Instructor: M. L. Jones
Office: Bolin 118C
Office hours: Mon 12:30-1:00 & 3:00–4:30; Tues 3:30–4:30; Thurs 3:30–4:30
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Textbook & Instructional Materials: MyLabMath (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: *Excursions in Modern Mathematics*, Tannenbaum, 10th edition.

Calculator/Supplies: You need a calculator that will add, subtract, multiply, divide, and take square roots. You will not need a graphing calculator, though you are welcome to use one. You are expected to bring your calculator to class each day. You may not use a phone or any device with internet access as a calculator. You may not share calculators. Also, a spiral notebook/binder/pocket folder is needed to keep all work organized and accessible.

Computer Access/Requirements: This class requires you to have access to a computer with a webcam and internet access to complete your assignments and to take some assessments such as quizzes and/or tests. Chromebooks, tablets, and mobile devices will not satisfy the technical specifications for the proctored assessments that may be required. 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! Personal computer or internet technical difficulties will not be considered sufficient reason for the instructor to allow students extra time to submit assignments, quizzes, tests, or discussion postings. It is your responsibility to have access to a working computer and internet access in order to complete the coursework in this class. 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.

Desire2Learn (D2L): D2L is an integral part of this course. This class has a dedicated course homepage on D2L which you are required to log into 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.

** MyLabMath (MML) is a REQUIRED portion of this course.**

MyLabMath (MML): This online course management program from Pearson Publishing is used for most assignments and assessments in the course. A specific MML course has been created for your class and is linked from the D2L course homepage. To access the linked MML course either 1) click on the Content tab at the top of the D2L homepage then select MyLab Math Course Home in the table of contents, or 2) locate the Content Browser pane in the right column on the D2L homepage and click on MyLab Math then MyLab Math Course Home. As a required digital material for this course MML is part of the Courseware Access and Affordability Program at MSU Texas. Students are charged for such 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 consider wearing a mask/face covering that covers both your nose and mouth while in this classroom – especially at the beginning of the semester and at any period of high transmission rates in our community. Your instructor is an immunocompromised individual who is at a much higher risk of severe consequences if infected with Covid-19. Thank you for your understanding on this critical issue. You are expected to self-screen for Covid-19 symptoms before coming to campus each day. When in doubt, self-isolate and get tested. Follow the instructions and protocols as outlined on MSU website.

Attendance and Drop 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_. 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 1053/0053 states: If you are absent from more than four classes _total_ on or before March 27 (last drop day), you may receive a grade of "F" 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.

Instructor Drops: 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 0053 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 1053 with a "W". If you do not process a drop from Math 1053 within one week, then you will be dropped with an "F" from Math 1053 also.

Student Drops: If you wish to drop this course, you must first contact your instructor. Students who have not met the readiness standards of the Texas Success Initiative must continue to attend class and may not drop this course prior to Monday, March 20, 2023. The last day to drop in order to receive a "W" is 4:00 p.m. on Monday, March 27, 2023. Drops after this date will receive a grade of "F". Students will not be allowed to drop only Math 0053 due to it being a requirement for enrollment in Math 1053 by students who are not TSI-complete. Students will be allowed to withdraw from both Math 0053 and Math 1053 (or possibly only Math 1053 with permission from both the instructor and the math department chair – more information regarding this option will be available as needed) but only after March 20, 2023. Students receiving financial aid should contact the financial aid office before initiating a student drop.

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 utilized in this course this semester.

Homework

Homework is assigned and completed using the MyLabMath (MML) system. This online course management program from Pearson Publishing is a required portion of the course and its purchase includes an e-copy of the textbook. When using MML for the first time, you need to run a browser check and download necessary plug-ins. Problems may be worked as many times as you like, so a perfect homework score should be attainable. Homework for each chapter will be due for 100% credit by the due date indicated on the schedule (which is sometimes before and sometimes on the day of the chapter quiz). You are encouraged to work on homework after each class period. Homework can be accessed and completed after the due date and before the unit exam for 75% credit (includes a 25% late penalty deduction). After the unit exam, your homework score will be final.

Quizzes

As many as eleven quizzes will be given – either in class or online - over the course of the semester. Most will be announced ahead of time, but some may not be. No make-up quizzes will be given. A missed quiz will result in a grade of 0 on that quiz. A quiz missed for a university-authorized absence can be dropped from the unit grade computation as long as paperwork is completed at least two class days before the absence.

Exams

There will be three unit exams given during the semester. The *tentative* dates for the exams are February 23, March 28, and May 4. If you know that you must miss an exam, please let me know at least one week ahead of the test date and arrange to take the test early. Accommodations with less notice will be made only in the case of serious and unforeseeable circumstances. Notice must always be given as soon as possible; accommodations will generally not be made if notice is not given before class on the day of the exam.

Final Exam - There is no final exam in this course.

Grading Policies

This course consists of three units. You will receive a grade for each unit that will count as one-third of the final course grade. Each unit grade will be computed as follows: <u>20% Homework, 20% Quizzes, 60% Unit Exam</u>. At the end of the semester, the three unit grades will be averaged to determine the final course grade.

Your final grade will be based on the average of your three unit grades:
  A: at least 90%
  B: 80–89%
  C: 70–79%
  D: 60–69%
  F: Less than 60%

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.

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 regarding Academic Misconduct

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.

Grade Appeals and Academic Honesty Checklists
These checklists are available on the MCOSME website and provide information on the process for grade appeals or appeals of academic honesty sanctions. The Grade Appeal Checklist provides the timeline for appealing from the instructor to the next in line (dean of the college). The Academic Honesty Checklist describes the timeline for appealing from the instructor to the next in line (chair of department) and who must be notified of academic honesty infractions.

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
Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit Campus Carry.

Active Shooter Policies
The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit Safety / Emergency Procedures. Students are encouraged to watch the video entitled "*Run. Hide. Fight.*" which may be electronically accessed via the University police department's webpage: *"Run. Hide. Fight."*

Addendum
DEVELOPMENTAL SUPPLEMENT FOR CONTEMPORARY MATH
MATH 0053 – SPRING 2023

Course Description: This course supports students in developing skills, strategies, and reasoning needed to succeed in Contemporary Mathematics. Topics include the theory of elections and apportionment, graphs and networks, financial mathematics, and statistics.

Materials Needed: Students will be required to organize all Math 0053 and Math 1053 materials (handouts, notes, etc) and have a calculator (any kind except on cell phone). These need to be brought to class every day.   Students will also be required to have access to MyMathLab for their Math 1053 course. Access to the online copy of the textbook is included with MyMathLab.

Participation: Students are required to participate in daily in-class activities such as handouts, group work, discussions, or presentations. A participation grade will be a portion of your final grade. In-class activities may be graded and may not be made up outside of class. Failure to participate in class will negatively affect your course grade. Use of cell phone during class for personal reasons may result in a participation grade of 0% for the day.

Attendance: Attendance will be taken every day, and an attendance grade will be a portion of your final course grade. Refer to the full attendance policies in the Math 1053 syllabus.

Last Day to Drop: The last date to drop a course with a W is Monday, March 27, 2023 by 4:00 pm.

Student Drops from Math 0053: Students will be allowed to withdraw from both Math 0053 and Math 1053 beginning March 20, 2023.

You may choose to drop MATH 1053 but not drop MATH 0053. You will be given your current grade in MATH 0053.   You now have 2 options:

   a. At the end of the semester, I will record your MATH 0053 grade that you had when you withdrew from MATH 1053. 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 0053, and you will now be TSI complete. If you are not successful on the proctored assessment or TSIA2 retest, I will record your MATH 0053 grade that you had when you withdrew from MATH 1053, and you will have a $25 charge added to your MSU account to repay MCOSME for the ALEKS access.

Grades: Grade points will be earned in three categories: attendance, participation, and in-class activities. In-class activities may include individual and group work, quizzes, and/or Math 1053 quiz corrections. These earned grade points will result in the preliminary Developmental Support (DS) grade. This grade will be compared with the Math 1053 Contemporary Math course grade (CM) in order to determine the final course grade for this class. A weighted average (AV) will be calculated for each student and is equal to AV = (.75)(CM) + (.25)(DS). If the student fails Math 1053, then the course grade for this class will be AV. If the student passes Math 1053 (A, B, C, or D), then the course grade for this class will be the higher of AV or DS.