



Instructor: Ashwini Bhat

- Email: ashwini.bhat@okstate.edu

Class Meeting: TR, 9:00 AM–10:15 AM, HSCI 326

Office Hours:

- T, 1:00 PM – 2:00 PM, MS 440
- R, 12:00 PM – 1:00 PM, MLSC

Online Classroom: my.okstate.edu

Syllabus Attachment: <https://academicaffairs.okstate.edu/content/resources-students>

Connect Math Tech Support: support.connectmath.com, (949) 390-2095

ALEKS Tech Support: aleks.com/support/form, (714) 619-7090

This course in College Algebra involves the use of some technology; the use of graphing calculators and online homework systems have been integrated into the delivery of this course. Technology is a valuable tool in learning mathematics **only if it is used appropriately**. Technology is not a “quick fix” to learning functions or any mathematical concepts! Because of the importance of technology today, a goal of the course is that you are comfortable with its use and that you understand when it is appropriate to use technology as an aid 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 familiarity with a graphing calculator such as the Texas Instruments TI-83 Plus is also required.

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

Required Textbook Package and Supplies.

- **Textbook and Connect Math & ALEKS Homework Systems:** The Bursar account of any student enrolled in Math 1513 will be charged for access to the Connect Math and ALEKS homework systems, as well as the e-textbook (after the University drop deadline). If you desire a softbound, printed copy of the textbook, then you can order it directly from McGraw-Hill via the Connect Math homepage for approximately \$25.00. If you choose to opt-out of the automatic charge, then you will lose access to your homework.
- **Graphing Calculator:** You are required to have a TI-83 or TI-84 series graphing calculator for this course (CAS system, TI-Nspire, TI-Nspire with a TI-84 faceplate, or other similar calculators are not allowed). I will be using a TI-83 Plus graphing calculator for class demonstrations. You may check out a TI-83 Plus graphing calculator, at **no** charge, from the Mathematics Department (MS 401) for use during the semester (while supplies last).

Course Evaluation. Your final grade for this course will be distributed among homework, worksheets, group work, MLSC participation, midterm examinations, and a cumulative final exam examination, as outlined below.

Homework	20%	MLSC Participation	5%
Worksheets	10%	Midterm Exams (4)	10% each
Group Work	5%	Final Exam	20%

Letter grades will be assigned according to the following scale

A	90% – 100%
B	80% – 89.99%
C	70% – 79.99%
D	60% – 69.99%
F	0% – 59.99%

Examinations. There will be four (4) sixty minute (1 hour) midterm exams, each out of 100 points and one (1) cumulative final exam out of 200 points. Make-up exams will be given only under extreme circumstances, and only if **verifiable documentation for the absence is provided**. Valid reasons for make-up exams include:

- University activities (e.g. field trips, research presentations, athletic teams, etc.),
- Military obligations, jury duty or other mandatory court appearance,
- Serious illness or injury of student or immediate family member (parent, sibling, spouse, son, daughter)

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 within 24 hours (1 day) in last minute, extenuating circumstances (**documentation required**). If these conditions are 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 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 within one week of the scheduled exam. You must bring your student ID to each examination.

Exam Replacement Opportunity. I will replace **one** of your four midterm exam scores with your percentage score on the final exam, after a 20-point deduction. For instance, if your midterm exam scores are 85, 78, 72, and 63, respectively, and you score 160 out 200 (or 80%) on the final exam, then I will replace your fourth exam score (63) with a score of $(160 - 20)/200 = 70$. If this calculation results in a score that is lower than all of your midterm exam scores, then there will be no grade replacement. The final exam is mandatory and your score on the final exam cannot be replaced.

Exam Dates. All exams (midterm and final) are **common exams**. The exams will be administered at the specified times and locations on the dates listed below.

Midterm exam 1:	Tuesday, September 19, 5:30 pm – 6:30 pm	over 2.1, 2.3-2.8, & Review	MUR 035
Midterm exam 2:	Tuesday, October 10, 5:30 pm – 6:30 pm	over 1.1-1.8	MUR 035
Midterm exam 3:	Thursday, November 2, 5:30 pm – 6:30 pm	over 3.1-3.5A, 3.7, 5.1	MUR 035
Midterm exam 4:	Thursday, November 30, 5:30 pm – 6:30 pm	over 4.1-4.6A	MUR 035
Final exam:	Wednesday, December 13, 12:00 pm – 1:50 pm,	cumulative	MUR 035

Homework Grade. Homework will be completed online using the Connect Math program and the ALEKS Prep for College Algebra; we will only use ALEKS for the first three weeks of the semester. Each Connect assignment will be out of 10 points and the ALEKS assignments will be out of 40. To complete the ALEKS Review portion of the course, you will be required to complete an “initial knowledge check” to determine which review topics you have already mastered and you will be given credit for the topics that you have mastered. To master any remaining topics, you will work on problems within the program. After completing 20 topics, and spending 5 hours in the program, you will complete a “progress check” which will adjust your mastery level. Once you have completed all of the ALEKS Review topics, you will need to complete a “final knowledge check”. At this time, you may need to re-work some the topics to complete the ALEKS Review. Late homework will **not** be accepted.

Worksheets. During the semester, you will complete weekly worksheets. The worksheets will be due at the **beginning** of class on the due date. Late worksheets will **not** be accepted for a grade. Each worksheet is out of 20 points and you must show all of your work in order to earn full credit.

In-class Group Work. Group work will be completed in class. You must be present to complete the group work and the **group work cannot be made up if you are absent**. There will be a group work for each section covered in the course. Each group work is out of 10 points.

The Mathematics Learning Success Center (MLSC). The MLSC is on the 5th floor of the Edmon Low Library and is a great resource. The MLSC’s hours of operation for the Fall 2017 semester are as follows

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

The MLSC will be closed on Saturdays and University Holidays. For more information, visit mlsokstate.com, or call (405) 744-5818.

MLSC Participation. You will earn points by using the free resources at the MLSC. Each week, Sunday – Friday, you are required to spend a minimum of 1 hour at the MLSC in order to earn MLSC Participation points. 10 points will can be earned each week, beginning the week of August 21 and ending Friday, December 8. The MLSC is open during Finals Week but participation points cannot be earned during this week. 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. You are also encouraged 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 that your class meets.** You must spend a minimum of 15 minutes working on Math 1513 each time you check-in to the MLSC for the time to count for points. By the end of the second week of class, you will be able to log into the STAR system and view the time that you have completed for the week. (You are responsible for making sure you are in attendance at the MLSC for a minimum of 15 minutes every time you check-in.) The weekly points are given on an **all or nothing** basis. Please be mindful that the computer is unforgiving and 59 minutes a week will not earn you any MLSC Participation points. To see your time for the week, log in to star.okstate.edu using your okey password.

Electronics in the Classroom. To promote learning and student interaction, electronic devices will not be permitted in the classroom. Electronic devices including, but not limited to, cell phones, laptops, and tablets, must be switched off and stowed out of sight during class time.

More on Attendance. Regular attendance involving active participation is a very important element in successfully completing Math 1513. Signing the class attendance sheet for another student is not permitted and is considered a violation of Academic Integrity. If it is determined that a student signed for another student, action will be taken in accordance with University policy.

You are expected to arrive to class no later than 9:00 am and will be dismissed no later than 10:15 am. If you miss class, then you are responsible for obtaining any lecture notes as well as information about any announcements made during the class period that you missed.

Drop and Withdrawal Policy (General University Policy 2-0206). “Dropping” means withdrawing from a specific course while “withdrawing” means withdrawing from **all** courses and leaving the University for the remainder of the semester. The deadlines to drop and withdraw are noted on the Syllabus Attachment. It is your responsibility to know and comply with the deadlines.

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

Academic Integrity. Don’t cheat. Do not copy off of other students, allow other students to copy your work, or present work you find in printed or electronic sources as your own. I take academic dishonesty very seriously and will deal with it as such. Carefully read the OSU policy at academicintegrity.okstate.edu. If you have further questions, please contact the Office of Academic Affairs, 101 Whitehurst, (405) 744-5627.

Special Accommodations: If you think you have a qualified disability and need special accommodations, you should notify me as soon as possible and request verification of eligibility for accommodations from the Office of Student Disability Services. For more information, visit sds.okstate.edu, or call (405) 744-7116.

Office Hours. I encourage you to come to office hours! I’m not scary, I promise.

Any changes to this Syllabus will be communicated to you in class and via e-mail.