MATH 1513 - 503

COLLEGE ALGEBRA **Fall 2015**

Instructor: Rae Tree
Office: 515 MS
Office Hours: 2:30pm – 3:30pm Mondays,
2:30pm – 4:00pm Wednesdays,
10:30am – 11:00am and 2:00pm – 4:00pm Thursdays, and
10:30am – 11:30am Tuesdays at the MLSC,
or by appointment
Virtual Office Hours: Google+ Hangouts Thursdays 5:00 - 6:00pm
A Google account is required to participate in Google+ Hangouts. Additional information on Google+ Hangouts can be found at http://www.google.com/+/learningmore/hangouts/
Meetings by phone can also be arranged
Phone: 744-1806
Email:rae.tree@okstate.edu
Email Communication: I will respond to email within 24 hours. In order to obtain a prompt response to your email communication you are expected to put you surname and course name as a prefix in the subject line. As an example if I were sending an email about registering for MyMathLab (MML) the subject line might read –
Tree Math 1513-503: Registering for MML
Webpage: oc.okstate.edu (Desire2Learn Online Classroom -- D2L)
MyMathLab Tech Support: 1-800-677-6337 or
http://www.mymathlab.com/contactus_stu.html

Syllabus Attachment. OSU has compiled useful information that applies to all classes at
http://academicaffairs.okstate.edu/sites/default/files/Spring2016Syllabus.pdf
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.

This study of College Algebra involves the use of technology – the use of the graphing calculator has been integrated into the delivery throughout. 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 technology in learning mathematics. I think you will find technology is a great asset in learning mathematics.

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

- ***MyMathLab Access or Textbook Package***. You are required to purchase a bundle that includes MyMathLab access, a custom textbook, and a graphing calculator manual or purchase a code online as you register. The text is *College Algebra: Graphs and Models (OSU Custom 2nd edition)* by M. Bittinger, J. Beecher, D. Ellenbogen, and J. Penna. Pearson Education, Inc., 2013. **Note:** If you do not register for MyMathLab immediately, you will not be able to complete required homework. You are responsible for registering in time to meet all course deadlines.

- ***Graphing Calculator***. You are required to have a TI 83 or TI 84 series graphing calculator for this course. If you are in Stillwater or the surrounding area 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.

Computer Requirements. To complete the requirements for this course you will need access to a desktop or laptop computer that is equipped with a modern internet browser such as Internet Explorer, Chrome, Firefox or Safari. You will also need access to a scanner to scan your completed worksheets and then submit them via Dropbox on the D2L site. You will need to immediately register for MyMathLab (MML) to complete homework assignments and quizzes. Registration Instructions are posted on the D2L site under Contents.

Course Structure. This course is set up in weekly segments or modules which can be accessed in the Content tab of the D2L site. Each week will follow a similar format: read the specified sections in your text; watch a series of "video lectures" over the specified sections; work assigned problems in MML; complete a weekly quiz in MML; and submit a weekly worksheet via Dropbox on the D2L site. The weekly assignments are due each Saturday at 10:00pm with the exception of week 1 assignments which are due the Tuesday of week 2 at 10:00pm to facilitate beginning of semester and registering for MML. A weekly Discussion Board will be available using the Discussions tab for students to discuss the content for the week and pose any questions to each other that may arise. I will monitor the discussions, but rarely enter the discussions.

Course Outline. An outline of assignments, quizzes and exams, with details and due dates will be posted in the Content tab of the D2L site. It is your responsibility to make sure all work is submitted correctly and on time as outlined in the assignment instructions. All weekly homework assignments, quizzes, and worksheets will due on Saturday by 10:00pm Central Time. (Please note Week 1 has some added time to accommodate any MML registration irregularities, getting into the routine etc.) Any assignments not submitted on time will be considered late and will not be graded for credit.

Course Evaluation. This course will be graded on a total point system. There will be a total of 1000 points possible in this course, distributed among homework, worksheets, quizzes, midterm exams, and a final exam as shown below. Course grades will be determined according to the following distribution.

MML Homework	200 points
Worksheets	150 points
MML Quizzes	50 points
Exam 1	100 points
Exam 2	100 points
Exam 3	100 points
Exam 4	100 points
Final Exam	200 points
TOTAL	1000 points

Letter grades will be assigned according to the following scale.

900-1000 points	A
800-899 points	B
700-799 points	C
600-699 points	D
0-599 points	F

Homework. Most homework will be completed online using the MyMathLab (MML) program. The total number of points possible on each homework assignment is 5 points for a total of 200 points for the semester. All homework for the week is due by 10:00pm Saturday except as noted above for week 1. Late work will not be accepted.

Worksheets. During the semester you will complete Worksheets each week on the material covered during the week. All work must be shown. Completed worksheets will be submitted via the Dropbox on the the D2L site each week by 10:00pm Saturday with the exception of week 1 as noted above. Worksheets will be posted on the content tab on the D2L site. Late worksheets will not be accepted.

Quizzes. Each week a 10 question quiz over the material covered during the week will be taken using the MML program. You may take the quiz up to 6 times and the best score will be recorded. Each quiz will be slightly different. There will be a 30 minute time limit on each quiz. The quiz score each week will be out of 5 points.

Examinations. There will be four (4) hour examinations with a possible score of 100 points each and a 200 point comprehensive two (2) hour final examination. All Exams must be Proctored and a Proctor Agreement must be on file with the outreach office prior to the first exam. *Make-up midterm exams* will be given only for **documented, valid and unavoidable** conflicts. Your request to receive a make-up exam must be made in writing **in advance** for known conflicts or in a timely manner when extenuating circumstances arise. 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, arrangements will need to be made with myself , the outreach office and your proctor to accommodate the make-up exam. Bring your student ID to each examination.

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

Exam 1: February 2 & 3 over 1.1-1.6 & 6.1 & 3.5
Exam 2: March 1 & 2 over 2.1-2.6 & 3.1- 3.4
Exam 3: March 29 & 30 over 4.1-4.5 & 7.1-7.2
Exam 4: April 19 & 20 over 5.1-5.6
Final Exam: May 2, 3 & 4 (Comprehensive)

Exam Proctors. All Exams must be Proctored and a **Proctor Agreement Form** must be on file with the outreach office prior to the first Exam. Having a qualified proctor provides exam integrity and also lets us know where to send your exam so that you are able to take it as scheduled. The proctor qualifications letter and the Proctor Agreement Form are on the D2L site under Course Documents of the Content tab. Complete the Proctor Agreement Form, send one copy to me via email or hand delivered; and one copy to the outreach office, 213 LSE, or email to pat.mann@okstate.edu as soon as possible.

I will offer proctoring on the Stillwater Campus in **514 MSCS** at the following times:

Exam 1: Wednesday February 3, 5:00-6:00pm
Exam 2: Wednesday March 2, 5:00-6:00pm
Exam 3: Wednesday March 30, 5:00-6:00pm
Exam 4: Wednesday April 20, 5:00-6:00pm
Final Exam: Wednesday May 4, 4:00-6:00pm (Comprehensive)

MLSC: Mathematics Learning Success Center – If you are on the Stillwater Campus the MLSC is an invaluable resource to support your mathematical learning. The MLSC is located on the 5th floor of the Library. For more information, visit the MLSC website at www.math.okstate.edu/mlsc, or call 405-744-5818 or 405-744-5688. I would encourage you to take advantage of this resource if you are on the Stillwater Campus.

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.

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 online 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 online 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 Student Disability Services. 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 during which the existence of a qualified disability is verified and reasonable accommodations are identified. Call 405-744-7116 or go to http://sds.okstate.edu/.

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 if you are on the Stillwater Campus. Also make use of the Google+ office hours to get questions or concerns addressed. I am also only an email away. Please get help early if you are confused or do not fully understand a concept.

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