

Course Syllabus: College Algebra
Math 1233 Section 2R2 and Math 0233 Section 2R2
Spring 2021

Contact Information

Instructor: Dr. Michelle Knox
Office: BO 118A
Virtual Office hours: Monday, Tuesday, Thursday, Friday 10-11am
Wednesday 9-10am
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Course Description

Equations, inequalities, polynomials, rational expressions, exponents, logarithms, radicals, functions, graphs. (This course is designed for students planning to take additional mathematics.)

Class Meeting Days, Times, Location

Monday, Wednesday and Friday, 11:00 am – 11:50 am, in MY 207
and
Tuesday and Thursday, 11:00 am – 12:20 am in BO 309

Textbook & Instructional Materials

Required: MyMathLab for the text College Algebra with Intermediate Algebra, first edition, by Beecher, Penna, Johnson and Bittinger. 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 (01/27/21). 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.

Calculator Requirement: You must have a non-graphing scientific calculator such as a TI30XS. Bring your calculator with you to class daily. Note that you will not be allowed to use a calculator on some tests/quizzes and that you are not allowed to use a graphing calculator on any test or quiz.

Face Covering and other COVID-19 related Policies

Students are required to wear a mask/face covering while in this classroom. You are also expected to self-screen yourself for COVID-19 symptoms before coming to campus each day. If you are concerned that you have COVID-19 symptoms or have had close exposure to COVID-19, self-isolate and follow the instructions given on page 36 of the [MSU Texas Task Force to Return to Campus](#) document. It is also important to email your professor and keep them informed.

Grading

Course Grade – Your grade will be based on Homework (done in MyMathLab), Quizzes (in class or within MyMathLab or within D2L), and Exams. Grades for Math 1233 (College Algebra) will be calculated using the following weights. The standard 90-80-70-60 grading scale will be used to assign course grades.

	Math 1233
Adjusted Homework Average	8%
Quizzes	12%
Exam 1	12%
Exam 2	14%
Exam 3	17%
Exam 4	17%
Final Exam (1233)	20%

At the end of the semester, the course grade for math 0233 (Developmental Support) will be computed using the following formula.

Math 0233 grade = Math 1233 grade + 10% of the adjusted homework average.

**Note that there is no extra credit given in these courses.

Taking Notes During Class

You are expected to take notes during every classlecture, or if lecture is given through videos, then while watching the video lectures. 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. A notebook or binder should be used to keep your notes organized.

Homework and Adjusted Homework Average

Homework will be assigned daily over the material that is covered in class or through videos posted in D2L. Homework will be completed within MyMathLab. Due dates will be assigned and will be included with each assignment within MyMathLab. When you complete a MyMathLab assignment, you will also be required to upload a copy of your work to an assignments folder in D2L. This work may be graded for correctness, completeness, and its consistency with the answers you submitted to MyMathLab. When work for an assignment is graded, the grade you receive in MyMathLab, which is based solely on final answers, may

be adjusted. In addition, the submitted work for a homework assignment may also be graded and scored as a pop quiz.

Your adjusted homework average will be computed using the following formula. Homework = min(MML Homework average, 125% of quiz average).

****Any student who fails to complete 7 or more homework assignments may be dropped from both Math 0233 and Math 1233 with grades of F.**

Late Homework

There are due dates given within MyMathLab for each assignment. Each due date time is 11:00 am on the day the homework assignment is due. Students may work on an assignment past the due date for two additional days, but there will be a 20% penalty on any problem completed during this late period. Problems within a homework assignment that are completed before the time the assignment is due are awarded full credit. Once an assignment has passed its final due date, you may access it through the MyMathLab gradebook and work on problems within the assignment without changing your grade on the assignment.

Quizzes

Quizzes will be given frequently. Some quizzes will be given outside of class within D2L or MyMathLab, and others will be given on paper during class. The quizzes will be short, and there will be a time limit on each quiz. Make-up quizzes will not be given.

The first quiz will cover material from the syllabus and will be administered on D2L. A student who fails to take this quiz will receive a 0 for that quiz. You have until 5:00pm on Friday, January 15, 2021, to complete the syllabus quiz. I will drop the lowest three quiz scores at the end of the semester. However, no quiz scores will be dropped at the end of the semester for a student that receives a 0 on a quiz for academic dishonesty or for failure to take the syllabus quiz.

Exam Dates

The tentative exam dates are as follows:

Exam 1: Friday, February 5, 2021

Exam 2: Tuesday, March 2, 2021

Exam 3: Thursday, March 25, 2021

Exam 4: Tuesday, April 20, 2021

Final Exam: Wednesday, April 28, 2021, 1:00-3:00pm

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.

Desire-to-Learn (D2L)

You will access MyMathLab through the MSU D2L program. You can log into [D2L](#) through the MSU Homepage. On D2L I will post any announcements and reminders that I feel will be helpful as we go through the semester. I will post links to math videos that I assign you to watch I will also post grades within D2L.

Student Initiated Drop from Math 0233 and Math 1233

Students who are enrolled in Math 0233 because they are not TSI-complete in mathematics are not allowed to drop either course until March 8th. Further, the last day to drop any course on campus is Friday, April 23rd, by 4 pm.

Between March 8 and April 23, you have two options for dropping, as described below.

- (1) You may drop both Math 0233 and Math 1233 with a W. If you drop MATH 0233, you must also drop MATH 1233. If you drop MATH 0233 but fail to drop MATH 1233 within a week of dropping Math 0233, I will drop you from MATH 1233 with an F.
- (2) You may choose to drop MATH 1233 but not drop MATH 0233, and here is how I will decide your final grade in MATH 0233 at the end of the semester. I will assign as your Math 0233 grade the grade given as your **current course average in MATH 1233 as of Test 2**. You will be given this average in D2L after Test 2.

How to become TSI complete Algebra Based

Students who complete Math 0233 with a C or better will be TSI-complete Algebra-based at end of the fall semester. Credits earned for Math 0233 do not count towards graduation. Math 1233, College Algebra, is a college-level core math course. Passing Math 1233 will satisfy the university's core math requirement. Earning a C or better is required to enroll in any math course in which College Algebra is a prerequisite.

Note: A student that does not attain TSI-complete status in mathematics will be required to enroll in a core math course along with its developmental support course until such status is attained.

Academic Misconduct Policy

All work that you do 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. No quiz scores will be dropped at the end of the semester for a student that receives a 0 on a quiz for academic dishonesty.
- Receiving a 0 for the entire quiz grade for the semester (12%) or the entire adjusted homework score for the semester (8%).
- Receiving an F in MATH 0233 and/or MATH 1233.
- Receiving an F in MATH 0233 and/or MATH 1233 that will remain permanently 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 to be graded, and further, no two students are ever to turn in work that appears to be identical. Teachers can detect when a student is copying homework from someone else in the class. 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 is considered cheating. The university's academic dishonesty policy can be found at

<https://msutexas.edu/student-life/assets/files/handbook.pdf>

Cell Phone Policy

Please turn these off or place on silent prior to the beginning of class. All cell phones must be placed face down on the desk/table in front of you. Use of a cell phone or any other electronic device (including earbuds) 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. If the student is allowed to remain in class, the instructors may confiscate the cell phone for the duration of the class. Continued violation of the no cell phone 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. Using a cell phone during a test or quiz will result in one of the penalties listed under the academic misconduct policy given above of this syllabus.

Punctuality and Attendance

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.

Students should make every effort to arrive to class on time and remain for the entire class period. Arriving late and leaving early is a disruption to the instructors and to fellow students. Emergencies should not be regular occurrences. If you have a medical condition that warrants needing to leave class on a regular basis, please talk to the instructor and provide her with a doctor's note indicating such.

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

1. You will be considered late if you arrive late but within the first ten minutes of class.
2. Three late arrivals are considered an absence.
3. Do not leave class in the middle (to go get a drink or go to the restroom) unless it is an emergency. Any student who leaves in the middle of class and returns will be counted as late for the day.

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

1. Any student who leaves class without the permission of the instructor is considered to be absent for the class period and any work submitted will not be graded.
2. Any student caught doing work for another class, or being physically present but not mentally present and engaged in class, will be asked to leave and will be counted absent.
3. A student who arrives more than ten minutes late is considered absent.
4. Use of a cell phone or any other electronic device 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.
5. A student who accumulates six absences may be instructor dropped from both Math 0233 and Math 1233 with grades of F. In such cases, an email will be sent to the student using the student's email within D2L, notifying the student that they should schedule an appointment to meet with the instructors to discuss their class attendance and possibly avoid the instructor drop with grades of F. The student has 48 hours from the time of the email to schedule a meeting with the instructor. Failure to schedule a meeting or failure to attend the scheduled meeting will result in dismissal from both classes with grades of F.

You may only attend class virtually if you are in quarantine/isolation. In this case, you must submit the COVID-19 Reporting Form for Students, which can be found at the following website:

https://cm.maxient.com/reportingform.php?MSUTexas&layout_id=9

If you plan to attend class virtually because you are in quarantine/isolation, you must notify Dr. Knox by email no later than 10:00am of that class day.

Any student attending class virtually must complete all of the following in order to be counted present:

1. You must attend the entire class virtually, and late policies still apply. You must have your camera on for the entire class as well.
2. You must be actively participating, which includes taking notes as if you were in class.
3. You must upload a copy of your completed notes to D2L within three hours of the end of the virtual class.
4. You must complete the homework assignment assigned on the day you attended virtually.

Technology Requirements

Some quizzes and exams may be given online in this course. These quizzes and exams may be proctored. You are required to have access to technology that allows for online proctoring (such as the Respondus Monitoring and Lockdown Browser through D2L). You can find more information on these requirements on page 16 of the [MSU Texas Task Force to Return to Campus](#) document. In particular, you will need access to a computer with a webcam (not a Chromebook or a cell phone, ipads are compatible but not any other type of tablet) with the ability to download/use the appropriate D2L software.

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 84th 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](#).

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

1. To your professor's office

- You can attend virtual office hours hosted by Dr. Knox. When you do so, you will get one-on-one help from the instructor who is teaching the course you are taking. Information on how to attend virtual office hours is in the newsfeed within D2L. Because there is no way to maintain social distancing in the office of Dr. Knox, she cannot offer assistance in her office at this time. Please stand outside of her office if you wish to stop by with a quick question.
- You should have with you both your notes and all of the related work that you have done over the topics you are seeking help with.

2. The *Tutoring and Academic Support Program (TASP)*, located in Moffett Library, offers 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. They offer tutoring Monday through Thursday 11:00am-6:00pm and Sunday 2:00pm-9:00pm. They also offer a Homework Help Lounge on Sunday-Thursday 2-9pm where you can work on math and get assistance from tutors as needed. NOTE from the TASP website:

"TASP will offer all tutoring sessions face-to-face following suit with MSU's social distancing plans in place including a required mask for your session, one tutee per 6ft table with a plexis-glass divider between tutor and tutee. Online appointments with an MSU tutor are available but only for students who are ill or showing symptoms."