



Course Syllabus: Beginning Algebra
College of Science, Mathematics and Engineering
MATH 0003 Fall 2026
Location: Section 105 at 11am in Bolin 309

Contact Information

Instructor: Dr. Tim Fosnaugh
Office: Bolin 122H
Office hours
MWF 9:30 to 10:30 and 1:00 to 2:00 TR 9:00 to 10:00 and 12:30 to 1:30
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Course Description

This course is designed to teach students topics in elementary algebra which will prepare them for corequisite courses. Students must earn a "C" or better in this course to advance to the College Algebra corequisite or the Business Analysis course. A grade of "D" is required to proceed to Contemporary Mathematics.

Textbook & Instructional Materials

MyLab Math (MML): This online course management program from Pearson Publishing is used for all assignments in the course. A specific MML course has been created for your class. 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 the opt-out date. 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.

Scientific Calculator: You should have a scientific calculator. 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 on quizzes or tests. You may ***not** share calculators during a quiz or test.

Learning Objectives

Upon the successful completion of this course, students will be able to:

1. Demonstrate the ability to use mathematical notation, including function notation;
2. Evaluate and simplify algebraic expressions;
3. Solve and graph linear equations;
4. Solve linear inequalities and use interval notation;
5. Use the slope-intercept and point-slope forms of an equation;
6. Apply basic mathematical operations on polynomials;
7. Demonstrate the ability to factor polynomials.

Study Hours and Tutoring Assistance

Free tutoring is available at the TASP center located in the Library

The hours for this fall are as follows:

Monday-Thursday 1pm to 9pm

Sunday: 7pm to 9pm

Student Handbook

Refer to: [Student Handbook](#)

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.

[Office of Student Conduct](#)

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading

Table 1: Points allocated to each assignment

Assignments	Points
Homework	100
Quizzes (10 at 35 pts each)	100
Four hour Exams(100 points each)	400
Final Exam	200
Total Points	800

Table 2: Total points for final grade.

Grade	Points
A	720
B	640 to 719
C	560 to 639
D	480 to 559
F	Less than 480

Homework

An online homework assignment has been created for each textbook section covered in class. Each assignment will have a **full credit** deadline (usually on the day after the next class at 11:59pm). This may be extended for longer assignments and other circumstances. Homework may still be submitted for **75% credit** for two more days or until the exam date, whichever comes first. When using the later deadline, you do not lose the full credit for problems/partial problems that were submitted by the 100% deadline. You may earn 75% credit on portions of problems that were submitted after the 100% deadline. Online homework problems may be printed and the answers entered at a later time. You may also print the homework problems and submit on paper on or before the due date listed on the Beginning Algebra Course Schedule for full credit. Each due date time is given in MyLab Math and will be given the day it is lectured. You typically have three attempts to earn full credit on a particular problem. After this you may work a "similar" problem to practice/improve your score. There is no limit on how many times you may work a problem, so a perfect homework score should be attainable.

Your **lowest** four homework scores will be dropped and the remaining scores will be averaged to determine your homework grade for the course. The assigned problems represent a minimum number of problems to be worked. You are strongly encouraged to work additional problems.

I frequently create in class worksheets that may be submitted to replace poor homework/quiz scores.

Continued on next page.

To access homework: Log into D2L account and access this course (using the 3 by 3 grid to the left of the envelope at the top or scroll all the way down to "My Courses" widget). Select the course "Beginning Algebra". Using the menu bar, select "Content". A new screen will open with "MyLab Math" listed center; click "Pearson Course Materials". This will take you to Pearson's website relating to the course. Click the yellow button with "Open MyLab & Mastering" and you will be taken to Mylab.pearson.

NOTE: Make sure the "View" menu in the right-hand corner has "Assigned" selected.

How to tackle your homework:

1. Complete as much of the homework the same day the material is taught in class. There are several ways to get help on the homework. This includes "view an example" which walks you through a problem step by step. Sometimes this breaks a single step into several parts which might slow you down. Be careful not to work from an example/notes on every problem. You will **not** have those available on an exam. After working a few problems correctly with your notes, try to do a problem without looking at any help feature and see how far you can get. By the time you are done with your problems, you should know the procedures. These are used in future sections because math tends to build on itself. Even though there are websites and apps that will work out the entire problem, these are **dangerous** if you do not learn how to recognize the type of problem and how to solve the problem. You will not have access to apps or online material during a quiz or test.
2. Write down the number of the problem(s) that you were unable to complete and we will do them in class. There are several benefits of this:
 - a. It may imply I insufficiently covered a topic and more review for everyone may be needed. Mathematics builds on itself, so the better you understand and practice the previous sections, the easier it will be to learn the new material.
 - b. We can do the problem "your way" which is very beneficial in understanding mathematical concepts.
 - c. Don't forget: you are not alone. If you have a question, other students may have the same question but are scared to ask. The only bad question is the question that was never asked.

Exams

The **tentative** exam dates are as follows:

Exam 1: Friday, September 18, 2026

Exam 2: Wednesday, October 7, 2026

Exam 3: Monday, October 26, 2026

Exam 4: Wednesday, November 18, 2026

Final Exam: Wednesday, December 9, 2026, 1:00-3:00pm

(Location to be determined)

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. The instructor may use the final exam (scaled appropriately) to replace **one** missed test grade.

Test Day Policies

During tests, students are allowed the use of a scientific or graphing calculator.

The use of smart devices (including phones, smart watches, and smart glasses) is not allowed during any test. Using any smart device during a test will result in a grade of zero in that test.

After receiving the test, any student who wishes to leave the room is required to hand in the test before doing so. This will end the student's test.

Extra Credit

The only extra credit is through the worksheets discussed earlier.

Make Up Work/Tests

Tests were discussed above. If you are going to miss for university functions, illness or emergency situations you should let me know as soon as possible. If you are contagious with a serious disease, don't come to class. For extended absences, you should contact student affairs at extension 7500.

Important Dates

- Last day for term schedule changes: [Click here to enter appropriate date.](#) Check date on [Academic Calendar](#).
- Deadline to file for graduation: [Click here to enter appropriate date.](#) Check date on [Academic Calendar](#).
- Last Day to drop with a grade of "W": [Click here to enter appropriate date.](#) Check date on [Academic Calendar](#).
- Refer to: [Drops, Withdrawals & Void](#)

Drop Policies

Instructor Drops: Instructors may drop a student from class for disruptive conduct, cell phone use, consistently failing to complete class assignments, as well as excessive tardiness or excessive absences. A student dropped for any of these reasons will receive a course grade of "F".

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, **October 26**, 2026. The last day to drop in order to receive a "W" is 4:00 p.m. on Monday, **November 23**, 2026. Drops after this date will receive a grade of "F". Students in athletics, on scholarship or receiving financial aid should contact their advisor and the financial aid office before initiating a student drop.

Attendance

[Click here to edit text.](#) Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered as part of the grade, the instructor should so inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

Computer Requirements

[Click here to edit text.](#) This class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class.

****Assignments and tests 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, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ****Your computer being down is not an excuse for missing a deadline!!*** Our classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations; however, they are able to help you get connected to our online services. For help, log into [D2L](#).

Recording Classes

****Recording classes is generally prohibited without the professor's explicit permission.*** Such recordings, when permitted, are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the professor's prior consent. Some faculty may not permit recordings of their classes. When it is feasible and appropriate, students may record classes to accommodate disabilities under the Americans With Disabilities Act, with prior approval of Disability Support Services. Such recordings may not be uploaded to the internet or otherwise shared, transmitted, or published.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

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 Student Wellness Center, (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](#).

Emergency Aid Resources for Basic Needs

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the [Student Emergency Support and Resources webpage](#) to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, student.affairs@mstuexas.edu.

College Policies

Campus Carry Rules/Policies

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

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

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 has 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

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 [MSUReady – Active Shooter](#). 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.”](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

***Important note:** Tables are already set up for ADA compliance. If you wish to add another table, make sure do the correct compliance setup for tables which you can find in the [How To – Word Doc ADA Compliance PDF](#).