

Course Syllabus: **College Algebra**  
McCoy College of Science, Mathematics & Engineering  
Math 1233 Section 107  
Fall 2024

Contact Information

Instructor: Dr. Linda Fosnaugh

Office: DB 280

Phone number: 397-4777

Office hours: Monday and Friday: 2:00-3:00; Tuesday and Thursday: 2:00-3:30

E-mail: linda.fosnaugh@msutexas.edu

Class Meeting Days, Times, Location

Tuesday & Thursday: 12:30-1:50 in DB 177

Textbook & Instructional Materials

These are digital materials required for this course and are part of the Courseware Access and Affordability Program at MSU Texas. Students are charged for these required course materials on their student account with the Business Office. Information about the price of the materials through the Courseware Access and Affordability Program is included as a newsfeed item in the D2L course. In addition, any student who wishes to opt-out of the Courseware Access and Affordability Program and purchase the required digital course materials on their own may do so. Opt-out instructions will be sent on the second day of classes by the MSU Bookstore to your my.msutexas.edu email address. Please contact the MSU Bookstore (940) 397-4303 if you have any questions about the Courseware Access and Affordability Program or the opt-out process.

**Calculator Requirement:** If you wish to use a calculator, you must have a scientific calculator such as a TI30XS. A graphing calculator is not allowed.

Desire-to-Learn (D2L)

You will access ALEKS through the MSU D2L program. You can log into [D2L](#) through the MSU Homepage. An electronic copy of the textbook is available within ALEKS; a physical copy of the textbook is not required.

On D2L I may post the following:

- Announcements and occasional reminders.
- Links to video lectures that I may assign you to watch.

- General exam review material.
- Your grades on exams and quizzes, as well as periodically your updated Homework Average.
- Information about campus closures in the event of inclement weather. If the University closes due to inclement weather, it is possible that this course will temporarily shift to online.

I recommend the mobile Brightspace Pulse App. It will allow you to have quick access to anything posted within D2L.

#### Punctuality and Attendance Policy

Attendance will be taken at the beginning of every class. Students should arrive to class on-time and remain for the entire class period. Arriving late or leaving early may result in being counted as absent. A student may be dropped from the course for excessive tardiness.

If you miss class, it is your responsibility to

1. get notes from another student for the day(s) you missed, and
2. see Dr. Fosnaugh before the next class for information you missed, and
3. provide Dr. Fosnaugh with written documentation (doctor's note, etc.) if you would like to request that the absence be considered as excused. Note that scheduling an appointment during this class is not excused.

In particular, what you need to know about being absent from this class:

1. Any student who leaves class early without the permission of the instructor will be counted as absent.
2. Any student physically present but not mentally present and engaged in class will be counted as absent. Being engaged in class includes, but is not limited to, taking notes and paying attention, and not working on material for another class.
3. Any student that violates the Cell Phone/Electronic Device and Earbud Policy will be counted as absent from class. (Refer to General Class Guidelines.)
4. A student who is counted absent from class will receive a 0 on any work submitted during that day's class.

A student who accumulates more than three unexcused or more than five total (excused and unexcused combined) absences may be instructor

dropped from the class with a grade of WF or F. Further a student who accumulates three unexcused absences will receive a 1% decrease per additional absence from their course average. Students who accumulate the number of absences mentioned above will receive at their D2L email address an email from the instructor notifying them that they will be instructor dropped from the course with one of the grades mentioned above. Any student receiving such an email who wishes to appeal to the instructor that they not be instructor dropped must, within two business days of receiving the email, schedule a meeting with the instructor to discuss their attendance and progress in the course. Failure to schedule a meeting or failure to attend the scheduled meeting will result in the student being instructor dropped from the class.

### Grading

Your final letter grade will be based on the percentage obtained and your final exam score.

Grade	Overall Percentage (See table below)		Final Exam
A	at least 90%	AND	at least 80%
B	at least 80%	AND	at least 70%
C	at least 70%	AND	at least 60%
D	at least 60%	AND	at least 50%
F	less than 60%		

Categories for overall percentage	Weight
Homework	7%
Quizzes	10%
General Exams	63%
Final Exam	20%

**\*\*Note that there is no extra credit given in these courses.**

### Taking Notes During Class

You are expected to take notes during every class lecture, whether the lecture is given in person or through a video. These notes should be clear and legible so that you can refer to them while completing your homework or studying for the course. I reserve the right to ask students to upload a copy of their class notes to D2L at any time, which may be graded for completion and correctness.

## Homework

ALEKS is the homework platform used for this course. Homework sets will be assigned over each section of the book that is covered in class. There are due dates given within ALEKS for each homework set. Students may work on an assignment past the due date until the late period has expired, but there will be a 20% penalty on any problem completed during this late period.

If videos are included within a homework assignment, students are expected to take notes and may be asked to upload the notes into a Dropbox within D2L. Failure to upload the notes into the Dropbox will result in a score of 0% on the homework assignment.

**\*\*Any student who has 7 or more homework assignments with a score of less than 50% may be dropped from Math 1233 with a grade of F. Any student who has 3 assignments with a score of less than 50% will lose 1% from the course grade for each additional incomplete assignment.**

## Quizzes

Quizzes will frequently be given in class and some may be given online. The in class quizzes will be short, and you will be limited to eight or fewer minutes to complete them. Problems on quizzes may be similar to those in homework assignments or in lecture. Or quiz problems may motivate a lecture. A student who arrives more than two minutes late will receive a zero on any quiz that was handed out at the beginning of class. Make-up quizzes will not be given for any reason.

You are required to take a quiz within D2L over the topics in the course policy sheet. Failure to take this quiz will result in a 25% penalty on the entire quiz grade for the semester.

## Exams

The number of exams as well as the dates may fluctuate during the semester. Possible exam dates are: Sept 26, Oct 31, Nov 26. The final exam is scheduled for Wednesday, Dec 11, 1:00-3:00.

## 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. Note that making an appointment during class time is not an excused absence. 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. No student will be allowed to make up more than one exam during the semester. No make-up exams will be given because of holiday travel plans. In particular, no make-up exams will be given for missing Exam 3 (Nov 26).

### Computer Requirements

This class requires you to have access to a computer (with Internet access) to complete your homework assignments. It is your responsibility to have (or have access to) a working computer to complete homework for this class. **Assignments 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.** Computers are available on campus in various areas of the buildings as well as the Tutoring and Academic Success Center. Contact your instructor immediately upon having computer trouble with ALEKS.

### **When you need help with this course, where can you go?**

1. To your professor's office hours. You should have with you both your notes and all of the related work that you have done over the topics you are seeking help with.
2. The *Tutoring and Academic Support Program (TASP)*, located in Moffett Library, offers additional tutoring in math as well as other courses. You can find out more about their services by visiting their office or searching *TASP* on the MSU website.

### Academic Misconduct Policy

All work that you do that contributes to your course grade must be your own work. Any evidence that you submitted work that is not your own is considered an act of academic dishonesty. An act of academic dishonesty will be reported to the university and will result in one of the following academic sanctions:

- Receiving a 0 on the homework, quiz, or exam.
- Receiving a 0 for the entire quiz grade for the semester (15%) or the entire homework score for the semester (5%).
- Receiving an F in MATH 1233.
- Receiving an F in MATH 1233 that will remain permanently on your transcript and within your MSU GPA.

On homework, you may get assistance from others, but you are responsible for understanding what you submit to be graded, and further, no two

students are ever to turn in work that appears to be identical. Teachers can detect when a student is copying homework from someone else in the class. Never let someone borrow your work. If you want to help someone understand how to work a problem, talk to them and give them advice or pointers, but never give them your completed work. In addition, copying solutions from online resources is considered cheating. The university's academic dishonesty policy can be found at <https://msutexas.edu/student-life/assets/files/handbook.pdf>

### Cell Phone Policy

Earbuds are to be removed and cell phones silenced and stored no later than one minute prior to the time class is to start. Other electronic devices must also be stored prior to the start of class. Stored cell phones are to be placed in a bag/backpack (not on your leg or under your leg or on your chair, etc.) or placed face down on the desk/table in front of you. A student with a cell phone or other device that is not appropriately stored or placed face down on the desk/table or having earbuds in their ears will be considered to be using the cell phone/electronic device and will have their device placed in "time out" for the duration of the class. (Please refer to class guidelines.) In addition, using a cell phone/other device during a test or quiz or having earbuds in your ears will result in a grade of zero on the test or quiz, as well as possibly other penalties under the academic misconduct policy. The penalty of a zero may also apply if your cell phone goes off (texts, calls, alarms, etc.) during a test or quiz.

### 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 Clark Student Center, Room 168, (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](#).

### Campus Carry Rules/Policies

Senate Bill 11 passed by the 84<sup>th</sup> Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in

accordance with state law. For more information regarding campus carry, please refer to the University's webpage at [Campus Carry Rules and Policies](#).

### MSU Class Attendance Policy

Midwestern State University's Attendance Policy, which is contained in the MSU Student Handbook, states that students are expected to attend all meetings of the classes in which they are enrolled. Among other things, the policy covers the university's position on authorized absences, including who students should contact to inform faculty in cases of personal emergency or illness requiring hospitalization or prolonged absence. You may wish to review MSU's Class Attendance Policy within the [Student Handbook](#).

### Notice

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

### **General Classroom Guidelines**

- (1) As written in the syllabus, all cell phones should be off/silent, and all cell phones should be placed face down on your table/desk in clear view of your professor or stored in a backpack.
- (2) You are not allowed to use tablets or laptops during class.
- (3) Remove any smart watches and earbuds.
- (4) You may not wear a hoodie or hat that cover your ears or eyes.
- (5) You are expected to be on time to class and to stay for the entire class. (It is disruptive to the rest of the class when someone leaves during class.)
- (6) Use of electronic devices during class may result in the device being placed in a time out bag for the duration of the class. This includes but is not limited to cell phones, ear buds, smart watches, tablets and laptops.
- (7) If cell phone use becomes a problem, **all** phones will be required to be placed in a classroom pocket chart for cell phones prior to the beginning of every class.
- (8) A student who leaves for a short period of time during class is required to leave their cell phone in the classroom.

Failure to abide by these guidelines may result in the student being instructor dropped from the course.

