

Course Syllabus: College Algebra  
McCoy College of Science, Mathematics & Engineering  
Math 1233 Section 105  
Fall 2024

**Contact Information**

Instructor: Dr. Dawn Slavens

Office: Pierce Hall Room 122

Office hours: Mon. 2-3 PM; Tues. 2-4 PM; Wed. 11:10-11:40 AM;  
Thurs. 2-3 PM & Friday 11:10-11:40 AM

Note: The above Office Hours are dedicated times I am available to meet with students. No appointment is needed to meet with me during my office hours. Simply come to my office and I will be there. For any student who has a conflict with above office hour times, other office hours are available by appointment. The best way to make an appointment is by sending me an email.

Office phone: (940) 397-4013

E-mail: dawn.slavens@msutexas.edu

**Class Meeting Days, Times, Location**

Mondays, Wednesdays, Fridays, 12:00 –12:50 am, in BO 311

**Catalog Information**

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**

MyLab Math digital materials for the text College Algebra with Modeling and Visualization, sixth edition, by Rockswold are required for this course. These digital materials are part of the MSU Texas Access & Affordability Program. This program provides students access to the required course materials at a cost less than if purchased directly from the publisher. Students are charged for these required course materials on their student account with the Business Office. The charge will appear as: *COSM Electronic Courseware*.

There is an eBook within MyLab Math, so purchasing a print copy is optional.

Any student who wishes to opt-out of the Program and purchase the required course materials on their own may do so. The MSU Bookstore will send instructions for how to "opt-out" to your my.msutexas.edu email on the second day of class. If you do "opt-out", you will need to purchase access to course materials elsewhere at a price that Pearson and the MSU Bookstore guarantee

will be more than the price charged when obtaining course materials through the MSU Texas Access & Affordability Program. Once you purchase access, you will then have to use the online "contact Pearson Support" service to get in contact with Pearson so that they can verify that you have purchased a valid access code. If you do not contact Pearson so that they can verify that you have purchased a valid access code, there will be a point during the semester where you will lose access to your course materials. Since doing homework is a required part of this course, you will then have to either drop the course or work with Pearson to regain access to course materials in a timely manner. During the time that you do not have access to course materials, you will receive zeros on all assignments done within MyLab Math.

**Calculator Requirement:** You must have a scientific calculator. A couple of calculators that would work are the TI-30XS or TI-30XIIS. *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 calculator or without a graphing calculator.

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

You will access MyLab Math through the MSU D2L program. You can log into [D2L](#) through the MSU Homepage. On D2L, I will post the following:

- Announcements and occasional reminders
- Video Assignment information
- Exam review problems
- Your grades on exams, quizzes, and video assignments, as well as periodically your updated MyLab Math Homework Average
- Attendance (specifically absences and tardies)

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.

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

- 1. A student who accumulates more than six absences (excused and unexcused combined) may be instructor dropped from the class with a grade of WF or F. For each absence beyond two (unless the**

**absence is excused) a student's grade will be lowered by 0.5% at the end of the semester.**

2. Any student who leaves class early will be counted as absent. This may include when a student leaves in the middle of class and then later returns to class.
3. Dr. Slavens records attendance at the beginning of class. Any student that arrives even a minute late may be counted absent unless at the end of class the student addresses the reason for arriving late with Dr. Slavens AND the student has not established a habit of arriving late. Arriving more than 10 minutes late will automatically count as an absence.
4. Any student who is physically present but not mentally present and engaged in class will be counted as absent.
5. Any student who violates the Cell Phone (Includes Electronic Devices and Earbuds) Policy will be counted as absent.
6. A student who is counted absent from class will receive a 0 on any work submitted during that day's class.

If you miss class, it is your responsibility to

1. see Dr. Slavens in her office before the next class meeting (not during the next class meeting), for any handouts from the day(s) missed and complete the practice problems within the handout, OR get notes from another student and work through those notes, OR carefully read from the textbook the material covered during the day(s) missed,
2. provide Dr. Slavens with written documentation (for example, a doctor's note for a non-routine appointment) if you would like to request that the absence be considered as excused.

### **Grading**

Course Grade – Your grade will be based on Homework (completed in MyLab Math), Quizzes (completed in-class), Video Assignments (completed outside of class), and Exams (completed in-class). There is no extra credit given in this course.

Table 1: Shows the weight of each category for computing your course average as an overall percentage score.

Assignments	Weight
MyLab Math Homework	5%
Video Assignments	3%
Quizzes	12%
General Exams	60%
Cumulative Final Exam	20%

Table 2: Total percentage points needed for final course grade

Grade	Overall Percentage		Final Exam
A	at least 90%	AND	at least 80%
B	at least 80%	AND	at least 70%
C	at least 70%	AND	at least 60%
D	at least 60%	AND	at least 50%
F	Less than 60%		

### Taking Notes

You are expected to take notes during every class lecture, whether the lecture is given in person or through a video. These notes should be clear and legible so that you can refer to them while completing your homework or studying for the course. I reserve the right to ask students to upload a copy of their class notes to D2L at any time, which may be graded for completion and correctness.

### Homework

MyLab Math 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 expected to keep a homework notebook and show work on problems that require multiple steps to solve the problem. Within your homework notebook you should:

1. Label assignments with the name of the assignment from within MyLab Math.
2. For all problems within the assignment that require written work to solve, copy the problem (unless it is a word problem) into your homework notebook before solving the problem.
3. Number the problems in your homework notebook with the corresponding problem number from the MyLab Math assignment.
4. *Bring your homework notebook with you to each class meeting. Also bring it to office hours you attend for the purpose of getting help.*

Dr. Slavens reserves the right to collect work associated with your MML homework assignment at any time.

***Any student with more than nine total incomplete homework assignments or more than three consecutive incomplete homework assignments (grades under 50% will be classified as incomplete) may be instructor dropped from the course with a grade of F.***

## **Course Work Load Expectations**

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.

## **Video Assignments**

Dr. Slavens will assign some video assignments during the semester. Links to these assignments will be through MyLab Math or D2L. Most of these assignments will be over content that will be discussed in more depth during class. The videos often will include reviewing with students some of the prerequisite math content needed for the more in-depth discussion. Students will be required to take notes over the videos and bring their completed notes to class on their due date. Dr. Slavens may collect students completed notes for a grade within the Video Assignments category for determining course grades..

## **Quizzes**

Quizzes will frequently be given in class, generally at the beginning of class. These quizzes will be short, and you will generally be limited to eight or fewer minutes to complete them. Problems on quizzes will be similar to those on homework, class lecture or assigned video assignment. A student that is not in the classroom within three minutes of the time a quiz is handed out will receive a zero on the quiz. Make-up quizzes will not be given. If you are absent and I have excused the absence, I may give you "no score" for the quiz instead of a score of 0. Excused absences require timely documentation of illness, personal emergency, or university approved activity. Scheduling an appointment, such as a routine doctor's 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 25<sup>th</sup>

Exam 2: Wednesday, October 16<sup>th</sup>

Exam 3: Friday, November 8<sup>th</sup>

Exam 4: Wednesday, December 4<sup>th</sup>

Final Exam: Wednesday, December 11<sup>th</sup>, 1:00 – 3:00 PM Room TBD

## **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 generally 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.

### **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 buildings, including Clark Student Center, Moffett Library, and within the Tutoring and Academic Success Center. Contact your instructor immediately upon having computer trouble with MyLab Math.

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

1. To your professor's office, Pierce 122. You should have with you both your notes and all of the related work from your homework notebook that you have done over the topic(s) you are seeking help with.
2. To the *Tutoring and Academic Support Program (TASP)*, located in Moffett Library. This program offers free additional 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. Fall tutoring and Homework Help Lounge will begin offering services on Tuesday, Sept 3<sup>rd</sup>. Their services will end on Thursday, Dec 5<sup>th</sup>. The TASP Learning Center (TLC) does not offer tutoring during the week of final exams.

### **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 (12%) or the entire homework average for the semester (5%) or entire video assignments average for the semester (3%).
- Receiving an F in MATH 1233

- Receiving an F in MATH 1233 that will remain permanent on your transcript and within your MSU GPA.

On homework, you may get assistance from others, but you are responsible for understanding what you submit. 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 work from another student, copying solutions from online resources, including chatGPT, to complete any assignment given in this class is considered cheating. The university's academic dishonesty policy can be found in the student handbook.

### **Cell Phone Policy**

Cell phones are to be placed on silence or turned off, and placed on your tabletop in full site of Dr. Slavens, screen side down, at the beginning of class. The phone is to remain there until the end of class. Using your cell phone during class is not allowed. A student using their cell phone during class will have their phone placed in a "time out" bag for the duration of the class. Earbuds are to be removed from your ears and appropriately stored prior to the beginning of class. Other electronic devices must also be appropriately stored prior to the beginning of class. Students that are not compliant with this Cell Phone Policy may be referred to the Dean of Students Office and/or the student may be withdrawn from the class by the instructor.

### **General Classroom Guidelines**

- (1) As written in the syllabus, all cell phones should be off/silent, and all cell phones should be placed face down on your table/desk in clear view of your professor.
- (2) You are not allowed to use tablets or laptops during class.
- (3) Remove earbuds.
- (4) You may not wear a hoodie or hat that covers your ears.
- (5) You may not wear anything that covers your eyes when taking a test or quiz.
- (6) Using a cell phone, smart watch, or other non-approved electronic device during a test or quiz, or having earbuds in your ears when taking a test or quiz, will result in a grade of zero on the test or quiz, as well as possibly other penalties under the academic misconduct policy.
- (7) You are expected to be on-time to class and to stay for the entire class. (It is disruptive to the rest of the class when someone leaves during the middle of class.)

(8) Use of electronic devices during class may result in the device being placed in a "time out" bag for the duration of the class. This includes, but is not limited to, cell phones, ear buds, smart watches, tablets and laptops.

### **Teaching and Learning During Inclement Weather Days**

If campus closes due to inclement weather during a time when class is scheduled, expect me to post, no later than 12 PM, a video in D2L over the topics planned to be covered on the day of the closure. There will be no change in the class schedule, except for possibly a slight extension for completing homework, and/or a date change for a quiz or exam.

### **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**

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.