Course Syllabus: College Algebra
Bolin 314 MWF: 9:00 – 9:50
MATH 1233 Section 102
Fall Semester 2024

Contact Information
Instructor: Marcos Lopez
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Course Description
Equations, inequalities, rational expressions, exponents, logarithms, radicals, functions, graphs, and systems of equations. A graphing calculator is recommended, but is not required.

Textbook & Instructional Materials
There is no required textbook or other resources for this course. All material will be provided to the student at no cost. However, if you would like recommendations for some supplemental materials, then please talk to me.

Prerequisites
MATH 1033 with a grade of C or better, math THEA score of 270, or satisfactory score on placement exam.

Student Handbook
Refer to: Student Handbook 2020-21

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Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individuals to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. Student Handbook 2020-21

Grading

Assignments	Points
Homework	10%
Quizzes	10%
Test 1 (Sep. 30th)	20%
Test 2 (Oct. 28th)	20%
Test 3 (Dec 2nd)	20%
Final Exam (Dec. 11th)	20%
Total Points	100%

Grade	Percentage
A	90.0 +
B	80.0 to 89.9
C	70.0 to 79.9
D	60.0 to 69.9
F	Less than 60

Participation

We will be employing a "flipped classroom" model this semester. This will require group work and discussion in class. You are expected to be present, prepared, and engaged during class time. Being unprepared, absent, unwilling to work with others, or disrespectful during class are all reasons that your quiz score could decrease.

Quizzes

In this course, we will be assigning videos for you to watch in between classes. After you watch the videos, there will be a short quiz to assess your understanding of the videos. They will be very short and cover basic material in the videos to ensure that you are prepared for the following class meeting. You are required to finish at the beginning of class.

Homework

Homework will be assigned on Wednesdays and is due the following Wednesdays. Here are some important considerations to keep in mind when working on assignments outside of class:

1. Improvement in math comes through practice. Merely following along is not sufficient; you must be able to create solutions independently. Therefore, dedicate time to practicing math regularly.
2. Proficiency in math should not be confused with speed. Being good at math is about understanding concepts thoroughly, not just solving problems quickly.
3. Arriving at an answer is meaningless without understanding the process that led to it. Comprehension is key.
4. Differentiate between answers and solutions. Ensure you address the specific question asked in each homework problem (and exams). Your task is not only to state that "3x = 15" implies "x = 5" but also to demonstrate convincingly why this is true.
5. Practice explaining your reasoning. The more comfortable you become with articulating your thought process, the more successful you will be in this course and beyond.

6. Verbally describe the steps to yourself, ensuring clarity and confidence in your answers. Allocate time to seek clarification during office hours if needed.
7. Staple your homework with clean paper. Do not turn in scratch work, turn in solutions.

Late homework is accepted with a penalty to your grade. Keep in mind that submitting late assignments will not yield full credit. Plan accordingly and aim to submit assignments on time to maximize your performance in the course.

Make-Up Exams

There will be NO makeup exams. If you know that you cannot make it to any of the above test dates, then you must take the exam EARLY. You will notify me as soon as possible, and we will work out a time and place for you to take the exam. If you miss an exam, then you have taken a zero for its grade. In extreme circumstances where advanced notice is not possible, such as a helicopter crashing in your house the day of a test, your final grade will take the place of the missed exam. In these extreme circumstances, such as being kidnapped by a super-villain in a plot to lure a superhero into a trap, you must let me know about the situation as soon as humanly possible.

Final Exam

The final exam will be cumulative. It will take place on **Wednesday, Dec 11ᵗʰ from 1:00pm to 3:00pm**. This is a common final with all the other sections of MATH 1233. It is NOT the same at the listed time for this class. There are also no conflicts with any other courses at this time. Be aware of this change. The room for this final will be announced in class and on D2L later in the semester.

Important Dates

Change of Schedule and Late Registration: August 26 – 29.
Deadline to file for graduation: September 23.
Last Day to drop with a grade of "W:"   November 25.
Refer to: Drops, Withdrawals & Voids

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

You are expected to attend every class, if you are not able to turn in a homework assignment or take an exam because of an unexcused absence, you will not be able to turn receive full credit on the homework or take the exam. You can turn in the assignments **early**. A university excuse from a scheduled class activity such as an exam must be presented in writing no later than one week prior to

the date of the absence. An absence due to illness or family emergency may be excused, if you can supply acceptable written evidence if required, and that you notify me as soon as possible. Notification is almost always possible immediately upon occurrence of an emergency. Failure to make such timely notification may result in denial of your request.

Contact with me

- Written confirmation is essential for any promises made regarding the class. Even if agreements have been discussed in person, send an email to formalize and confirm any arrangements related to test times or grades. This ensures clarity and avoids misunderstandings.
  - Email is the preferred mode of communication due to its traceability. Please avoid leaving voice messages on my office phone, as I may not respond promptly.
  - For personal discussions, kindly approach my office hours or send an email instead of addressing them during class.
- I have a life outside of being a professor, with set times for checking emails during normal business days. While occasional weekend or evening email checks may occur, please do not expect immediate responses during these times.
- If you need to leave class early, inform me before the class begins.
- Grade curving requests will not be entertained. I may adjust grades as needed throughout the course. A 78 is not considered a B, and further appeals for grade adjustments are unnecessary.
  - If you believe there's a grading error, discuss it with me within one week after the assignment is returned to the class. Office hours are preferable for such discussions.
- Keep electronic devices, including cell phones, turned off during class unless there's an emergency need. Minimizing distractions helps maintain focus for both you and your fellow students.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state)

exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

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](#).

College Policies

Campus Carry Rules/Policies
Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

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.

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

College Algebra   Syllabus Quiz   Name: _____

Answer these questions and return them DURING office hours.
This is due on or before 9/6/2024.

1. What is your instructor's name? Where is his office?

2. How many tests are there this semester including the final? When is the final for this class?

3. Do you need a graphing calculator for this course?

4. What is the policy on turning in late assignments?

5. What materials do you need for this course?

6. Do you agree to abide by the rules structure for this course?

7. You found out that you are not going to be present for one of the exam dates. When should you take the exam? How do you make this happen?

8. When is the last day to withdraw from the course?

9. How do you plan on studying for this class? How much time do you think that will take?

10. What are your feelings about mathematics in general? Be honest, it won't hurt my feelings. Do you think that your feelings are going to help or hurt your progress in this course?

11. Tell me some things about you.