



Beginning Algebra

Math 0003-X10

Fall 2026

### Course Essential Information

Instructor: Marina Lynn Jones

Office: Dillard 211B Office phone: N/A - do not leave a voicemail

E-mail: [marina.jones@msutexas.edu](mailto:marina.jones@msutexas.edu)

Note: All course times/due dates are Central time zone.

### Availability/Communication:

In-person office hours are tentatively scheduled for 3:00-4:30pm Mondays/Wednesdays and 3:30-4:30pm Tuesdays/Thursdays. In an online class, the best way to communicate an issue or pose a question is via email. I am usually able to reply to all emails within 24 hours (up to 48 hours in some cases), except on weekends. Please note that emails received after 5:00pm should not expect a reply before 1:00pm the next weekday. I do not reply to emails over the weekend or on holidays.

I will be communicating with the class through News posts on our D2L course homepage and via D2L email. Be sure to re-configure your D2L email settings using your preferred email address during the first few days of class. Instructions for how to do this are included under Content on our D2L course homepage.

### Course Objective/Description:

This course is designed to include topics in elementary algebra which will prepare each student for the co-requisite mathematics course that will fulfill the core requirements of the student's degree plan. The course topics include pre-algebra review, solving linear equations and inequalities, graphing linear equations in two variables, functions and relations, laws of exponents, and polynomial arithmetic including factoring polynomials. Students must earn a "C" or better in this course in order to advance to the next required mathematics course.

### Instructional Materials and Requirements

#### Desire2Learn:

D2L is an integral part of this course. This class has a designated course homepage on D2L which you are required to log into every weekday Monday through Friday. The Daily News announcements posted on the course's D2L homepage serve as a fundamental and primary source of communication from the instructor to the class. You are responsible for all information posted in the Daily News announcements on our D2L homepage. The link to our specific MyLabMath course is located on the D2L homepage.

### Textbook & Instructional Materials:

We will be using MyLabMath (MML) an online course management program from Pearson Publishing throughout the semester. MML is REQUIRED and is described in more detail below. When using MML for the first time in this course, you will need to run a browser check. An e-copy of the textbook is included in with this program so it is not necessary to purchase a hardcopy of the textbook: Beginning & Intermediate Algebra by Lial/Hornsby/McGinnis, 8<sup>th</sup> ed.

### Additional Required Materials/Expenses:

Access to a laptop or desktop computer with a webcam and internet connection is required. A simple four-function calculator is strongly recommended; a more sophisticated calculator is not necessary but may be used. A spiral notebook or binder is needed to keep all work organized and accessible. The Respondus Lockdown Browser is used throughout the semester for assessments and is available as a free download through MSU's website. Pearson's native LockDown Browser will also be utilized and will be available for free through MML. The fee-per-use service ProctorU may be utilized for the required comprehensive final exam. If so, this will incur an additional expense and will be communicated via D2L as we near the end of the semester.

### MyMathLab (MML):

A specific MML course has been created and linked from our D2L course homepage. Please refer to the News announcements posted on D2L before trying to access MML. MML is where all assignments, quizzes, and tests will take place. As a required digital material for this course, MML is 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. Your course materials will be available on the first day of class through D2L. If you wish to opt-out of this program, then you will need to purchase MML on your own at a higher cost and with delayed availability. I strongly recommend that you do not opt-out of this program, but instructions for doing so will be sent to your my.msutexas.edu email address on the second day of class.

## Course Expectations

### Time Commitment:

You are expected to log into our D2L course homepage every weekday Monday through Friday to read the Daily News and receive online attendance credit. You should expect to be working on assignments in MML several times per week, at times daily. You are expected to complete assignments by their published due dates and to maintain forward progress in the course. Any extended bout of inactivity raises the possibility of receiving an academic referral or even an instructor-initiated drop from the class. In general, repeated or prolonged inactivity has been shown to be severely detrimental and a major factor in failure to complete the course successfully.

### Computer Requirements:

This class requires you to have access to a computer with a webcam and a strong reliable internet connection to complete assignments and to take proctored assessments. Chromebooks, tablets, and mobile devices will NOT satisfy the technical specifications for required proctored assessments. 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. Issues with your personal computer or internet access cannot be used as an excuse for missing any deadlines! If you

have technical difficulties using a personal computer, first check your computer security settings, your pop-up settings, and/or try a different browser. If you continue to have technical difficulties, then you will need to contact either the MSU D2L support page or Pearson's MML customer technical support – not the instructor – or, if possible, use one of the many computer labs on campus to access MML or D2L.

#### Help/Tutoring Resources:

In general, I endeavor to reply to all emails received in a timely manner and within 24 hours; however, emails received after 5:00pm weekdays or over the weekend should not expect a reply before 1:00pm on the next weekday. An excellent resource for local students 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. Check out TASP on the MSU website under Academics for additional information. The most accessible and convenient source of help is provided by the various help options available 24/7 within MyLabMath.

#### Important distinction regarding outside resources:

Using help options available on MML or searching for helpful videos on YouTube or forming study groups or reaching out to TASP are all commendable and acceptable ways to seek out supplemental assistance with the material covered in the class. Copying the work of another student or getting homework answers directly off the internet or using ChatGPT, PhotoMath, or Snapchat (or something similar) to generate work that is not your own – none of these are acceptable in this class and each one represents academic misconduct in violation of the student conduct code. Mathematics is not a spectator sport; it requires active participation in order to master specific problem-solving skills. The purpose of assignments is to learn these skills - not to copy off the internet in order to get a grade that has no relevance to your level of mastery. A student with very high homework and online quiz grades who cannot replicate those results in person or during video-proctoring creates doubt as to possible academic misconduct. Consequences for misconduct range from receiving a zero on an assignment to being dropped from the course with an F to even more serious repercussions for repeated infractions.

### Attendance, Participation, and Drop Policies

#### Attendance/Participation:

Attendance is an essential component of this course and is required. If this were a traditional face-to-face class, the attendance policy for Math 0003 would state: If you are absent from more than four classes, you may receive a grade of "F" for excessive absences and lack of participation. In this online course, daily attendance, at a minimum level, corresponds to logging into the D2L course homepage and reading the Daily News post every weekday Monday – Friday. This daily login serves the same purpose as taking attendance in a traditional class. Online attendance expands to include participation in required activities such as discussion forums, specific check-in activities, adhering to communication requests, and completing homework assignments in a timely manner.

#### Excused or Unexcused Absences:

This policy will be interpreted in accordance with the attendance requirements stated above. 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 which in an online class could include inappropriate comments made via email or discussion forums, consistently failing to complete class assignments, as well as excessive absences as outlined above. A student dropped for any of these reasons will receive a course grade of "F".

#### Student Drops:

The first day that a student can drop or withdraw from a developmental class such as this and receive a "W" is on Monday, October 19, 2026. Students receiving financial aid should contact the financial aid office before initiating a student drop. The last date to drop any course is by 4:00pm on Monday, November 23, 2026.

### Course Structure and Schedule

This online course includes the full scope and material of an in-person Beginning Algebra course. This is not an open-ended unstructured online course; rather, the scheduled coursework is designed to be completed in a sequential manner. As such, there are many required due dates throughout the duration of the semester and thus the work cannot be completed in one intense short interval at the very last minute.

The course content consists of four units of study. The four units include: 1) prerequisite review and linear equations and inequalities in one variable, 2) linear equations in two variables and graphing straight lines, 3) laws of exponents and polynomial arithmetic, and 4) factoring polynomials and solving equations using factoring. Each unit will consist of assignments, quizzes, and a unit test.

The schedule of individual due dates will be communicated via D2L and MML. There is a pronounced structure of prerequisites as you progress through MML in each unit: homework > quiz > homework > quiz > unit test. This progression through the MML coursework has built-in minimum grade requirements in order to help increase student success.

### Course Components

#### D2L Assignments/Discussions:

There are some graded activities such as discussion forums that are only accessed through D2L. Individual D2L log-in activity is required and will be closely monitored. Any D2L-generated grades will be manually added to your MML gradebook so that all course grades will be located in one place. The D2L gradebook is not utilized in this course.

#### MML Homework:

A MML online homework assignment has been created for each textbook section included in the course. You are required to keep your assignments organized in a spiral notebook (or loose-leaf binder) in which you will write out the step-by-step work needed to solve each problem.

You may be asked to present evidence of your work during “spot checks”, tutoring sessions, or as documentation. MML assignments are set up to allow you multiple opportunities to get credit for each problem and thus attain a very good homework grade. There are numerous and varied supplemental media resources provided as part of MML. Even though these items are not always specifically required for completion of an assignment, be aware that these types of resources are available to you as additional tools to aid in your understanding of the material.

Forward progress requirement: You must make at least a 60% (lowest passing grade) on each homework assignment in order to continue to the next assignment or quiz and maintain forward progress in the course. Allow yourself time to take advantage of the numerous help options on MML in order to maintain forward progression.

Homework Due Dates: Each MML assignment will have a specified due date – both date and time of day. After this due date, the assignment will still be accessible but will incur a late penalty and a 10% 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”. This “past due” designation on the MML assignment list acts like a warning signal that you are falling behind the schedule needed to maintain progress and be prepared for assessments. The assignment will remain available in late “past due” mode until the night before 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.

#### MML Quizzes:

Short quizzes are also included as part of the course work grade generated in MML. Expect most MML quizzes to require video proctoring using the Pearson Lockdown Browser (LDB) and Respondus Monitor plus webcam – detailed information regarding this will be posted in the D2L Daily News. A quiz cannot be opened and attempted until after the pertinent homework assignments are completed successfully. Unlike the homework assignments, you only get one opportunity to answer each question correctly. Students are allowed two attempts at each quiz. At the end of the semester, the lowest quiz score will be dropped before computing the final course grade.

Quiz Due Dates: This semester, I am going to treat quiz dates in the same manner as assignment dates. If the quiz is not completed by its specified due date, then it will go into late “past due” mode and incur a 10% late penalty, but it will still be accessible to be worked and to earn a quiz grade. Hopefully, this will help you maintain forward progression. Tentative quiz due dates are as follows: 9/3, 9/9, 9/15, 9/24, 10/2, 10/16, 10/27, and 11/17. These dates are subject to change and any adjustments will be posted in the Daily News on the D2L course homepage.

Forward progress requirement: You must make a minimum grade of 60% on a quiz in order to continue to the next assignment listed on MML and maintain forward progress in the course.

#### Unit Tests:

There are four unit tests, each worth 100 points. All tests in the course will be administered online through MML and will require video-proctoring utilizing the Pearson LockDown Browser (LDB) and Respondus Monitor plus a webcam. Each test will be available all day on the scheduled test date in order to accommodate students with varying schedule restrictions. Specific information will be communicated in advance via the D2L Daily News posts.

### Comprehensive Final Exam:

The final exam is required for course completion and is taken on MML. It is comprehensive and worth 200 points. It must be video-proctored and it may utilize the fee-based ProctorU service if needed to ensure exam integrity. There is no makeup available for the final exam.

### Test Dates:

The four unit tests are tentatively scheduled for September 17, October 8, October 29, and November 20. The final exam for this online Math 0003 class is scheduled for Tuesday, December 1, 2026. This is not the same date as the final exam for in-person Math 0003 classes.

### Schedule of assignments:

A schedule of topics and individual assignment due dates for each unit is posted under Content on our D2L course homepage.

## Grading/Evaluation Policies

### Grade Computation:

There will be four unit tests, a comprehensive final exam, and a coursework grade which will be generated from all required assignments and quizzes. 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
- Assignments, including MML homework and D2L required participation items – 50 points
- Quizzes, including MML and designated D2L items – 50 points

The final course grade is 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.

Exception to the above point breakdown: In general, the course grade cannot be more than one letter grade higher than the grade earned on the comprehensive final exam.

### Gradebook:

Be aware that the overall average shown in the MML gradebook is a running average of completed work and can change dramatically as quiz and test scores are added into the gradebook. The D2L gradebook is not utilized in this class; instead, all D2L-generated grades will be added into the MML gradebook as off-line entries.

### Make-up Policy:

Make-up tests are generally not allowed, so a missed test will result in a grade of "0". Per the instructor's discretion, a make-up test may be considered only in exceptional situations and only with timely, preferably pre-test, communication from the student. In extenuating circumstances that include prompt communication by the student, it may be possible to replace the zero on one missed test with the grade earned on the comprehensive final exam up to a maximum grade of 70%. This is at the instructor's discretion and is determined on a

case-by-case basis. Make-up quizzes will not be given. There is no make-up option for the final exam.

#### Inclement Weather Policy:

Since this is a fully-online course, campus closures due to inclement weather generally do not affect any published due dates and the course will continue without interruptions. In the event of a prolonged campus closure, check our D2L course homepage for specific and up-to-date information regarding this policy.

#### MSU Email:

Effective January 1, 2024, all official university correspondence will go to your **@my.msutexas.edu** email address rather than to the preferred email address you may have listed in Banner/WebWorld.

#### Course Changes:

Changes in the course syllabus, policies and procedures, assignments, tests, schedule, and proctoring requirements may be made at the discretion of the instructor. If possible, I will announce such changes on D2L. You are responsible for knowing everything that I post on D2L or email to the class.

### University Policies regarding Academic Misconduct

#### 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. 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.

#### Grade Appeals and Academic Honesty Checklists:

These checklists are available on the MCOSME website and provide information on the process for grade appeals or appeals of academic honesty sanctions. The [Grade Appeal Checklist](#) provides the timeline for appealing from the instructor to the next in line (dean of the college). The [Academic Honesty Checklist](#) describes the timeline for appealing from the instructor to the next in line (chair of department) and who must be notified of academic honesty infractions.

### University Policies & Services

#### 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, phone number (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](#).

#### 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.

#### 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@msutexas.edu](mailto:student.affairs@msutexas.edu).

#### Campus Carry Rules/Policies:

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 as 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 Policies:

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 [Safety / Emergency Procedures](#). 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."](#)

#### 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.



# UNIT 1 SCHEDULE

| ASSIGNMENTS                                                                                                                                                                   | Due <i>before midnight</i> on stated due date.<br><b>FORWARD PROGRESSION</b> in effect – minimum grade required in order to access next assignment.                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policies<br>Intro to MML<br>Course Structure<br>D2L Discussion “Introduce Yourself”<br>Prereq Review                                                                          | READ THE D2L DAILY NEWS!<br><ul style="list-style-type: none"> <li>• Use link on D2L homepage to register into MML.</li> <li>• First time linking to MML select “agree/opt-in”.</li> <li>• Post in Discussion Forum by 5pm Thurs 8/27</li> </ul> Section R – Review of Factors/Fractions - due Fri 8/28 |
| 1.1 – Order of Operations<br>1.4 & 1.5 – Signed Numbers Arithmetic<br>1.6/1.7(a) – Simplifying Expressions/Similar Terms<br>1,6/1.7(b) – Simplifying Expressions/Distribution | MML 1.1 – due Mon 8/31<br>MML 1.4 and 1.5 – due Tues 9/1<br>MML 1.6/1.7(a) – due Wed 9/2<br>MML 1.6/1.7(b) – due Wed 9/2                                                                                                                                                                                |
| MML Practice Quiz                                                                                                                                                             | Read instructions on Daily News carefully.<br>Requires Pearson LDB and Respondus + webcam.<br>Download Respondus from D2L & LDB from Pearson.                                                                                                                                                           |
| MML Quiz #1                                                                                                                                                                   | Complete on MML by midnight Thurs 9/3<br>Requires Pearson LDB & Respondus Monitor + webcam<br>Use Practice Quiz on MML to check set-up first!<br>Covers all assignments through 1.6/1.7(b)                                                                                                              |
| 2.1 – Solving Equations using Add. Property<br>2.2 – Solving Equations using Mult. Property<br>2.3 – Solving Equations using both properties                                  | MML 2.1 – due Fri 9/4<br>MML 2.2 – due Tues 9/8<br>MML 2.3 – due Tues 9/8                                                                                                                                                                                                                               |
| MML Quiz #2                                                                                                                                                                   | Complete on MML by midnight Wed 9/9<br>Requires Pearson LDB and Respondus + webcam.<br>Use Practice Quiz to verify set-up.<br>Covers 2.1 – 2.3                                                                                                                                                          |
| 2.4 – Solving Equations containing fractions<br>2.5/2.6 – Applications (“word problems”)<br>2.9 – Solving Linear Inequalities                                                 | MML 2.4 – due Thurs 9/10<br>MML 2.5/2.6 – due Fri 9/11<br>MML 2.9 – due Mon 9/14                                                                                                                                                                                                                        |
| MML Quiz #3                                                                                                                                                                   | Complete on MML by midnight Tues 9/15<br>Requires Pearson LDB and Respondus + webcam<br>Covers 2.4, 2.5/2.6, 2.9                                                                                                                                                                                        |
| n/a                                                                                                                                                                           | <i>All Unit 1 homework closes at <b>midnight on 9/16</b></i>                                                                                                                                                                                                                                            |
| <b>TEST 1 - Thursday 9/17</b>                                                                                                                                                 | <b>Complete on MML by midnight Thurs 9/17</b><br><b>Sections: 1.1, 1.4-1.7, 2.1-2.6, 2.9, Review</b><br><b>Requires LDB &amp; Respondus Monitor + webcam</b>                                                                                                                                            |
| Unit 2 – begins Friday 9/18                                                                                                                                                   | Unit 2 day-by-day schedule available on D2L                                                                                                                                                                                                                                                             |