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Course Description

This course is designed to teach students topics in elementary algebra which will prepare them for co-requisite courses. Students must earn a "C" or better in this course to advance to the College Algebra co-requisite or the Business Analysis course. A grade of "D" is required to proceed to Contemporary Mathematics.

Instructional Materials

MyLab Math (MML): This online course management program from Pearson Publishing is used for all assignments in the course. A specific MML course has been created for your class. 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 the opt-out date. 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.

Additional Information: There is an eBook within MyMathLab, so purchasing a print copy is optional.

Scientific Calculator: You should have a scientific calculator. 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 on quizzes or tests. You may **not** share calculators during a quiz or test.

Homework

An online homework assignment has been created for each textbook section covered in class. Each assignment will have a **full credit** deadline on the day after the next class at 11:59pm. Homework may still be submitted for **75% credit** for two more days or until the exam date, whichever comes first. When using the later deadline, you do not lose the full credit for problems/partial problems that were submitted by the 100% deadline. You may earn 75% credit on portions of problems that were submitted after the 100% deadline. Online homework problems may be printed and the answers entered at a later time. You may also print the homework problems and submit on paper on or before the due date listed on the Beginning Algebra Course Schedule for full credit. Each due date time is given in MyLabMath and will be given the day it is lectured. You typically have three attempts to earn full credit on a particular problem. After this you may work a "similar" problem to practice/improve your score. There is no limit on how many times you may work a problem, so a perfect homework score should be attainable.

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.

To access homework: Log into D2L account and access this course (using the 3 by 3 grid to the left of the envelope at the top or scroll all the way down to "My Courses" widget). Select the course "Beginning Algebra". Using the menu bar, select "Content". A new screen will open with "MyLab Math" listed center; click "Pearson Course Materials". This will take you to Pearson's website relating to the course. Click the yellow button with "Open MyLab & Mastering" and you will be taken to mylab.pearson.
NOTE: Make sure the "View" menu in the right-hand corner has "Assigned" selected.

How to tackle your homework:

1. Complete as much of the homework the same day the material is taught in class. There are several ways to get help on the homework. This includes "view an example" which walks you through a problem step by step. Sometimes this breaks a single step into several parts which might slow you down. Be careful <u>not</u> to work from an example/notes on every problem. You will **not** have those available on an exam. After working a few problems correctly with your notes, try to do a problem without looking at any help feature and see how far you can get. By the time you are done with your problems, you should know the procedures. These are used in future sections because math tends to build on itself. Even though there are websites and apps that will work out the entire problem, these are **dangerous** if you do not learn how to recognize the type of problem and how to solve the problem. You will <u>not</u> have access to apps or online material during a quiz or test.

2. Write down the number of the problem(s) that you were unable to complete and we will do them in class. There are several benefits of this:
   a. It may imply I insufficiently covered a topic and more review for everyone may be needed. <u>Mathematics builds on itself</u>, so the better you understand and practice the previous sections, the easier it will be to learn the new material.
   b. We can do the problem "your way" which is very beneficial in understanding mathematical concepts.
   c. <u>Don't forget:</u> *you are not alone.* If you have a question, other students may have the same question but are scared to ask. The only bad question is the question that was never asked.

Exam Dates
The **tentative** exam dates are as follows:
Exam 1:   Tuesday, September 23, 2025
Exam 2:   Tuesday, October 7, 2025
Exam 3:   Thursday, October 30, 2025
Exam 4:   Thursday, November 20, 2025
Final Exam: Thursday, December 11, 2025, 3:30-5:30pm (Location to be determined)

Attendance
Students are expected to attend all meetings of the classes in which they are enrolled. Attendance is an essential component of this course and will be checked in every 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 or 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.

Grading

Assignments	Points
Homework	100
Quizzes	100
4 Exams	400
Final Exam	200
Total Points	700

Grade	Points for Final Grade
A	630 to 700
B	560 to 629
C	490 to 559
D	420 to 489
F	Less than 420

A status report will be compiled after each exam. Homework that has not been completed by the 75% deadline will receive a grade of zero. Pearson has a homework average that is based on your **submitted** work. This score will **go down** when zeros are submitted.

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. 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. Once graded exams have been returned to the class, which usually occurs during the class meeting following the day of the exam, it will no longer be possible to make up a missed exam. No student will be allowed to make up more than one exam during the semester. The instructor may use the final exam (scaled appropriately) to replace **one** missed test grade.

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 is scheduled by the university and will be December 10th from 1-3 pm; location is TBD.

Drop Policies

Instructor Drops: Instructors may drop a student from class for disruptive conduct, cell phone use, 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 Thursday, **October 20**, 2025. The last day to drop in order to receive a "W" is 4:00 p.m. on Monday, **November 24**, 2025. Drops after this date will receive a grade of "F". Students in athletics, on scholarship or receiving financial aid should contact their advisor and the financial aid office before initiating a student drop .

Computer Requirements

Your homework may be completed on paper or online. If completed on paper, you must access the Pearson website to print out the homework problems. This class requires you to have access to a computer (with Internet access) to complete your 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.*** Free 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!**

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.

Cell Phone Policy

Use of a cell phone or any other electronic device (including earbuds) for personal use during class may result in the student's dismissal from class for the remainder of the period, in which case the student is counted absent and any graded work turned in on that day will receive a grade of zero. Continued violation of the no electronics use policy may result in a referral to the Dean of Students and/or the student may be withdrawn from the class by the instructor. **If you are seen using your cell phone during an exam/quiz, your exam/quiz will be graded as 0 and you will be asked to leave.**

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 Redwine Student Wellness Center,
 (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

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.
Student Handbook 2017-18

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