The grade of "I" is given to students who satisfactorily complete the majority of the course work and whose work averages "D" or better, but who have been **unavoidably** prevented from completing the remaining work of the course. A condition that the students must repeat the course in order to remove the "I" is not permitted. The maximum time allowed for a student to remove an "I" is one calendar year.

**Academic Integrity.** The university has explicit rules governing academic integrity. Please consult the OSU Spring 2016 Syllabus Attachment mentioned above.

Working with another person or in study groups on problems can be helpful in learning the material. I encourage you to work together if you find it helpful. However, **all written and on line work submitted must be your own.** Copying someone else's problem solution, showing your written solution to someone else, or having another person complete your on line work is prohibited; such behaviors are regarded as violations of academic integrity and will be treated according to the University's policy. In order to be successful in learning the material and doing well on the examinations you must think very hard about the problems themselves **before** discussing them with anyone else.

**Special Accommodations for Students.** "If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of SDS. Please advise the instructor of your disability as soon as possible, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process to verify the existence of a qualified disability and identify reasonable accommodations. Call 405-744-7116 or go to <http://sds.okstate.edu/>." (OSU Syllabus Attachment)

**Office Hours.** I encourage you to come talk to me during my office hours (or email for an appointment if you can't make any of those times) when you have questions or concerns. When you come to my office hours or to the MLSC, you should come prepared with specific questions. (*This is what I call a ProTip! More to come throughout the semester!*) You should have already reviewed your lecture notes, read through and taken notes on the relevant portions of the textbook, and attempted some problems. Be prepared to tell me or the tutor where you are stuck or what concepts are still confusing to you, and we will be happy to help.

**Final Note. Any changes in this syllabus will be communicated to you by the instructor in class or on our course website.**