Course Syllabus: Beginning Algebra

College of Science, Mathematics and Engineering
MATH 0003 Section 102 and 104
Fall 2026

Contact Information

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Course Description

This course is designed to teach students topics in elementary algebra which will prepare them for co-requisite courses. Topics include the study of numeracy and the real number system, including properties of integer exponents; algebraic concepts, notations, and reasoning; quantitative relationships; relations and functions using multiple representations; equations of lines and their graphs; the algebra of polynomials, including factoring: solving linear equations and inequalities in one variable; mathematical models; and problem solving. Students must earn a "C" or better in this course to advance to the College Algebra co-requisite or the Business Analysis course. A grade of "D" is required to proceed to Contemporary Mathematics.

Learning Objectives

Upon the successful completion of this course, students will be able to:

1. Demonstrate the ability to use mathematical notation, including function notation;
2. Evaluate and simplify algebraic expressions;
3. Solve and graph linear equations;
4. Solve linear inequalities and use interval notation;
5. Use the slope-intercept and point-slope forms of an equation;
6. Apply basic mathematical operations on polynomials;
7. Demonstrate the ability to factor polynomials.

Textbook & Instructional Materials

MyLab Math (MML): This online course management program from Pearson Publishing is used for all assignments in the course. A specific MML course has been created for your class. Required digital materials for this course are part of the Courseware Access and Affordability Program at MSU Texas. Students are charged for required course materials on their student account with the Business Office. Any students who wish to opt-out of the Program and purchase the required course materials on their own must do so prior to the opt-out date. Opt-out instructions are sent to students' official my.msutexas.edu email address after the first day of class. Please contact the MSU Bookstore if you have any questions about the opt-out process.

Additional Information: The eBook version of the course's textbook *Beginning and Intermediate Algebra*, by Lial, Hornsby, McGinnis, and Daniels, 8th edition, is available within MyLab Math, so purchasing a print copy is optional.

Calculators

You should have a scientific calculator. You will not need a graphing calculator, though you are welcome to use one. You are expected to bring your calculator to class each day.
You may **not** use a phone or any device with internet access as a calculator on quizzes or tests. You may **not** share calculators during a quiz or test.

Student Handbook

Refer to: Student Handbook

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.
Office of Student Conduct

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this Moffett Library webpage to explore these resources and learn how to best utilize the library.

Grading

Table 1: Points allocated to each assignment

Assignments	**Points**
Homework	100
4 Tests (100pts each)	400
Final Exam	200
Total Points	700

Table 2: Total points for final grade.

Grade	**Points**
A	630 to 700
B	560 to 629
C	490 to 559
D	420 to 489
F	Less than 420

A status report will be compiled after each exam. Homework that has not been completed by the 75% deadline will receive a grade of zero. Pearson has a homework average that is based on your **submitted** work. This score will **go down** when zeros are submitted.

Homework

An online homework assignment has been created for each textbook section covered in class. Each assignment will have a **full credit** deadline on the day after the next class at 11:59pm. Homework may still be submitted for **75% credit** for two more days or until the exam date, whichever comes first. When using the later deadline, you do not lose the full credit for problems/partial problems that were submitted by the 100% deadline. You may earn 75% credit on portions of problems that were submitted after the 100% deadline. Online homework problems may be printed and the answers entered at a later time. You may also print the homework problems and submit on paper on or before the due date listed on the Beginning Algebra Course Schedule for full credit. Each due date time is given in MyLab Math and will be given the day it is lectured. You typically have three attempts to earn full credit on a particular problem. After this you may work a "similar" problem to practice/improve your score. There is no limit on how many times you may work a problem, so a perfect homework score should be attainable.

Your **lowest** four homework scores will be dropped and the remaining scores will be averaged to determine your homework grade for the course. The assigned problems represent a minimum number of problems to be worked. You are strongly encouraged to work additional problems.

To access homework: Log into D2L account and access this course (using the 3 by 3 grid to the left of the envelope at the top or scroll all the way down to "My Courses" widget). Select the course "Beginning Algebra". Using the menu bar, select "Content". A new screen will open with "MyLab Math" listed center; click "Pearson Course Materials". This will take you to Pearson's website relating to the course. Click the yellow button with "Open MyLab & Mastering" and you will be taken to mylab.pearson.
NOTE: Make sure the "View" menu in the right-hand corner has "Assigned" selected.

How to tackle your homework:

1. Complete as much of the homework the same day the material is taught in class. There are several ways to get help on the homework. This includes "view an example" which walks you through a problem step by step. Sometimes this breaks a single step into several parts which might slow you down. Be careful not to work from an example/notes on every problem. You will **not** have those available on an exam. After working a few problems correctly with your notes, try to do a problem without looking at any help feature and see how far you can get. By the time you are done with your problems, you should know the procedures. These are used in future sections because math tends to build on itself. Even though there are websites and apps that will work out the entire problem, these are **dangerous** if you do not learn how to recognize the type of problem and how to solve the problem. You will not have access to apps or online material during a quiz or test.

2. Write down the number of the problem(s) that you were unable to complete and we will do them in class. There are several benefits of this:
    a. It may imply I insufficiently covered a topic and more review for everyone may be needed. Mathematics builds on itself, so the better you understand and practice the previous sections, the easier it will be to learn the new material.
    b. We can do the problem "your way" which is very beneficial in understanding mathematical concepts.
    c. Don't forget: *you are not alone.* If you have a question, other students may have the same question but are scared to ask. The only bad question is the question that was never asked.

Exams

The **tentative** exam dates are as follows:
Exam 1: Friday, September 18, 2026
Exam 2: Wednesday, October 7, 2026
Exam 3: Monday, October 26, 2026
Exam 4: Wednesday, November 23, 2026
Final Exam: Wednesday, December 9, 2026, 1:00-3:00pm (Location to be determined)

Make Up Exams

Make-up exams are ***not generally given**; however, such exams may be given for an absence that is a result of a documented medical or personal emergency. If an exam is going to be missed due to an approved university activity, the student should request to take the exam early. For missed exams, timely notification (for emergencies, ***on or before the scheduled day of the exam**, and for approved university activities, a week prior to the scheduled day of the exam) is necessary to receive consideration to make up the exam or take the exam early. Once graded exams have been returned to the class, which usually occurs during the class meeting following the day of the exam, it will no longer be possible to make up a missed exam. *No student will be allowed to make up more than one exam during the semester. The instructor may use the final exam (scaled appropriately) to replace **one** missed test grade.

Test Day Policies

During tests, students are allowed the use of a scientific or graphing calculator.

The use of smart devices (including phones, smart watches, and smart glasses) is not allowed during any test. Using any smart device during a test will result in a grade of zero in that test.

After receiving the test, any student who wishes to leave the room is required to hand in the test before doing so. This will end the student's test.

Final Exam

The final exam is ***mandatory** for all students in Developmental Mathematics courses. Failure to take the exam will result in an exam grade of "0"; there is no make-up final exam. The final exam is scheduled by the university and will be December 9th from 1-3 pm; location is TBD.

Extra Credit

Extra credit is not available in this course. If you are concerned about your grade at any point, please reach out to the instructor early and regularly. Your final grade will reflect the extent to which you have mastered the course content, so staying engaged and seeking help when needed is the best way to stay on track.

Drop Policies

Instructor Drops: Instructors may drop a student from class for disruptive conduct, cell phone use, consistently failing to complete class assignments, as well as excessive tardiness or excessive absences. A student dropped for any of these reasons will receive a course grade of "F".

Student Drops: If you wish to drop this course, you must first contact your instructor. Students who have not met the readiness standards of the Texas Success Initiative must continue to attend class and may not drop this course prior to Monday, **October 26**, 2026. The last day to drop in order to receive a "W" is 4:00 p.m. on Monday, **November 23**, 2026. Drops after this date will receive a grade of "F". Students in athletics, on scholarship or receiving financial aid should contact their advisor and the financial aid office before initiating a student drop.

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into D2L through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

Students are expected to attend all meetings of the classes in which they are enrolled. Attendance is an essential component of this course and will be checked in every class.

Absences are not categorized as excused or unexcused. All absences from class will be counted as official absences except authorized absences as defined in the Student Handbook. If you miss class due to hospitalization or a death in your family, you should notify the Dean of Students immediately. Absences due to required participation in university-sponsored activities must be approved by the Athletic Director or the Vice President for Academic Affairs. It is the responsibility of the student to arrange with the instructor to make up all work missed during an authorized absence.

Computer Requirements

Your homework may be completed on paper or online. If completed on paper, you must access the Pearson website to print out the homework problems. This class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ***Your computer being down is not an excuse for missing a deadline!**

Recording Classes

Recording classes is generally prohibited without the professor's explicit permission. Such recordings, when permitted, are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the professor's prior consent. Some faculty may not permit recordings of their classes. When it is feasible and appropriate, students may record classes to accommodate disabilities under the Americans With Disabilities Act, with prior approval of Disability Support Services. Such recordings may not be uploaded to the internet or otherwise shared, transmitted, or published.

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to Disability Support Services.

Emergency Aid Resources for Basic Needs

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the Student Emergency Support and Resources webpage to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, student.affairs@mstuexas.edu.

College Policies

Campus Carry Rules/Policies

Refer to: Campus Carry Rules and Policies

Smoking/Tobacco Policy

Midwestern State University seeks to provide a safe, healthy, pleasant environment for its faculty, staff, and students. To this end, the use of tobacco products, including smoke and smokeless tobacco, and the advertising, sale, free distribution, and discarding of tobacco products shall be prohibited in all indoor and outdoor facilities and in all university vehicles. The policy extends to faculty, staff, students, vendors, guests, and visitors.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit Campus Carry.

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit MSUReady – Active Shooter. Students are encouraged to watch the video entitled "*Run. Hide. Fight.*" which may be electronically accessed via the University police department's webpage: *"Run. Hide. Fight."*

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University MSU Catalog

*__Notice:__ Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.