

## Course Syllabus: College Algebra

Bolin 101 MWF: 1:00 – 1:50

MATH 1233 Section 106

Fall Semester 2020

### **Contact Information**

Instructor: Sarah Cobb

Office: Bolin 118F

Office hours:	Monday	08:00 – 8:50
	Tuesday	10:30 – 11:50
	Thursday	12:30 – 01:50
	Friday	08:00 – 8:50

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### **Catalog Information**

#### Course Description

Equations, inequalities, rational expressions, exponents, logarithms, radicals, functions, graphs, and systems of equations. A graphing calculator is recommended but is not required.

#### Prerequisites

MATH 1033 with a grade of C or better, math THEA score of 270, or satisfactory score on placement exam.

## **Course Modality**

### Hybrid Class

Due to constraints on physical space available in our assigned classroom, this course will be offered as a split-students course this semester. The class will meet in its regularly scheduled room most scheduled days, but only some of the students can be physically present every day. The course will be divided into two groups, with each group attending class every other day. Students not physically in class will join by Zoom. You will receive your group assignment after the first day of class. Students physically present in class will be seated according to a seating chart for contact-tracing purposes and will observe social distancing and sanitizing procedures as well as wearing face coverings.

### Online Instruction

For some parts of the semester all course meetings will be online only. This includes the first day, the last week of classes (beginning November 30), the final exam, test days, and times that the instructor is ill. Depending on the number of COVID-19 cases in the university and the surrounding community, the university may transition to online-only instruction at some point in the semester. The course will continue to meet over Zoom at our scheduled time, whenever possible.

### Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program and to regularly check posted information. D2L provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. Downloading the Brightspace Pulse app is also recommended. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

### Office Hours

Office hours are time that I have set aside to answer questions about the course or course material. I am happy to answer questions about homework problems, quizzes and tests, study practices, grades, and other topics. I will be active on Zoom during office hours and links will be accessible through D2L. Feel free to join the meeting. If it is impossible for you to attend scheduled office hours, email me to set up an appointment at another time.

## **Textbook and Instructional Materials**

### Textbook and Online Homework System

College Algebra with Modeling and Visualization, 6<sup>th</sup> ed., by Rockswold. This book is available through the online homework system we will be using this semester. You are not required to have a physical copy of the textbook, as it will be included in the price for access to the online system.

### Inclusive Access

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.

### Technology Requirements

Since this course will use a hybrid modality, you will need access to technology to enable this interaction. Please refer to MSU's [minimum hardware and software recommendations for students](#).

On days you are not physically present in class, you will need to be able to run Zoom. For exams, you will need a desktop or laptop with a Windows or Mac operating system. You will also need a functioning webcam.

Exams will use the Respondus Lockdown Browser with Respondus Monitor within D2L. This program will lock you out of using other applications and websites while taking an exam and will record you to ensure academic integrity. Before the first exam, a practice exam will be available to ensure that you are familiar with the technology. For these exam days, you should find a quiet and distraction free testing environment.

Chromebooks are not compatible with Respondus Lockdown Browser and are not sufficient for this course.

## **COVID-19 Safety**

### Masks

In accordance with [university policy](#), masks must always be worn in the classroom. Your mask must be cloth or paper and must completely cover your nose and mouth. A face shield is not an acceptable substitute for a mask. Your instructor may remove their mask while lecturing if they are a sufficient distance away from students.

### Symptom Screening

You should conduct a daily self-screening for symptoms of COVID-19 including a temperature check. [The MSU Safety App](#) includes a self-screening, or you can use the one available through the [CDC](#). If either check suggests that you not attend class, please attend via Zoom instead of in person. If you think you may have COVID-19, please contact local health care (the Vinson Health Center or your personal physician.)

## Academic Expectations

### Attendance

You are expected to attend class either in person or via Zoom every day. This includes arriving on time, staying to the end, participating in class, and behaving respectfully. If you must miss class, please consult a classmate to find out what you missed. Students who miss more than six classes or portions of classes may be dropped from the course with a grade of F.

### Grading

Assignments	Percentage
Participation	10%
Homework	10%
Quizzes	5%
Test 1 (Monday, Sept 28 <sup>th</sup> )	20%
Test 2 (Friday, Oct 30 <sup>th</sup> )	20%
Test 3 (Wednesday, Dec 9 <sup>th</sup> )	20%
Project	15%
<b>Total Points</b>	<b>100%</b>

Grade	Percentage
A	90.0 +
B	80.0 to 89.9
C	70.0 to 79.9
D	60.0 to 69.9
F	Less than 60

### Notes on Participation

Since will be employing a flipped classroom model this semester, there will be a certain amount of required group work and discussion in class. Whether you are physically in class, or participating online, you are expected to be present, prepared, and engaged during class time. Being unprepared, absent, unwilling to work with others, or disrespectful during class are all reasons that your participation score will be decreased.

### Quizzes

In this course, we will be assigning videos for you to watch in between classes. After you watch the videos, there will be a short quiz through the MyLab link in D2L to assess your understanding of the videos. They will be very short and will cover basic material to ensure that you are prepared for the following class meeting. You are required to finish the quiz before 8:00 AM the day of class.

## Homework

Homework will be assigned through the MyLab system, which can be accessed through D2L. Homework will generally be assigned after each class meeting and be due on Wednesday of the following week.

Even though our homework will be online, I really encourage you to write up your homework solutions. As you are writing up these problems, describe the steps out loud to yourself. Does it make sense? Are you confident on how you arrived at that answer?

Make sure you start your homework several days before the deadline so that you have time to consult with your classmates or your instructor if you have trouble with certain problems.

Late homework can be turned in late with a penalty to your grade. You cannot turn in late homework for full credit.

## Make-Up Exams

There will be **no** makeup exams without a significant reason supported by sufficient documentation. If you know that you cannot make it to any of the above test dates, then you must take the exam **early**. You will notify me as soon as possible, and we will work out a time and place for you to take the exam. If you miss an exam without a significant excuse, then you have taken a zero for its grade.

## Final Exam

**Wednesday, December 9<sup>th</sup> from 1:00pm to 3:00pm.**

## Important Dates

Change of Schedule and Late Registration:	August 24-26.
Deadline to file for graduation:	September 28 <sup>th</sup> .
Last Day to drop with a grade of "W:"	December 4 <sup>th</sup> .
Refer to:	<a href="#">Drops, Withdrawals &amp; Voids</a>

## Contact with me

I prefer to make all agreements through email. This makes a written record in which both parties can refer. Any communication not in writing or through email should be considered unofficial.

I will make an effort to respond to email in a timely manner. You can nearly always expect a response within one business day, and often much faster.

## **University Policies**

### Student Handbook

For information on Student Rights, the Student Honor Creed, Academic Advising, University Policies and Procedures, the Code of Student Conduct, and other pieces of information regarding your education, please refer to:

[Student Handbook 2019-20](#)

### 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

Refer to: [Campus Carry Rules and Policies](#)

### Changes to Syllabus

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor. When possible, changes will be announced in class and through D2L.