

Course Syllabus: Beginning Algebra
Math 0003.103 2:00-3:20 MW Fall 2021

Instructor: M. L. Jones
Office: Bolin 118C
Office hours: TW 3:30–4:30; TR 1:00–2:00; F 2:00–3:00
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Course Description

This course is designed to include topics in elementary algebra which will prepare each student for the corequisite mathematics course that will fulfill the core requirements of the student's degree plan. Students must earn a "C" or better in this course to advance to the next required mathematics course.

Textbook: Beginning & Intermediate Algebra by Lial/Hornsby/McGinnis, 7th edition. Available as e-test with MyMathLab (see below) so no need to purchase a hard copy of textbook.

Required Materials/Expenses: MyMathLab (MML) course management program from Pearson Publishing is REQUIRED and is described in more detail below. Access to a laptop or desktop computer with a webcam and internet connection is required. Chromebooks, tablets, and mobile devices will not satisfy the technical specifications for any proctored assessments that may be required. The fee-per-use service ProctorU may be used for the required comprehensive final exam. In addition, a simple calculator is recommended and a spiral notebook (or loose-leaf binder) is required.

Computer Requirements: This class requires you to have access to a computer with internet access to complete your assignments and to take some assessments. Computers are available for student use throughout the campus. This means that your personal computer or internet being down is not an excuse for missing a deadline! It is your responsibility to have (or have access to) a working computer in this class. *Assignments are due by the published due date, and technical difficulties with a personal computer will not be considered sufficient reason for the instructor to allow students extra time to submit assignments.*

Desire2Learn: D2L is an integral part of this course. This class has a designated course homepage on D2L which you are required to login to every weekday Monday through Friday until further notice (at least through the first unit test). You are responsible for all information posted in the News announcements on our D2L homepage. The link to our specific MML course is located on the D2L homepage.

**** MyMathLab is a REQUIRED portion of this course.****

MyMathLab (MML): This online course management program from Pearson Publishing is used for most assessments in the course. A specific MML course has been created for your class and is linked from the D2L course. Required digital materials for this course 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. Any students who wish to opt-out of the Program and purchase the required course materials on their own must do so prior to 09/07/21. 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. If you opt-out of this program, then you will need to purchase MML, either from the campus bookstore or directly online from the publisher. When using MML for the first time in this course, you will need to run a browser check and download necessary plug-ins including the Pearson Lockdown Browser.

Help/Tutoring Resources: Office hours listed above are subject to change and any change will be promptly communicated both in-class and via D2L. Information will be communicated in class and via D2L on how to request alternate times as well as virtual options. An additional and excellent resource is MSU's Tutoring & Academic Support (TASP) center. The TASP office is located on the first floor of Moffett Library. TASP offers tutoring both by appointment and on a walk-in basis for students on campus. Homework Help hours are scheduled on Sunday through Thursday from 2:00-9:00pm and one-on-one tutoring will be offered on Mondays through Thursdays from 11:00am – 6:00pm as well as Sundays from 2:00-9:00pm. Check out TASP on the MSU website under Academics for additional information.

COVID-19 Statement

Please wear a mask/face covering that covers both your nose and mouth while in this classroom. Your instructor is an immunocompromised individual who is at a much higher risk of severe consequences if infected with Covid-19. Regardless of your personal risk comfort level, by wearing a mask, you can help keep our class operating in-person this semester. Thank you for your understanding on this critical issue. You are also expected to self-screen for COVID-19 symptoms before coming to campus each day. If you have tested positive or have been exposed to someone who has tested positive or have symptoms of Covid-19, please do not come to class. When in doubt, self-isolate and get tested. Follow the instructions and protocols given on the MSU website (use the Covid-19 link at the top of MSU's homepage).

Attendance and Drop Policies

Students are expected to attend all meetings of the classes in which they are enrolled. This includes arriving on time, staying until the end, and being prepared and engaged. Attendance is an essential component of this course and will be checked in every class. If you are absent from more than 4 classes on or before October 25 (last drop day), you may receive a grade of "F" for excessive absences (regardless of your grade average for the course).

Late Arrivals, Early Departures, and Disruptions: Any late arrival to class may be counted as an absence at the instructor's discretion. Students who need to leave class prior to the dismissal of class should speak to the instructor beforehand in order to not incur an absence. It is disruptive to the classroom environment for students to leave class for personal reasons and then return to the classroom. Cellphone use in any manner is considered as disruptive behavior in these policies. Please turn off all cellular devices during class.

Excused or Unexcused Absences: 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 and 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.

Instructor Drops: Instructors may drop a student from class for disruptive conduct, 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 18, 2021. The last day to drop in order to receive a "W" is 4:00 p.m. on Monday, October 25, 2021. Drops after this date will receive a grade of "F". Students receiving financial aid should contact the financial aid office before initiating a student drop.

Coursework & Grading Policies

Homework: An online homework assignment has been created for each textbook section covered in class. Each MML assignment will have a specified due date – both date and time of day. The assignment will be available to work on for several days before its due date and must be completed before this specified time in order to receive full credit. After the due date, the assignment will still be accessible but will incur a late penalty and a 25% deduction in the grade. The late penalty will only apply to those problems completed after the due date. If the assignment was not started before the due date, it will show as "past due". The assignment will remain available in late "past due" mode until the day of the unit test over the included material; after the unit test, the assignment can no longer be completed and all "past due" assignments will automatically be updated to zeroes in the MML gradebook. 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.

Quizzes: It is possible that the instructor will determine that it is advisable to include short quizzes as part of the coursework in order to reinforce comprehension and accountability. Such quizzes could be administered either in class or online. If so, quiz grades will be included in the overall homework grade.

Tests: There will be four unit tests and a comprehensive final exam. The dates of the unit tests are tentatively scheduled for September 15, October 6, October 27, and November 17.

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, as scheduled by the university, is on Wednesday, December 8, 2021 from 1:00–3:00pm. Make arrangements well in advance for this important date.

Grading for Math 0003: There will be four unit tests, a comprehensive final exam, and a coursework grade which will be generated from all required assignments (and possible quizzes) on both D2L and MML. This semester the maximum number of total points possible is 700 points, and the point breakdown is as follows:

- Test #1 - 100 points
- Test #2 - 100 points
- Test #3 - 100 points
- Test #4 - 100 points
- Final exam - 200 points
- Coursework - 100 points

The final course grade will be determined by the earned percentage of possible points. The point range for each letter grade is as follows: 630-700 points earns an A, 560-629 points earns a B, 490-559 points earns a C, 420-489 points earns a D, and below 420 points earns an F.

Make-up Tests: If a test is missed, it is generally not possible to take a make-up test. It is the student's responsibility to communicate with the instructor immediately and preferably before the test. A make-up test may be given, per the instructor's discretion, prior to the return of that test to any Beginning Algebra class; otherwise, a grade of "0" will be recorded. Under certain circumstances, the final exam may be used to replace the lowest test grade (up to a maximum allowed grade of 70%).

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

University Policies

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

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

Academic Misconduct Policy & Procedures

Students should refer to the current MSU Student Handbook and Activities Calendar and the MSU Undergraduate Bulletin for university policies on academic dishonesty, class attendance, student rights & activities.

MSU Return to Campus

Refer to: <https://msutexas.edu/return-to-campus/msu-texas-commitment.php>