

Course Syllabus: College Algebra (co-requisite courses)
Math 1233.2R3/0233.2R3 1:00-1:50 MWF and 12:30-1:50 TR Spring 2022

Instructor: M. L. Jones

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Office hours: MW 3:00–4:30; TR 3:30–4:30

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Course Description: This co-requisite pair of courses supports students in developing skills, strategies, and reasoning needed to succeed in Math 1233, College Algebra. Topics in Math 1233 include equations, inequalities, polynomials, rational expressions, exponents, logarithms, radicals, functions, graphs. (This course is designed for students planning to take additional mathematics.)

Textbook & Instructional Materials: MyMathLab (MML), an online program from Pearson Publishing, is required and is described in more detail below. An e-copy of the textbook is included in the purchase of this program, so it is not necessary to purchase a hardcopy of the textbook. Textbook: College Algebra with Intermediate Algebra, first edition, by Beecher, Penna, Johnson and Bittinger.

Additional Required Materials/Expenses: A laptop or desktop computer with a webcam and internet access is required. Chromebooks, tablets, and mobile devices will not satisfy the technical specifications for the proctored assessments that may be required. A scientific calculator that has exponential and logarithmic function keys is required. A spiral notebook/binder/pocket folder is needed to keep all work organized and accessible. The fee-per-use service ProctorU may be used for one or more tests including the required comprehensive final exam.

Desire2Learn: D2L is an integral part of this course. This class has a dedicated course homepage on D2L which you are required to login to every weekday Monday through Friday until further notice. You are responsible for all information posted in the News announcements on our D2L homepage. The link to our specific MML course is located on the D2L homepage.

Computer/Technical Requirements

This class requires you to have access to a computer with internet access in order to complete the online homework assignments. Computers are available for student use throughout the campus. This means that your personal computer being down is not an excuse for missing a deadline! If you have technical difficulties using a personal computer, first check your computer security settings, your pop-up settings, and/or try a different browser. If you continue to have technical difficulties, then you will need to contact either MSU's D2L help page or Pearson's MML customer technical support.

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.

**** MyMathLab is a REQUIRED portion of this course.****

MyMathLab (MML): This online course management program from Pearson Publishing is used for most assessments in the course. A specific MML course has been created for your class and is linked from the D2L course. Required digital materials for this course 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. Opt-out instructions are sent to students' official my.msutexas.edu email address after the first day of class. Any student who wishes to opt-out of the Program and purchase the required course materials on their own must do so prior to the date indicated in that email. Please contact the MSU Bookstore if you have any questions about the opt-out process. If you opt-out of this program,

then you will need to purchase MML, either from the campus bookstore or directly online from the publisher. When using MML for the first time in this course, you will need to run a browser check and download necessary plug-ins including the Pearson Lockdown Browser.

Help/Tutoring Resources: Office hours listed above are subject to change and any change will be promptly communicated both in-class and via D2L. Information will be communicated in class and via D2L on how to request alternate times as well as virtual options. An additional and excellent resource is MSU's Tutoring & Academic Support (TASP) center. The TASP office is located on the first floor of Moffett Library. TASP offers tutoring both by appointment and on a walk-in basis for students on campus. Check out TASP on the MSU website under Academics for additional information.

COVID-19 Statement

Please wear a mask/face covering that covers both your nose and mouth while in this classroom. Your instructor is an immunocompromised individual who is at a much higher risk of severe consequences if infected with Covid-19. Regardless of your personal risk comfort level, by wearing a mask, you can help keep our class operating in-person this semester. Thank you for your understanding on this critical issue. You are also expected to self-screen for Covid-19 symptoms before coming to campus each day. If you have tested positive or have been exposed to someone who has tested positive or have symptoms of Covid-19, please do not come to class. When in doubt, self-isolate and get tested. Follow the instructions and protocols as outlined on MSU website; use the Covid-19 link at the top of MSU's homepage or go to <https://msutexas.edu/coronavirus/index.php>.

Attendance Policies

Students are expected to attend all meetings of the classes in which they are enrolled. This includes arriving on time, staying until the end, and being prepared and engaged. Attendance is an essential component of this course and is required. Attendance in this class has two components: in-person and digital as login to the corresponding D2L course homepage is required each weekday.

These two co-requisite classes are conducted as one continuous course meeting every weekday and thus all course policies are stated with this understanding. The attendance policy for the co-requisite courses Math 1233/0233 states: If you are absent from more than six classes total on or before March 21 (last drop day), you may receive a grade of "F" in both classes for excessive absences and lack of participation (regardless of your grade average for the course).

Late Arrivals, Early Departures, 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. Cellphone use in any manner is considered as disruptive behavior in these policies. Please turn off all cellular devices during 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 and 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.

Drop Policies & TSI-status

Instructor-initiated Drop: Instructors may drop a student from class for disruptive conduct which could include inappropriate comments made via email or discussion forums, consistently failing to complete class assignments, as well as excessive absences as outlined above. A student dropped for any of these reasons will receive a course grade of "F". If you are instructor-dropped from the Math 0233 class with

an 'F' due to poor attendance, lack of participation or failure to complete coursework, then you have one week to complete a drop from Math 1233 with a "W". If you do not process a drop from Math 1233 within one week, then you will be dropped with an "F" from Math 1233 also.

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 Monday, March 7, 2022. The last day to drop any course on campus is Monday, March 21, 2022.

During this time window, you have two options for dropping the course:

- (1) You may drop both Math 0233 and Math 1233 with a W.
- (2) You may choose to drop MATH 1233 but not drop MATH 0233. Your Math 0233 grade will be given as your current course average in MATH 1233 as of Test 2. You now have 2 options:
 - a. At the end of the semester, I will record your MATH 0233 grade as your average in MATH 1233 as of test 2. You will not be required to attend any further classes. The next semester, you will repeat both co-requisite courses.
 - b. You can request an ALEKS access code paid for by MCOSME to work through self-paced preparatory material for an algebra based college level course. During the week of final exams, you will take a proctored in-person exam over developmental material or retest on the TSIA2 – math portion. If you are successful on the proctored assessment or TSIA2 retest, I will record a C for MATH 0233, and you will now be TSI complete. If you are not successful on the proctored assessment or TSIA2 retest, I will record your MATH 0233 grade as your average in MATH 1233 as of test 2, and you will have a \$25 charge added to your MSU account to repay MCOSME for the ALEKS access.

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 as hours 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.

Course Components

D2L Assignments/Assessments

There are various graded activities that are only available through the D2L course homepage such as all required discussions. Individual D2L log-in activity is required. Additionally, some quizzes and tests may be administered through D2L utilizing the Respondus Lockdown Browser and Respondus Monitor. Any D2L-generated grades will be manually added to your MML gradebook so that all course grades will be located in one place. The full D2L gradebook will not be utilized in this course this semester.

Class Notes

You are expected to take notes during every class/lecture. 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.

MML Homework

A MML online homework assignment has been created for each textbook section included in the course. You are required to keep your assignments organized in a spiral notebook (or loose-leaf binder) in which you will write out the step-by-step work needed to solve each problem. You may be asked to present evidence of your work during "spot checks", tutoring sessions, or as documentation. MML assignments are set up to allow you multiple opportunities to get credit for each problem and thus attain a very good homework grade.

There are numerous and varied supplemental media resources provided as part of MML. Even though these items are not always specifically required for completion of an assignment, be aware that these types of resources are available to you as additional tools to aid in your understanding of the material.

Homework Due Dates: Each MML assignment will have a specified due date – both date and time of day. The assignment will be available to work on for several days before its due date and must be completed before this specified time in order to receive full credit. After the due date, the assignment will still be accessible but will incur a late penalty and a 25% deduction in the grade. The late penalty will only apply to those problems completed after the due date. If the assignment was not started before the due date, it will show as “past due”. The assignment will remain available in late “past due” mode for 1-3 more days but after that time the assignment can no longer be completed for a grade. It will automatically be updated to a zero in the MML gradebook but can still be accessed in review mode for studying purposes.

Warning: 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.

Quizzes

Short quizzes are also included as part of the coursework grade. Some quizzes will be taken during class and others will be taken online in MML. Quizzes taken on MML may require proctoring utilizing Respondus Lockdown Browser and Monitor. At the end of the semester, the lowest two or three quiz scores will be dropped before computing the final course grade. Makeup quizzes will not be given.

Tests

The tentative dates are as follows (but are subject to change):

Test 1: Tuesday, February 1, 2022

Test 2: Thursday, February 24, 2022

Test 3: Thursday, April 7, 2022

Test 4: Thursday, April 28, 2022

Final Exam: Wednesday, May 4, 2022, 1:00-3:00pm

Final Exam

The final exam is comprehensive and is required by all students in order to complete the course. The final exam is scheduled for Wednesday, May 4, 2022. Failure to take the final exam during the prescribed time will result in an automatic grade of “0”.

Evaluation/Grading Policies

Grading for Math 1233 course

Your semester grade will be based on homework (done in MyMathLab), quizzes (in class or within MyMathLab or within D2L), and tests. 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
Homework Average	8%
Quizzes	12%
Test 1	13%
Test 2	13%
Test 3	17%
Test 4	17%
Final Exam (1233)	20%

Important exception: Your course grade will be adjusted if your comprehensive final exam grade is significantly lower than your grade average before taking the final exam. In general, your course grade cannot be more than one letter grade higher than your final exam grade. This policy is necessary to help ensure the integrity of the course.

Grading for Co-requisite Math 0233 course

At the end of the semester, the course grade for Math 0233 (Developmental Support) will be the higher of these two grades: 1) the Midterm grade or 2) the Math 1233 grade + 10% of the homework average.

Note: There is no "extra credit" given in these courses.

Gradebook

Be aware that the overall average shown in the MML gradebook is a running average of completed work and can change dramatically as quiz and test scores are added into the gradebook. The full D2L gradebook is not utilized in this class; instead, all D2L-generated grades will be added into the MML gradebook as off-line entries.

Make-up Policy

Make-up tests are generally not allowed, so a missed test will result in a grade of "0". Per the instructor's discretion, a make-up test may be considered only in exceptional situations and only with timely, preferably pre-test, communication from the student. Make-up quizzes will not be given; a missed due date, for any reason, for a quiz will result in an automatic grade of "0" on the quiz. There is no make-up option for the final exam.

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.
- Receiving a 0 for the entire quiz grade for the semester (12%) or the entire 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>

Important Note

Changes in the course syllabus, policies and procedures, assignments, tests, schedule, and proctoring requirements may be made at the discretion of the instructor.

University Policies & Services

The following is a quick link to essential student resources available at MSU:

https://msutexas.edu/academics/scienceandmath/student_resources.php

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](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty : Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. 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.

MSU Return to Campus

Refer to: <https://msutexas.edu/return-to-campus/msu-texas-commitment.php>