

Math 0003: Beginning Algebra, Fall 2020

Instructor: Jacob Mescher

Office: Bolin 118K **

Office Hours: M,T,Th,F 2:00-3:15**

E-mail: jacob.mescher@msutexas.edu

** Office hours will be held virtually each day. You can get more information on how to meet virtually on D2L.

Course Description

This course is designed to teach students topics in elementary algebra which will prepare them for Intermediate Algebra. Students must earn a "C" or better in this course to advance to 1003 Intermediate Algebra.

Textbook & Instructional Materials

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 (09/04/20). 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. When using MyLab for the first time, you may need to run a browser check and download necessary plug-ins.

Calculators

You should have a calculator that will add, subtract, multiply, divide and perform exponentiation. 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. You may not share calculators.

Grading: Your grade will be computed as a sum of 700 points as described below:

Homework 100 points

4 Exams 400 points (100 each)

Final Exam 200 points

Grade Distribution The grade distribution will be no stricter than the following:

A: 630 to 700 points

B: 560 to 629 points

C: 490 to 559 points

D: 420 to 489 points

F: Less than 420 points

Homework: The online homework for this course is via MyLab Math, which you can access through the website <https://www.pearsonmylabandmastering.com/northamerica/mymathlab/> or through a link in D2L. Homework will be assigned using the MyLab system. Problems may be worked as many times as you like, so a perfect homework score should be attainable. Homework for each chapter will be due for 100% credit at regular intervals; you are encouraged to work on homework after each class period. 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.

Attendance: This class will meet in its regularly scheduled room all scheduled days. You are expected to attend every class. This includes arriving on time, staying until the end, and being prepared and engaged. If you must miss class, it is your responsibility to talk to a classmate to find out what you missed. Excessive and repeated absences (≥4) may result in an automatic drop with an F in the course.

Late Arrivals 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. It is the policy of the University that

dependent children not be cared for in campus offices and classrooms. Students should turn off all cellular devices during class.

Exams: 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, otherwise, a grade of "0" will be recorded. The final exam (scaled appropriately) can be used to replace the lowest test grade. 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 will be on or after December 5 to-be-determined by the final exam schedule.

Exams will take place on the following dates:

- Exam 1 Sept 18
- Exam 2 Oct 9
- Exam 3 Oct 30
- Exam 4 Nov 20

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 in 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 Academic Success Center. **Your computer being down is not an excuse for missing a deadline!!** There are many places to access your homework! Our online homework can be accessed from any computer in the world which is connected to the internet. If you have technical difficulties with the website, there is also a student tech support from Pearson available to you.

LockDown Browser Requirement This course requires the use of LockDown Browser for online exams. Watch this video to get a basic understanding of LockDown Browser:

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Download Instructions:

Select the quiz in the course Under Quiz Requirements you will see "To take this quiz you must use the Respondus LockDown Browser" Below this will appear: "You can use the button below if you have not already downloaded LockDown Browser". Click the button to go to the download page and then follow the instructions Use the link to download Respondus LockDown Browser to your computer; follow the installation instructions Return to the Quiz page in Brightspace (it may still be open in another tab) and select the quiz Select "Launch LockDown Browser" The quiz will now start Note: LockDown Browser only needs to be installed once to a computer or device. It will start automatically from that point forward when a quiz requires it.

Guidelines: When taking an online quiz, follow these guidelines:

Select a location where you won't be interrupted Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it Turn off all mobile devices, phones, etc. and don't have them within reach Clear your area of all external materials - books, papers, other computers, or devices Remain at your desk or workstation for the duration of the test LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted Getting Help Several resources are available if you encounter problems with LockDown Browser:

The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

****Important Notes****

1. **You will need access to a computer+web camera for testing. Chrome books, Ipads/Tablets, and cellular devices will not be usable for taking online assessments.**
2. **No make-up exams or make-up work is allowed except in the case of a documentable emergency or documentable university approved absence. Students who feel they are in a special situation not covered by these general rules should contact the instructor.**
3. **In any event where class needs to meet online we will meet at the regularly scheduled class time in an online platform. You will need a computer that can view the screenshare during the lessons.**

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 <https://msutexas.edu/student-life/disability/>

College Policies: Campus Carry Rules/Policies

Refer to: Campus Carry Rules and Policies <https://msutexas.edu/campus-carry/rules-policies>

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