

Course Syllabus: College Algebra  
McCoy College of Science, Mathematics & Engineering  
Math 1233 Section 101  
Fall 2022

Contact Information

Instructor: Dr. Dawn Slavens

Office: BO 118L Bolin Science Hall

Office hours: Mon 2-3 PM; Tues & Thurs 8:15–9 AM; Wed 10–11:30 AM & 3-4 PM

Note: The above office hours will be held in-person. When coming to my office with symptoms of a cold, without fever, please be considerate and wear a face mask. I will have disposable face masks available in my office for such occasions. If you are feeling well, you are welcome to come to my office without a face-mask; however, if wearing a face-mask makes you more comfortable, you are welcome to wear one. Please do not come to class or to my office if you have a fever or if you have a current positive test for Covid-19.

Office phone: (940) 397-4013

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Class Meeting Days, Times, Location

Mondays, Wednesdays, Fridays, 8:00 am – 8:50 am, in BO 209

Course Description

In-depth study of polynomials, rational, radical, exponential and logarithmic functions, including applications for these functions and methods for solving related equations and inequalities. Additional topics, such as systems of linear equations, may be included. (This course is designed for students planning to take additional mathematics.)

Textbook & Instructional Materials

**Required:** MyMathLab for the text College Algebra with Modeling and Visualization, sixth edition, by Rockswold. These are digital materials required for this course and 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. Information about the price of the materials through the Courseware Access and Affordability Program is included as a newsfeed item in the D2L course. In addition, any student who wishes to opt-out of the Courseware Access and Affordability Program and purchase the required digital course materials on their own may do so. Opt-out instructions will be sent on the second day of classes by the MSU Bookstore to your my.msutexas.edu email address. The last day a student can opt-out is 09-06-22. Please contact the MSU Bookstore (940) 397-4303 if you have any questions about the Courseware Access and Affordability Program or the opt-out process.

**Calculator Requirement:** You must have a scientific calculator such as a TI30XS. *Bring your calculator with you to class daily.* If you use a graphing calculator, it cannot be a CAS calculator. Any student that attempts to use a CAS graphing calculator on a quiz or exam will receive a zero on the quiz or exam. Further, additional penalties, as outlined under the Academic Misconduct Policy, may apply. Some quizzes or exams may be required to be completed without a calculator.

#### Desire-to-Learn (D2L)

You will access MyMathLab through the MSU D2L program. You can log into [D2L](#) through the MSU Homepage. An electronic copy of the textbook is available within MyMathLab; a physical copy of the textbook is not required.

On D2L, I will post the following:

- Announcements and occasional reminders.
- Links to video lectures that I assign you to watch.
- General exam review problems.
- Your grades on exams and quizzes, as well as periodically your updated MyMathLab Homework Average.

I recommend the mobile Brightspace Pulse App. It will allow you to have quick access to anything posted within D2L.

#### Punctuality and Attendance Policy

Attendance will be taken at the beginning of every class. Students should arrive to class on-time and remain for the entire class period. Arriving late or leaving early may result in being counted as absent.

If you miss class, it is your responsibility to

1. get notes from another student for the day(s) you missed, and
2. see Dr. Slavens before the next class for any handouts from the day(s) you missed, and
3. provide Dr. Slavens with written documentation (doctor's note, etc.) if you would like to request that the absence be considered as excused.

In particular, what you need to know about being absent from this class:

1. Any student who leaves class early without the permission of the instructor will be counted as absent.
2. Any student who is physically present but not mentally present and engaged in class will be counted as absent.
3. Any student who violates the Cell Phone Policy will be counted as absent.
4. A student who is counted absent from class will receive a 0 on any work submitted during that day's class.
5. A student who accumulates more than three unexcused or more than six total (excused and unexcused combined) absences may be instructor

dropped from the class with a grade of WF or F. Students that accumulate the number of absences mentioned above will receive at their D2L email address an email from the instructor notifying them that they will be instructor dropped from the course with one of the grades mentioned above. Any student receiving such an email that wishes to appeal to the instructor that they not be instructor dropped must, within two business days of receiving the email, schedule a meeting with the instructor to discuss their attendance and progress in the course. Failure to schedule a meeting or failure to attend the scheduled meeting will result in the student being instructor dropped from the class.

### Grading

Course Grade – Your grade will be based on Homework (done in MyMathLab), Quizzes (mostly done in-class), video supplements (completed outside of class), and Exams (in-class).

Table 1: Shows the weight of each category in computing your overall course average.

Assignments	Weight
MyMathLab Homework Average	5%
Quizzes & video supplements	15%
General Exams	60%
Cumulative Final Exam	20%

Table 2: Total percentage points needed for final course grade

Grade	Percentage Points
A	90 and above
B	80 - 89
C	70 - 79
D	60 - 69
F	Less than 60

### Taking Class Notes

You are expected to take notes during class lecture. Good notes can be a helpful resource for you as you are working assigned homework problems and as you are preparing for quizzes and exams. Good notes can also be helpful to you when I assign you a practice problem to work in class after having worked a similar problem during class lecture. When a portion of class lecture is given through videos (referred to as video supplements), while watching the videos you are expected to take good notes. I may collect any assigned video supplement lecture notes and use them as a basis for a quiz grade.

## Homework

MyMathLab is the homework platform used for this course. Homework sets will be assigned over each section of the book that is covered in class. There are due dates given within MyMathLab for each homework set. Each due date time is the start of class on the day the homework is due. Students may work on an assignment past the due date until the start of the next class, but there will be a 25% penalty on any problem completed during this late period.

Students are required to keep a homework notebook and show work on problems that require multiple steps to solve the problem. Homework notebook requirements:

1. Label each assignment with the name of the assignment from within MyMathLab.
2. For all problems within the assignment that require work to solve the problem, copy the problem (unless it is a word problem) into your homework notebook and include your written work for solving the problem.
3. Number the problems in your homework notebook so that they correspond with the problem numbers within the MyMathLab assignment.
4. *Bring your homework notebook with you to each class meeting.* At times you will be allowed to use your homework notebook within taking a quiz. In addition, there may be some problems on a quiz that you will not be able to work if you do not have your homework notebook with you.

The instructor may collect work for any homework assignment and grade the submitted work. MyMathLab automatic scores may be changed by the instructor after grading submitted work for a homework assignment. Graded work on a MyMathLab homework assignment may also be scored as a quiz grade.

Math is learned through practice. Therefore, it is important that you create a daily schedule for yourself that allows you adequate time to spend working assigned homework problems. Since this is a 3 credit-hour course, you should expect to spend 6-to-9 hours per week outside of class working on learning the content of this course. Most of those hours should be spent working assigned homework problems.

*Any student with more than seven incomplete assignments (grades under 50%) and with a failing test average may be instructor dropped from the course with a grade of F.*

## 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 to complete homework for 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 Tutoring and Academic Success Center. Contact your instructor immediately upon having computer trouble with MyMathLab. If you have technical difficulties with MyMathLab, there is a student tech support from Pearson available to you at <https://mlm.pearson.com/northamerica/mymathlab/students/support/index.html>

## Quizzes

Quizzes will frequently be given in class, most at the beginning of class. These quizzes will be short, and you will be limited to six or fewer minutes to complete them. Problems on quizzes will be similar to those on homework. A student that is not in the classroom within two minutes of the time a quiz is handed out will receive a zero on the quiz. Make-up quizzes will not be given for any reason. If you are absent and if I have excused your absence, I may give you "no score" for the quiz instead of a score of 0. Excused absences generally require timely documentation of illness, personal emergency, or university approved activity. Scheduling a routine doctor's appointment or other non-emergency type of appointment during class time does not constitute an excused absence.

## Exam Dates

Exam dates (subject to change with prior notice) are as follows:

Exam 1: Wednesday, September 21

Exam 2: Wednesday, October 12

Exam 3: Wednesday, November 2

Exam 4: Wednesday, November 30

Final Exam: Wednesday, December 7<sup>th</sup>, 1:00 – 3:00 PM

## 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. No exams may be made up due to a student scheduling a vacation on a day when classes are in session.

### Cell Phone Policy

Earbuds are to be removed and cell phones silenced and stored at least one minute prior to the time class is to start. Stored cell phones are to be placed in a bag/backpack (not on your leg or under your leg or on your chair, etc.) or placed face down on the desk/table in front of you. Use of a cell phone or any other unauthorized electronic device (including earbuds) during class may result in the student being counted absent. Continued violation of the no cell phone/unauthorized electronic device policy may result in a referral to the Dean of Students and/or the student may be withdrawn from the class by the instructor. Using of a cell phone during a test or quiz will result in one of the penalties listed under the academic misconduct policy given in the syllabus.

### Academic Misconduct Policy

All work that you submit for this course that contributes to your course grade must be your own work. Any evidence that you submitted work that is not your own is considered an act of academic dishonesty. An act of academic dishonesty will be reported to the university and will result in one of the following academic sanctions:

- Receiving a 0 on the homework, quiz, or exam.
- Receiving a 0 for your entire quiz average for the semester (15%) or the entire homework average for the semester (5%).
- Receiving an F in MATH 1233 that will remain permanent on your transcript and within your MSU GPA.

When taking an exam or quiz you are never to receive outside help of any sort. On homework, you may get assistance from others, but you are responsible for understanding what you submit to be graded, and further, no two students are ever to turn in work that appears to be identical. Never let someone borrow your work. If you want to help someone understand how to work a problem, talk to them, and give them advice or pointers, but never give them your completed work. In addition, copying solutions from online resources or using online resources that will work a problem for you is considered an act of academic misconduct if you do not cite within your submitted work the resource that you used. The university's academic dishonesty policy can be found in the [student handbook](#).

### 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](#).

When you need help with this course, where can you go?

1. To your professor's office

You can attend office hours hosted by Dr. Slavens. When you do so, you will receive one-on-one help from the instructor who is teaching the course you are taking. When you attend an office hour (no appointment needed, see hours on page 1 of the syllabus) you should have with you both your notes and all of the related work that you have done over the topic(s) you are seeking help with.

2. To the *Tutoring and Academic Support Program (TASP)*. TASP is located in Moffett Library and offers one-on-one tutoring in math as well as other courses. You can find out more about their services by visiting their office or searching *TASP* on the MSU website. TASP also offers a Math, Science, and Writing Homework Help Lounge Sunday through Thursday, 2:00 pm-9:00 pm. These services are free to students (included with the fees you have already paid). Generally the TASP opens at the beginning of the second week of the semester. Therefore, it should open on Monday, August 29<sup>th</sup>.

#### Campus Carry Rules/Policies

Senate Bill 11 passed by the 84<sup>th</sup> Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at [Campus Carry Rules and Policies](#).

#### MSU Class Attendance Policy

Midwestern State University's Attendance Policy, which is contained in the MSU Student Handbook, states that students are expected to attend all meetings of the classes in which they are enrolled. Among other things, the policy covers the university's position on authorized absences, including who students should contact to inform faculty in cases of personal emergency or illness requiring hospitalization or prolonged absence. You may wish to review MSU's Class Attendance Policy within the [Student Handbook](#).

#### Notice

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